



WEBSTER COLLEGE

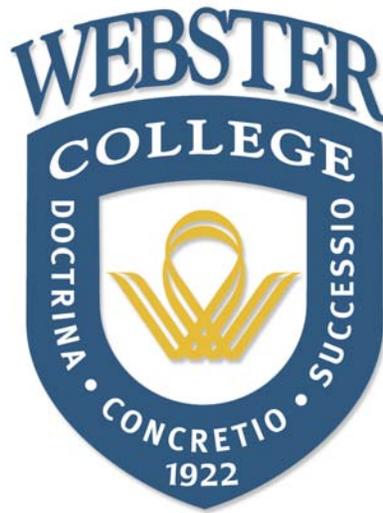
Changing Lives.

2006 • 2007 CATALOG

A subsidiary of Rasmussen College, Inc.



www.webstercollege.edu



Mission

Webster College is dedicated to serving our communities by recognizing the diverse needs of individuals. We encourage personal and professional development through respect, appreciation, and a commitment to general education as a foundation for life-long learning.

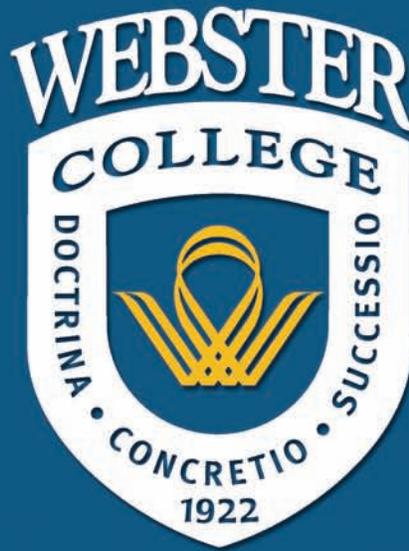
As an institution of higher learning, the College is committed to preparing students to be active, productive and successful contributors to a global community.



Purposes

To accomplish our mission, Webster College has established these purposes:

- 1 Educational Excellence:** Webster College creates a teaching/learning community that is challenging, stimulating, and student-focused. This is accomplished through an integrated system of accessible resources, interactive classes, and a rigorous curriculum.
- 2 Learning Environment:** Webster College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere that prepares students for challenging careers and life-long learning.
- 3 Professional Development:** The institutional culture of Webster College provides and supports ongoing opportunities for professional growth for students and employees, preparing well-rounded individuals who contribute to our global community.
- 4 Modern Technology:** Webster College supports the use of modern technology as a tool to enhance student learning and enrich the classroom environment as well as empower students to adapt in an ever-changing workforce. The College is committed to student development through the implementation of virtual classrooms utilizing the online learning modality.
- 5 Service to Communities:** Webster College creates and maintains a collaborative community where students, employees, business, industry, professional associations/communities, and other institutions of higher learning benefit from shared knowledge and experience.
- 6 Assessment and Planning:** Webster College students, both residential and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists the College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the Institution.



Webster College Campus Locations

Webster College – Ocala
2221 SW 19th Avenue Road
Ocala, Florida 34474
(352) 629-1941

Webster College – Pasco County
2127 Grand Boulevard
Holiday, Florida 34690
(727) 942-0069

Online

www.webstercollege.edu

Rasmussen College Campus Locations

Rasmussen College – Brooklyn Park
8301 93rd Avenue North
Brooklyn Park, MN 55445-1512
763-493-4500
1-877-495-4500
FAX: 763-425-4344

Rasmussen College – Eagan
3500 Federal Drive
Eagan, MN 55122-1346
651-687-9000
1-800-852-6367
FAX: 651-687-0507

Rasmussen College – Eden Prairie
7905 Golden Triangle Drive, Suite 100
Eden Prairie, MN 55344
952-545-2000
1-800-852-0929
FAX: 952-545-7038

Rasmussen College – Mankato
501 Holly Lane
Mankato, MN 56001-6803
507-625-6556
1-800-657-6767
FAX: 507-625-6557

Rasmussen College – Rockford
6000 East State Street, Fourth Floor
Rockford, Illinois 61108-2513
815-316-4800
1-877-533-5825
FAX: 815-316-4801

Rasmussen College – St. Cloud
226 Park Avenue South
St. Cloud, MN 56301-3713
320-251-5600
1-800-852-0460
FAX: 320-251-3702

www.rasmussen.edu

Aakers College Campus Locations

Aakers College – Bismarck
1701 East Century Avenue
Bismarck, ND 58503-9980
(701) 530-9600 • (877) 530-9600

Aakers College – Fargo
4012 19th Avenue Southwest
Fargo, ND 58103-9831
(701) 277-3889 • (800) 817-0009

www.aakers.edu



Welcome

Congratulations on taking the first step to a better future.

As you begin your educational journey to success, you can be assured we're here to help you succeed.

What you'll find in the following pages is a preview of the type of college we are: learning centered, career focused, technology driven, user friendly, and most important of all, committed to student success.

On behalf of the people of Webster College, I wish you success and happiness in your future education and career accomplishments.

Kristi Waite

— KRISTI A. WAITE
President, Webster College

Table of Contents

2006/2007 • Volume 16

OVERVIEW

- Webster College... a history of strategic career training.2
- CHIPS!3
- The focus is on you!4
- What is most important in your college choice?6

ENROLLING

- Let's get started!8
- Enrollment procedures9
- Academic calendar9
- Paying for your college education.10
- Financial aid sources11
- Scholarship and grant programs12
- Application form13
- Prepare for opportunity15

PROGRAMS

- Accounting programs16
- Allied Health programs19
- Business Management programs24
- Crime Management programs27
- Digital Design and Advertising programs29
- Nursing programs31
- Office Management programs34
- Technology & Information Management programs37
- Program objectives39
- Course descriptions41

POLICIES

- Academic information54
- College policies57
- Accreditation and affiliations62
- Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines63

OUR TEAM

- College administration64
- College staff65

www.webstercollege.edu

Effective October 2, 2006. Revised edition replaces previous editions.

Webster College has a colorful history that dates back to 1922 when the school was established in Fairmont, West Virginia to teach secretarial and office skills. Webster College was founded to “train people for the business world in skills, attitudes and work habits consistent with good business practices.”



T. B. Cain
– Founder



C. G. Shafer
– School registrar

All our courses emphasize strategic skills and personal development for students to evolve professionally and socially.

Though the college has undergone dramatic updates and development since then, the aim has remained the same: provide students with the education necessary to gain the knowledge and professional confidence to become tomorrow’s leaders.

As the Sunbelt states grew in popularity in the 1980s, new businesses followed, and the demand for trained secretarial and clerical professionals increased rapidly. New Webster campuses were strategically established in Florida to serve the business needs of the region. The West Virginia campus was disbanded in 2001 to focus on Florida’s campus growth.

Webster College campuses are wholly owned by Webster College, Inc., a Florida corporation. The College is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate and bachelor degrees.

Webster College graduates learn practical career training combined with communication, problem solving and information skills that employers seek in competitive business environments.

Board of Directors

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Chairman

– President, Rasmussen College, Inc.

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– Founder, Broadview International

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– Chairman, Rasmussen College, Inc.

Thurston E. Manning

– Consultant to various colleges
and universities

– Formerly Executive Director of
the Commission on Institutions
of Higher Education of the
North Central Association

Jack C. Staley

– Trustee, DePaul University



What are these people so excited about?

CHIPS!

CHIPS is an acronym for our values: Community, History, Integrity, Placement, and Service. CHIPS embodies what the Webster College experience is all about, and why it's not just an ordinary education.

What does CHIPS mean for you, our student?

It means a personal, service-oriented, quality education that's designed to help you succeed - in the classroom and beyond.

Here are some questions to ask when selecting a college, so that you can make the best decision regarding your future career.



COMMUNITY

- What is your average class size?
- Do you have online interaction... such as a portal, student profiles, and message boards?
- How many employers do you interact with on a regular basis in order to help graduates find jobs?
- How else does the college interact with the local community?
- Are your instructors, staff, and students on a first name basis?
- Does your campus have lab hours during non-class times so I can complete my projects?
- Is there an open-door policy at this college?

HISTORY

- When were you founded?
How long have you been in business?
- What's the history of this college?
How did you get started?
- Where was your first campus located?
Where do you currently have campus locations?
- How many students have graduated from this college?
- How long have you offered online classes?

INTEGRITY

- Are you accredited?
- Do you allow students to participate in evaluation of their instructors and overall educational experience?
- How do you decide which new programs to offer? Who helps you develop them?
- Do you help graduates develop a portfolio of work samples that can be used to demonstrate career competencies to potential employers?

PLACEMENT

- Do you have a full-time career placement office?
- Does your Career Services Office receive job postings from local employers?
- What is your placement rate?
- Do you assist with resume, cover letter, and reference preparation?
- Do students have the opportunity to participate in practice interviews prior to graduation?
- Do you offer long term placement assistance for graduates?
- Do you offer career placement assistance nationwide?

SERVICE

- Do you offer 24/7 assistance for students?
- Do you offer no-cost tutoring for both online and on-campus students?
- Do you offer assistance with researching and applying for financial aid?
- Do you assist new students with gathering transcripts and other necessary items during the application process? Are you available for questions throughout this time?
- Does your college have a library and an on-site librarian?
- Do you offer technical support on-site and online?
- Are you open evenings and weekends?



“Webster is student-focused and program specific. Programs are designed with many built-in measures to facilitate student success and content mastery.”

– *FLAMELA EDWARDS, Webster Student*

The first step to a new career and securing a better future is all about you. At Webster College, we focus on the skills and resources you'll need to reach your specific career goal, or to excel in a current career.

When you begin your program of study you will take classes with students who share your sense of purpose, determination and commitment. Helping you achieve your objectives is what Webster is all about. Our faculty is committed to your success with a student-centered approach to learning that helps you develop the skills and qualifications necessary to succeed in today's competitive job market. Our instructors have real world work experience and strong academic credentials that allow them to relate classroom theory to the workplace conditions in your chosen career.

Small class sizes, individual attention, convenient scheduling, along with career-focused education and placement, are just some of the benefits that make Webster especially attractive to students preparing for a new career. What's more, at Webster, you'll not only study classroom theory, you'll also develop valuable skills and experience utilizing current technology pertinent to your new profession.

Does this sound like the type of college that works for you?

As a future student, you likely have many questions and concerns as you think about your life. We're here to address your needs and offer support as you reach your destination of a promising career. Together we'll explore your options and create a plan that helps you secure your future:

- **Are you ready to change your current situation?**

What would you like to do more of? What talents do you have that are not being used?

- **What would you like to do in the future?**

What responsibilities would you have? Do you want to work with people, numbers, projects or computers? What type of work environment makes you happy?

- **Why is now the right time to prepare for a new career?**

Are you ready for your dream job? A promotion? Or to expand your opportunities?

- **What challenges do you have in getting started?**

Do you need child care? Financial aid? Academic tutoring?
Time and flexibility to juggle classes with a current job?

- **Who will support and encourage you as you prepare for a new career?**

What does your family think? Your boss? Your friends?

You have unique goals, experiences and needs. At Webster College we focus on helping you make the best choices for securing your professional and financial futures.

Is Webster College right for you? YES!



“The faculty and staff are personable and accessible. They have made the transition from Army green to corporate grey an easy and enjoyable one.”

– *SCOTT SPANGLER*
Webster College Graduate

What is most important in your college choice?



“My personal business experience allows me to give students ‘real world’ examples that enhance the learning process in the classroom.”

– **STEVE CORSETTI**
Baccalaureate
Program Director
M.B.A., Florida
Metropolitan University
B.S., Bentley College

□ **Campus and Classroom Life**

As a Webster student, you are our first priority: your education; your positive experience; your achievements, and your dreams. We understand the challenges you face in meeting your career goals while balancing family life, activities, work, budgets and schedules.

We know it's hard to pursue career options and still keep your personal commitments intact. We respect your values and support you with a campus environment that meets your needs.

■ **Class Sizes**

You'll be in small classes with an average of 15-20 students who have similar interests, lifestyles and pursuits. Small class sizes make learning more personal, with individual attention from the instructor and opportunity to share experiences with other students.

■ **Personal Support Center**

The 24/7 Personal Support Center operates continuously to help when you need it. Whether it's tutoring, research problems, computer services or information about coursework, someone is always standing by to offer direction.

■ **The Webster Community**

Students say the support of the Webster community is one of the College's best assets. Faculty and administration are accessible and eager to help. Students encourage each other through a spirit of giving and sharing. Our focus is on you, the student, from your first call to the Admissions office, to your success in the future. Upon graduation, you'll become a member of the Alumni Association, which offers a network of ongoing job opportunities, and a lifetime membership in the Webster family.

■ **Online Support and Services**

Webster supports and guides you all the way with resources to help in your studies: computer labs; an intranet that offers access to libraries, research databases and specialized web sites; on and off-site learning programs, and the 24/7 Personal Support Center.

□ **Career Advice and Assistance**

At Webster College, we make your career success our business, and prepare you to get a job in your chosen field. Employers know that Webster graduates not only have the professional training and hands-on experience to perform their chosen skills, they also have the confidence to excel in today's changing workplaces.

■ **Career Services Program**

Our experienced staff teaches you how to write a professional resume, create a personal portfolio and conduct a polished interview. Your instructors can offer valuable advice on getting a good job, as most have developed long-term relationships with many of the area's leading employers.

■ **Job Searching**

In addition to providing valuable career information in the classroom, the Career Services Advisors will assist you in your employment search by guiding you to the best online resources for job postings, career statistics, resume help, setting goals, and tips for making a good impression on prospective employers.

■ **Preferred Employer Program**

We partner with employers in the community through our Preferred Employer Membership program. Preferred Employers are committed to hiring Webster College graduates. Our Career Services Advisors match qualified students with potential employers and the details of their company's job openings.

Webster College Online Programs

A job, family, and active lifestyle are important values. You want to explore a new career, or advance further in your current career, but how do you find the time to fit school into your busy schedule? The answer is Webster College Online.

■ Flexible Scheduling

You can get a complete Webster quality education, at your own pace and in your own time. Our resources allow you to benefit no matter where you live or when you can go to school. Take your online class when it's convenient for you, day or night.

■ Innovative Programs

Webster offers online programs, including Criminal Justice and Medical Administration. Online students do assignments and activities using chat, email, message boards and interactive web sites. Many of our students choose to take some courses online and save money on transportation and parking, mileage and child care.

Online students have access to the same student services offered to on-campus students, including the 24/7 Personal Support Center, tutoring and job placement assistance.

■ Learning Platform

We have developed our coursework using a specialized platform. All the coursework you'll need is on the Internet. Each course is set up in the same manner so you won't have to learn the format for instruction every time you take a new class. Students may participate from home, work, school, the public library, or anywhere there is Internet access.

■ Certified Faculty

Our instructors are highly trained and certified for online teaching. They use standardized syllabi to ensure that programs are consistent. Faculty is readily available by phone or email to answer questions and provide direction.



"I like the small classes and having time with the teachers to ask questions."

– CHRISTINE SHIBLE, Webster Student

Let's get started!

By now you most likely have many questions about the cost of tuition, financial aid and admission requirements. Let's cover them one by one.

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You've already taken the first big step by scheduling your campus visit and meeting your admissions representative.

Our admissions professionals can help you explore the many options that best meet your goals, interests, educational needs, and work or activities schedule. Your team will help you find the program, location and coursework that are right for you. When you've chosen the option that works for you, you can apply for admission by submitting the following:

- Application Form
(Apply early for best class choices and scholarship opportunities.)
- \$20 application fee (non-refundable)
 - \$50 Practical Nursing Diploma application fee, Pasco (non-refundable)
 - \$75 Nursing AS application fee, Ocala (non-refundable)

- Attestation of high school graduation or equivalency
- College placement exam results
- The Nursing AS and Practical Nursing Diploma programs have additional admissions requirements. See Policies section for details.
- Required credentials for foreign students, including TOEFL test score of 500 paper-based or 173 computer-based, plus first quarter tuition.

Webster College will notify you in writing of your acceptance or rejection. If rejected, all money paid to the College will be refunded except for the application fee. All new students will attend an orientation session a week or two before classes start. This required session is an opportunity to learn College policies and course scheduling, buy textbooks and supplies, and meet other students.

Picking a Start Date

2006-2007 Academic Calendar

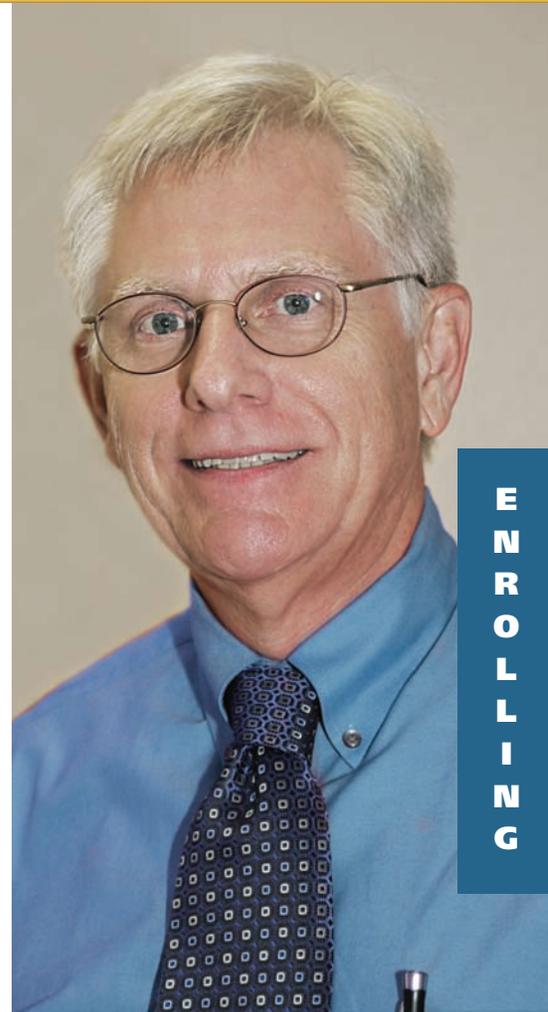
- ▼ **2006 Fall Quarter**
October 2 through December 17
- ▼ **2007 Winter Quarter**
January 3 through March 19
- ▼ **2007 Spring Quarter**
April 2 through June 17
- ▼ **2007 Summer Quarter**
July 2 through September 16
- ▼ **2007 Early Fall Quarter**
August 6 through September 16
- ▼ **2007 Fall Quarter**
October 1 through December 16

2006-2007 Practical Nursing Calendar (Pasco County Campus)

- ▼ **2006 Fall Quarter**
October 2 through December 24
- ▼ **2007 Winter Quarter**
January 3 through March 26
- ▼ **2007 Spring Quarter**
April 2 through June 24
- ▼ **2007 Summer Quarter**
July 2 through September 23
- ▼ **2007 Fall Quarter**
October 1 through December 23

College Holidays

- | | |
|---|---|
| ▼ New Year's Day | ▼ Labor Day |
| ▼ Martin Luther King, Jr. Day | ▼ Veterans Day |
| ▼ Memorial Day | ▼ Thanksgiving Day and the following Friday |
| ▼ Independence Day | ▼ Christmas Day |
| ▼ Friday prior to Labor Day (Employee Appreciation Day) | |



ENROLLING

“Webster College instructors create a positive learning environment that helps individual students succeed.”

— **GEORGE ROSEHART**
Academic Dean
M.S., Syracuse University
B.A., Alfred University



“Webster's skilled instructors are committed to helping position students for the future.”

– **SUE SAULLO, RN**
Allied Health Instructor

RN, AND, Central Florida Community College
M.S., Wagner College
B.S., Hartwick College

Each campus has a professionally staffed financial aid department designed to help you apply for federal, state, and private assistance.

The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

There are three basic types of aid available to Webster students:

- ▼ Various state and federal student loan programs.
- ▼ Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
- ▼ Employment may be obtained through the Career Services office to help cover living expenses.

Tuition rates are as follows:

New starts and re-entering students as of October 2, 2006

Quarterly Tuition*

- Degrees and Diplomas
– **\$3,395**
- Nursing AS Degree
– **\$3,995**

* See Policies Section for complete information.

Primary sources of Financial Aid and how to apply.

	Program	Type of Award	Amount Per Year	Application
Gift Aid	Federal Pell Grant Program	Grant based on financial need.	\$400 - \$4050	Free Application for Federal Student Aid (FAFSA)
	Federal Supplemental Educational Opportunity Grant (SEOG)	Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.	Varies	Free Application for Federal Student Aid – Awarded by the College
	Florida Student Assistant Grant	Grant based on financial information provided by the student on the FAFSA.	Varies	Free Application for Federal Student Aid (FAFSA)
Employment	Federal Work Study	Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.	Varies	Free Application for Federal Student Aid – Awarded by the College
Federal Loan Programs	Federal Subsidized Stafford Loan Program	Long-term, variable interest rate loan with a 8.25% cap. Payment deferred until six months after student leaves college or attends less than half-time. Need-based calculation.	Up to \$2625 per year for a first year student Up to \$3500 per year for a second year student	Free Application for Federal Student Aid and Promissory Note processed through College and Lender
	Federal Unsubsidized Stafford Loan Program	Long-term variable interest rate loan with an 8.25% cap. Principal and interest may be deferred until after student leaves college or attends less than half-time.	Up to \$2625 including the Federal Stafford Loan for Dependent and Independent first year students and an additional \$4000 for first and second year independent students (or dependent students whose parents are not eligible for PLUS loans).	Free Application for Federal Student Aid and Promissory Note processed through College and Lender
	Federal Parent Loan for Undergraduate Students (PLUS)	Long-term, variable interest rate loan with a 9% cap for credit-worthy parents of dependent undergraduates.	Up to college cost of attendance	PLUS application and Promissory Note processed through College and Lender
Veterans' Benefits	Veterans' Benefits	Veterans and dependents of veterans including Guard and Reserve Component.	Monthly benefit based on service contributions	Veterans Administration or Veterans Service Officer

Gift aid and work-study are awarded annually based on the fiscal year dates of July 1 through June 30. Students attending in more than one fiscal year period must reapply for financial aid assistance.

Scholarships

Florida Association of Private Schools and Colleges Scholarship

Webster College participates in the Florida Association of Private Schools and Colleges Scholarship (FAPSC) Program. High School Seniors and GED holders, who are Florida residents, may participate in the program by registering with an area high school guidance counselor. The winners are selected by FAPSC on the basis of a written essay, the applicant's high school transcript and letters of recommendation from high school teachers and guidance counselors.

Scholarship and Grant Programs.

For Graduating High School Seniors

A student who applies for admission to Webster College prior to January 15th or May 1st of his or her senior year, may qualify for the following award amounts:

If your cumulative grade point average upon graduation is	You will receive the following scholarship or grant	If you apply for admission prior to January 15th	If you apply for admission between January 16th and May 1st
2.00 – 2.74	Early Enrollment Grant	\$500	\$300
2.75 – 2.99	Tuition Merit Grant	\$750	\$500
3.00 – 3.24	Tuition Merit Grant	\$1,000	\$750
3.25 – 3.49	Early Enrollment Scholarship	\$1,250	\$1,000
3.50 – 3.74	Early Enrollment Scholarship	\$1,500	\$1,250
3.75 – 3.99	Director's Scholarship	\$2,000	\$1,500
4.00	President's Scholarship	\$2,500	\$2,000

Grade Point Average is based upon a 4.0 scale. Other Grade Point Scales will be converted to a 4.0 scale to determine award.

Eligibility guidelines for the Early Enrollment Grant, Tuition Merit Grant, Early Enrollment Scholarship, Director's Scholarship, and President's Scholarship are as follows:

- Eligible students must be current year graduating seniors.
- Students must apply for and begin classes during the Summer Quarter, Early Fall Quarter or Fall Quarter immediately following their graduation from high school.
- Award amounts are designated for tuition only and are divided among the student's first four quarters of attendance. Award amounts are determined upon receipt of the student's official final transcript from high school.
- All recipients will be notified of the award in writing and all funds are paid directly to the College.
- Students must carry a minimum of 7 credits per quarter, maintain satisfactory academic progress, and not be on Academic Warning/Probation or the award is forfeited from that point forward.
- Awards are forfeited if attendance is discontinued or interrupted.

Florida Bright Futures Scholarship Program

This College is eligible to participate in the Florida Bright Futures Scholarship Program. This program is lottery funded and is administered by the Office of Student Financial Assistance of the Florida Department of Education. This program rewards students with high academic achievements at the high school level. There are three separate scholarship programs under the Florida Bright Futures Program. To be eligible to receive a scholarship in one or all of the three programs, a student must meet qualifications at the high school and post secondary levels, as set forth by the Florida Department of Education. High School guidance counselors should distribute applications to potentially eligible students throughout Florida. A student must apply for the scholarships during the last semester before high school graduation and use the award within three years of graduation.

- 1. The Florida Academic Scholars Award:** To be eligible to receive this scholarship, a student must meet the criteria set forth by the Florida Department of Education. If awarded this scholarship, a student would receive an amount equal to the amount that would be required to pay for the average tuition and fees of a public post secondary education institution at the comparable level, plus an annual \$600. The award may cover up to 45 semester credit hours per academic year. The top academic scholar from each Florida school district will receive an additional award of \$1500 annually.
- 2. The Florida Merit Scholars Award:** To be eligible to receive this scholarship, a student must meet the criteria set forth by the Florida Department of Education. If awarded this scholarship, a student would receive an award equal to the amount required to pay 100% of the average tuition and fees of a public post secondary education institution at the comparable level. The award may cover up to 45 semester credit hours per year.
- 3. The Florida Gold Seal Vocational Scholars Award:** To be eligible to receive this scholarship, a student must meet the criteria set forth by the Florida Department of Education. If awarded this scholarship, a student would receive an award equal to the amount that would be required to pay 100% of the average tuition and fees of a public post secondary education institution at the comparable level. The award may cover up to 45 semester credit hours per year, but a student may not use the award for more than 90 semester credit hours, or two years.



APPLICATION FORM

- Webster College **Pasco County** • 2127 Grand Boulevard • Holiday, Florida 34690
- Webster College **Ocala** • 2221 SW 19th Avenue Road • Ocala, Florida 34474

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____ e-mail: _____

Home Phone: _____ Work Phone: _____

Birth Date: _____ Social Security Number: _____

Ethnic Origin (optional): _____ Marital Status (optional): _____

High School Attended: _____

Year of Graduation: _____ GED Date (if applicable): _____

Name(s) of College(s) Attended: (1) _____

(2) _____ (4) _____

(3) _____ (5) _____

Emergency Contact: _____ Relationship: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Program Selected: _____ Day Evening Online

Starting Date: Month _____ Day _____ Year _____

Do you wish to transfer any credits into Webster? _____

Do you wish to apply for financial assistance? _____

Application Fee

An application fee must accompany this completed application. Please have transcripts from any schools listed on this application form forwarded to us as soon as possible.

I hereby authorize Webster College to furnish referral counselors, prospective employers or other qualified individuals with my academic and performance records.

- Application Fee:
 - Degree/Diploma Programs/Individual Classes: \$20
 - Practical Nursing Diploma Program, Pasco: \$50
 - Nursing AS Program, Ocala: \$75

I have enclosed \$ _____ for my application fee.

Signature of Applicant: _____ Date: _____

ENROLLING

Two Florida locations.

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Ocala Campus

2221 SW 19th Avenue Road
Ocala, Florida 34474
(352) 629-1941

Pasco County Campus

2127 Grand Boulevard
Holiday, Florida 34690
(727) 942-0069

Be open to:

- **Curiosity.** Learn about the world around you and your place in it. Think in ways that are new to you. Look at yourself and others in a different way.
- **Attention.** Focus on your goals. Draw from all your current knowledge and apply it to learning new concepts, information, and ideas.
- **Questions.** Learning is an active process that requires you to participate. Be inquisitive, ask about what you don't understand and find the skills to find the answers.

Be ready for:

- **Hands-on Learning and Experience.** At Webster College we provide the opportunity for you to learn and do. Classroom lecture and discussion are supported by research projects, lab activity, group presentations, and in some programs, internship opportunities are available. You'll not just know what it takes to succeed in your field; you'll have done it.
- **Individualized Attention.** You'll be more than a number at Webster College. Most of our classes have an average of 15-20 students and are led by dedicated and talented faculty members. This is a great environment to ask questions, discuss information, and get to know your instructors and fellow students. When you're part of a community you'll learn more.
- **Industry Current Curriculum.** It's important you learn the skills and information today's employers are looking for. We know what that is, and we design our programs to meet those goals.
- **Up-to-Date Technology.** You'll work on the most requested business and professional software programs in the classroom and have technology access on campus.

Graduate with:

- **Skills and Smarts for a Fulfilling Career.** You'll know what you need to know to get that first great job. Not only that, you'll have the confidence and professional preparation to make you a prime candidate for promotion and advancement.
- **Critical Thinking Skills for Work and for Life.** Learning at Webster College prepares you for great professional opportunities, but it also does something more. You'll learn about the world around you, you'll be challenged to think beyond the ordinary, and you'll develop skills to make informed and critical decisions. Your world will become larger and so will your passion for life-long learning.
- **The Respect of Others.** Your family and friends will be proud of your accomplishments and see you as a role model for success. Your co-workers will value your knowledge and skills. Your talent, leadership ability, and professional presence will impress your employer. You'll change, your life will improve, and the world will hold many more opportunities for you.



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“The faculty and staff are extremely polite and friendly. They always have smiles on their faces and make you feel welcome.”

— KRISTEN RENNELLS
Director of Financial Aid

Accounting.

An associate's in accounting from Webster College offers students a strong base for a variety of entry-level accounting positions or provides up-to-date training for those seeking to advance in their accounting careers.

Graduates of the program walk away prepared for employment in such sought-after specialties as internal auditing, general accounting, financial analysis, tax accounting, accounts payable and receivable, and bookkeeping.

AS Degree

Accounting 17

- Banking Emphasis
- Financial Accounting Emphasis
- Financial Investigation Emphasis

Diploma

Accounting 18



“I never would’ve gotten to where I am today without the help of all the teachers and staff at Webster College.”

– SAMANTHA STAFFORD
Webster College Graduate



Indicates the program is available fully online.



ACCOUNTING AS DEGREE



Banking • Financial Accounting • Financial Investigation

- Career Opportunities** • Accounting Clerk • Financial Planner • Audit Clerk • Bookkeeper
 • Loan Officer • Financial Analyst • Bank Teller
 • Accounts Management Trainee

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

English Composition (Required Course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1000	Introduction to Communication	4
SPC 2022	Speech	4
SPN 271	Conversational Spanish	4
Humanities (Select 2 courses)		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2020	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences (Select 2 courses)		
MAT 2030	College Algebra	4
MGF 1115	College Math	4
PHA 1500	Anatomy and Physiology	4
Social Sciences (1 Required Course** and Select 1 Elective)		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics**	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

** Principles of Economics is required for the Accounting AS degree.
 Students must select an additional course from the Social Sciences category to meet the required amount of general education credits in that category.

Major and Core Courses

ACG 1001	Accounting I	4
ACG 1011	Accounting II	4
ACG 1031	Accounting III	4
ACG 2064	Computer Focused Principles	3
ACG 2102	Accounting Capstone	2
CGS 1030	Microcomputers	3
COM 1001	Professional Communication	4
CTS 2511	Excel	3
GEB 1011	Introduction to Business	4
SLS 1103	Success Strategies	4
SLS 2304	Career Development	2
TAX 2002	Income Tax	4

Banking Emphasis

Number	Course	Credits
BAN 1004	Introduction to Banking	4
BAN 2231	Fundamentals of Consumer Lending	4
BAN 2253	Introduction to Mortgage Lending	4
BAN 2800	Principles of Banking Law	4
MAR 2011	Principles of Marketing	4
Total Degree Credits		93*

This Degree Program is also offered Online.

Financial Accounting Emphasis

Number	Course	Credits
ACG 2101	Intermediate Accounting I	4
ACG 2111	Intermediate Accounting II	4
APA 1501	Payroll Accounting	4
BUL 2241	Business Law	4
MAN 3065	Business Ethics	4
Total Degree Credits		93*

This Degree Program is also offered Online.

Financial Investigation Emphasis

Number	Course	Credits
ACG 2101	Intermediate Accounting I	4
ACG 2111	Intermediate Accounting II	4
ACG 2200	Financial Investigation	4
CCJ 1000	Introduction to Criminal Justice	4
CCJ 1273	Criminal Law and Procedures	4
Total Degree Credits		93*

This Degree Program is also offered Online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

ACCOUNTING DIPLOMA



Career Opportunities • Accounting Clerk • Audit Clerk • Municipal Accounting

Foundation Courses

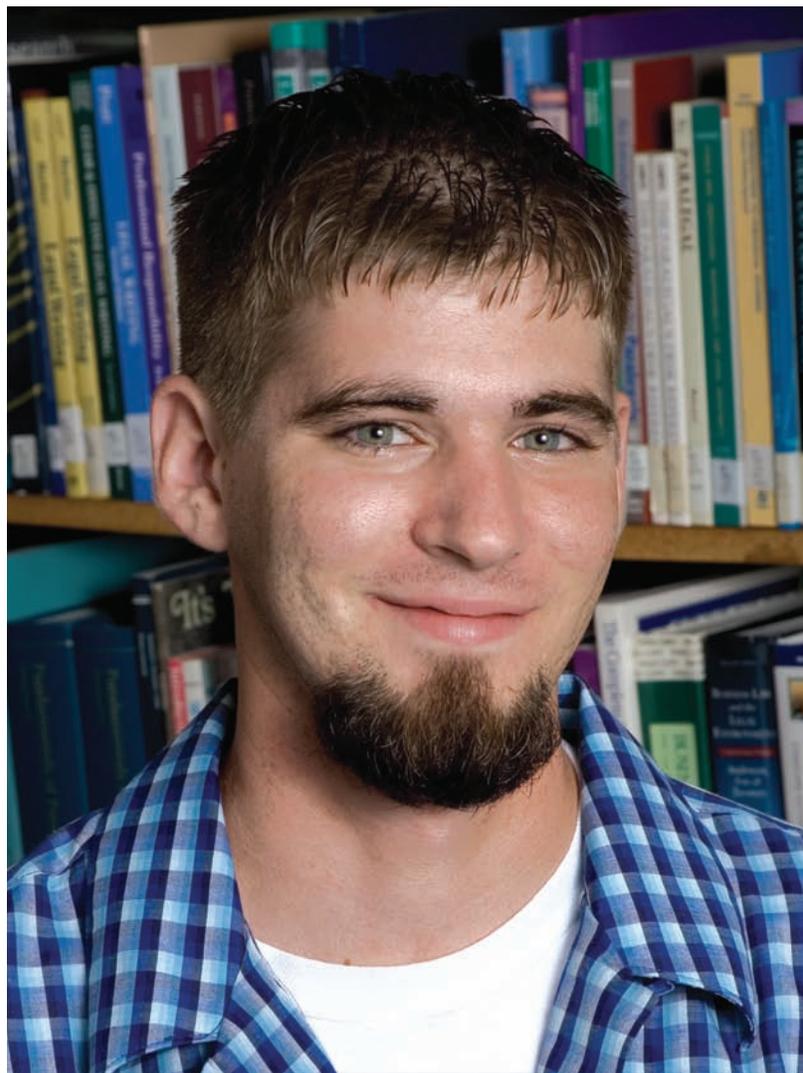
Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
ACG 1001	Accounting I	4
ACG 1011	Accounting II	4
ACG 1031	Accounting III	4
ACG 2064	Computer Focused Principles	3
ACG 2101	Intermediate Accounting I	4
APA 1501	Payroll Accounting	4
BUL 2241	Business Law	4
CGS 1030	Microcomputers	3
COM 1001	Professional Communication	4
CTS 2511	Excel	3
ECO 1000	Principles of Economics	4
ENC 1101	English Composition	4
GEB 1011	Introduction to Business	4
MAT 2030	College Algebra	4
MAN 3065	Business Ethics	4
SLS 1103	Success Strategies	4
SLS 2304	Career Development	2
TAX 2002	Income Tax	4
Total Diploma Credits		67*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.



“The Webster faculty know what it takes to succeed in the real world and pass this knowledge on to their students.”

— JEFFREY ALAN BUNCIE
Webster College Graduate

Allied Health.

Graduates in the Allied Health field have a multitude of opportunities awaiting them. As the demand for health services increases, so does the need for qualified, trained professionals.

Graduates understand their aspect of the health care system and communicate with the health care team. Students may study a variety of topics within the field, including massage therapy, medical assisting, medical coding, pharmacy technology and medical office administration.

Allied Health is the perfect career choice for anyone who wants to work in a hospital, clinic, or doctor's office setting while completing detailed, important work, whether it is practical or administrative in nature.

AS Degrees	<i>Page</i>
Massage Therapy	20
Medical Administration	21
Medical Assisting	22
Pharmacy Technician	23

Diplomas	
Medical Coding	20
Medical Assisting	22



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“The Webster instructors provide us with the proper tools to be successful in the medical field.”

– MELISSA AND LUCERO FLYNN, Webster Students





MASSAGE THERAPY AS DEGREE

Career Opportunities • Private Practice • Spas and Resorts • Health Clubs
• Wellness Centers • Clinics and Chiropractic Offices

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

English Composition (Required course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1000	Introduction to Communications	4
SPC 2022	Speech	4
SPN 271	Conversational Spanish	4
Humanities (Select 2 courses)		
CRW 2001	Creative Writing	4
ENC 2102	Writing about Literature	4
HUM 2020	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences (Select 2 courses)		
MAT 2030	College Algebra	4
MGF 1115	College Math	4
Social Sciences (Select 2 courses)		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
MEA 2382	Medical Law and Ethics	4
MSS 2000	Introduction to Massage Therapy	3
MSS 2009	Business and Wellness	3
MSS 2151	Anatomy and Physiology II	4
MSS 2152	Anatomy and Physiology III	4
MSS 2160	Kinesiology	4
MSS 2161	Kinesiology II	4
MSS 2201	Deep Tissue Massage	3
MSS 2202	Techniques for Special Clients	3
MSS 2203	Trigger Point Therapy	3
MSS 2204	Alternative Modalities	3
MSS 2205	Myofascial Release	3
MSS 2257	Sports Massage	3
MSS 2274	Pathology for Massage Therapy	4
MSS 2800A	Clinic I	2
MSS 2801A	Clinic II	4
PHA 1500	Anatomy and Physiology	4
SLS 1103	Success Strategies	4
SLS 2304	Career Development	2
Total Degree Credits		96*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

This program is only offered at the Ocala campus.

MEDICAL CODING DIPLOMA



Career Opportunities • Medical Coder • Medical Coder/Biller

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
CGS 1030	Microcomputers	3
COM 1000	Introduction to Communication	4
ENC 1101	English Composition	4
HIM 1222	Basic ICD-9-CM Coding	4
HIM 1222A	Intermediate ICD-9-CM Coding	3
HIM 1240	Ambulatory Care Coding	3
HIM 2000	Introduction to Health Information Management	4
HIM 2270	Medical Insurance and Billing	3
HSC 1531	Medical Terminology	4
HSC 2553	Pathology I	4
HSC 2553A	Pathology II	4
MAT 2030	College Algebra	4
MEA 2275	Medical Coding Practicum	1
MEA 2382	Medical Law and Ethics	4
PHA 1500	Anatomy and Physiology	4
SLS 1103	Success Strategies	4
SLS 2304	Career Development	2
Total Diploma Credits		59*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.



MEDICAL ADMINISTRATION AS DEGREE



- Career Opportunities**
- Medical Office Assistant
 - Medical Business Office Clerk
 - Medical Receptionist
 - Medical Transcriptionist
 - Medical Office Manager
 - Medical Coder/Biller

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

English Composition (Required course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1000	Introduction to Communication	4
SPC 2022	Speech	4
SPN 271	Conversational Spanish	4
Humanities (Select 2 courses)		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2020	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences (2 Required courses)		
MAT 2030	College Algebra	4
MGF 1115	College Math	4
Social Sciences (Select 2 courses)		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
CGS 1030	Microcomputers	3
HIM 1222	Basic ICD-9-CM Coding	4
HIM 1222A	Intermediate ICD-9-CM Coding	3
HIM 1240	Ambulatory Care Coding	3
HIM 2270	Medical Insurance and Billing	3
HSC 1531	Medical Terminology	4
HSC 2553	Pathology I	4
MEA 2382	Medical Law and Ethics	4
MNA 1116	Customer Service	4
OCA 1104	Keyboarding I	3
OCA 1105	Keyboarding II	3
OST 1402	Medical Office Procedures	4
OST 1856	Word for Windows	3
OST 2611	Medical Transcription I	3
OST 2612	Medical Transcription II	3
PHA 1500	Anatomy and Physiology	4
SLS 1103	Success Strategies	4
SLS 2304	Career Development	2
Total Degree Credits		93*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.



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“Our students develop quality skills and a positive attitude to help them better serve their communities.”

– ANNELLE JONES
Admissions Representative



MEDICAL ASSISTING AS DEGREE

- Career Opportunities** • Medical Assistant • Nurse's Aide
• Medical Office Administrative Assistant

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition (Required course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1000	Introduction to Communication	4
SPC 2022	Speech	4
SPN 271	Conversational Spanish	4
Humanities (Select 2 courses)		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2020	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences (2 Required courses)		
MAT 2030	College Algebra	4
MGF 1115	College Math	4
Social Sciences (Select 2 courses)		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
AMT 153	Advanced Medical Techniques	3
BSC 1087	Anatomy and Physiology I	4
BSC 1089	Anatomy and Physiology II	4
CGS 1030	Microcomputers	3
COM 1001	Professional Communication	4
HIM 2270	Medical Insurance and Billing	3
HSC 1531	Medical Terminology	4
HSC 2149	Pharmacology	4
IMT 151	Introduction to Medical Theories and Techniques	3
MEA 2382	Medical Law and Ethics	4
OCA 1104	Keyboarding I	3
OST 1402	Medical Office Procedures	4
OST 2464	Medical Office Administration	3
SLS 1103	Success Strategies	4
SLS 2304	Career Development	2
TCP 152	Medical Theories and Clinical Procedures	3
THT 152	Medical Theories and Techniques	3
Total Degree Credits		90*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

MEDICAL ASSISTING DIPLOMA

- Career Opportunities** • Medical Assistant • Medical Coder • Medical Transcription

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
BSC 1087	Anatomy and Physiology I	4
BSC 1089	Anatomy and Physiology II	4
CGS 1030	Microcomputers	3
COM 1001	Professional Communications	4
ENC 1101	English Composition	4
HIM 2270	Medical Insurance and Billing	3
HSC 1531	Medical Terminology	4
HSC 2149	Pharmacology	4
IMT 151	Introduction to Medical Theories and Techniques	3
MAT 2030	College Algebra	4
OCA 1104	Keyboarding I	3
OST 1402	Medical Office Procedures	4
SLS 1103	Success Strategies	4
SLS 2304	Career Development	2
SPC 2022	Speech	4
TCP 152	Medical Theories and Clinical Procedures	3
THT 152	Medical Theories and Techniques	3
Total Diploma Credits		60*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.



PHARMACY TECHNICIAN AS DEGREE

Career Opportunities • Retail Pharmacy • Clinic Pharmacy • Hospitals and Health Care Facilities

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition (Required course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1000	Introduction to Communication	4
SPC 2022	Speech	4
SPN 271	Conversational Spanish	4
Humanities (Select 2 courses)		
CRW 2001	Creative Writing	4
ENC 2102	Writing about Literature	4
HUM 2020	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences (2 required courses)		
MAT 2030	College Algebra	4
MGF 1115	College Math	4
Social Sciences (Select 2 courses)		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
CGS 1030	Microcomputers	3
COM 1001	Professional Communication	4
HSC 1531	Medical Terminology	4
MEA 2382	Medical Law and Ethics	4
MNA 1161	Customer Service	4
OCA 1104	Keyboarding I	3
PHA 1500	Anatomy and Physiology	4
PTN 1008	Introduction to Pharmacy	4
PTN 1023	Pharmacology	4
PTN 2012	Unit Dosage/IV Lab	3
PTN 2017	Pharmacy Math and Dosages	4
PTN 2041	Pharmacy Technician Practicum I	3
PTN 2042	Pharmacy Technician Practicum II	3
PTN 2044	Pharmacy Technician Capstone	2
PTN 2220	Pharmacy Software/Automation/Insurance Billing	3
SLS 1103	Success Strategies	4
SLS 2304	Career Development	2
Total Degree Credits		90*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.



OFFICE MANAGEMENT AS DEGREE

Medical • See Page 34

Business Management.

There are many business colleges in Florida, but Webster College stands out from its competitors.

Open the door to many exciting business management careers. Our programs are structured to teach you the professional skills you need to become a successful manager.

Webster offers targeted programs that feature the strategies, financial principles, communication, administration, and technology that put you at the forefront of business foundations.

Our Business Management programs provide a varying degree of study in classes such as accounting, management, office operations, sales, and marketing.

When you visit a campus, you will meet with an Admissions Representative to determine which program will best meet your career goals in business management.

BS Degrees Page

Business Administration	25
– Management Emphasis	
– Human Resources Emphasis	
– Information Technology Emphasis	

AS Degrees

Business Management	26
– Business Administration Emphasis	
– Call Center Management Emphasis	
– Internet Marketing Emphasis	
– Marketing and Sales Emphasis	



“At Webster I know I am receiving an excellent education. I’ll be proud to have Webster on my resume.”

– TSHWANDA LAWSON
Webster College Student





BUSINESS MANAGEMENT BS DEGREE

Management • Human Resources • Information Technology

- Career Opportunities** • Sales Representative Marketing Assistant • Office Manager • Personnel Recruiter • Employment Training Specialist • Assistant Training Manager • Staffing Specialist • Compensation and Benefits Administrator • Administrative Assistant • Human Resources Generalist • Personnel Recruiter • Employment Training Specialist • Assistant Training Manager • Staffing Specialist • Compensation and Benefits Administrator • Administrative Assistant • Information Technology Manager • IT Project Manager • Database Administrator • Software Developer • Network Administrator • IT Operations Supervisor

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Lower Division

Number	Course	Credits
ACG 1001	Accounting I	4
ACG 1011	Accounting II	4
ADV 2000	Principles of Advertising	4
BUL 2241	Business Law	4
CGS 1030	Microcomputers	3
COM 1001	Professional Communication	4
CTS 1401	Access	3
CTS 2511	Excel	3
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEB 1011	Introduction to Business	4
MAN 2021	Principles of Management	4
MAR 2011	Principles of Marketing	4
OCA 1104	Keyboarding I	3
OST 1856	Word for Windows	4
SLS 1103	Success Strategies	4
SLS 2304	Career Development	2

Upper Division

ACG 3073	Managerial Accounting	4
MAN 3065	Business Ethics	4
MAN 4143	Contemporary Leadership Challenges	4
MAN 4402	Employment Law	4
MAN 4441	Negotiation and Conflict Management	4
PUR 3000	Public Relations	4

Student will select two courses from the following as Upper Division Business Courses for a total of 8 credits:

ECO 4223	Money & Banking I	4
ECO 4224	Money & Banking II	4
MAN 4602	International Business	4
MAR 3400	Professional Selling	4
RMI 3011	Insurance	4

Total lower division major/core credits 62
Total upper division major/core credits 32

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

** 28 credits of lower-division general-education coursework and 28 credits of upper-division general-education coursework are required.

*** Four lower-division general-education courses are required: English Composition, Speech, College Algebra, and College Math. In addition, students must take 3 courses (12 credits) of lower-level general-education electives, for a total of 28 credits of lower-level general education.

**** All students must take Statistics I. The rest of their upper-level general education courses will be drawn from the upper-level general-education pool. Upper-level courses are those whose numbers begin with a 3 or 4.

General Education Courses

Number	Course	Credits
Lower Division***		
ENC 1101	English Composition***	4
MAT 2030	College Algebra***	4
MGF 1115	College Math***	4
SPC 2022	Speech***	4
Unrestricted Electives (3 courses)***		12

Lower Division***

STA 4020	Statistics I****	4
Humanities Elective****		4
Behavioral Science Elective****		4
Physical Science Elective****		4
History/Political Science Elective****		4
Upper General-Education Elective****		4
Upper General-Education Elective****		4

Total lower division general education credits 28
Total upper division general education credits 28

Management Emphasis (select 20 credits from the following):

ECO 4224	Money & Banking II	4
MAN 4240	Organizational Behavior Analysis	4
MAN 4301	Human Resource Management	4
MAN 4320	Human Resource Recruitment and Selection	4
MAN 4350	Training and Development	4
MAN 4720	Strategic Management	4
MAN 4802	Small Business Management I	4
MAN 4820	Small Business Management II	4
Unrestricted electives		12

Total Degree Credits 181*

Human Resources Emphasis (select 20 credits from the following):

MAN 4240	Organizational Behavior Analysis	4
MAN 4301	Human Resource Management	4
MAN 4320	Human Resource Recruitment and Selection	4
MAN 4330	Compensation Administration	4
MAN 4350	Training and Development	4
MAN 4401	Labor Relations Management	4
Unrestricted electives		12

Total Degree Credits 181*

Information Technology Emphasis

(select 16 credits from the following):

CGS 4131	Computer Forensics	3
CIS 4362	Network Security and Cryptography	3
COP 3502	Introduction to Computer Science Concepts	3
COP 4555	Programming Languages Principles	3
ISM 3005	MIS Techniques	3
ISM 3013	Information Technology Project Management	4
ISM 3011	Management Information Systems and Design	4
ISM 4212	Database Management and Administration	4
Unrestricted IT elective		3
Unrestricted electives		12

Total Degree Credits 180*



BUSINESS MANAGEMENT AS DEGREE



Business Administration • Call Center Management Internet Marketing • Marketing and Sales

- Career Opportunities** • Retail Management • Small Business Manager
• Internet Sales & Marketing Associate • Sales Representative
• E-Marketing Coordinator/Web Analyst • Marketing Assistant

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

English Composition (Required course)
ENC 1101 English Composition 4

Communication (Select 1 course)
COM 1000 Introduction to Communication 4
SPC 2022 Speech 4
SPN 271 Conversational Spanish 4

Humanities (Select 2 courses)
CRW 2001 Creative Writing 4
ENC 2102 Writing About Literature 4
HUM 2020 Humanities 4
HUM 2406 Introduction to Film 4
LIT 2000 Introduction to Literature 4
PHI 2630 Ethics 4

Math/Natural Sciences (Select 2 courses)
MAT 2030 College Algebra 4
MGF 1115 College Math 4
PHA 1500 Anatomy and Physiology 4

Social Sciences (Select 2 courses)
AMH 2070 Florida History 4
CAF 271 Current Affairs 4
ECO 1000 Principles of Economics 4
ECO 2013 Macroeconomics 4
ECO 2023 Microeconomics 4
GEA 1000 World Geography 4
POS 2047 Contemporary U.S. Government 4
PSY 1010 Introduction to Psychology 4
SYG 1000 Introduction to Sociology 4

Major and Core Courses

ACG 1001	Accounting I	4
BUL 2241	Business Law	4
CGS 1030	Microcomputers	3
COM 1001	Professional Communication	4
FIN 1103	Principles of Finance	4
GEB 1011	Introduction to Business	4
GEB 2070	Business Capstone	2
MAN 2021	Principles of Management	4
SLS 1103	Success Strategies	4
SLS 2304	Career Development	2

Business Administration Emphasis

Number	Course	Credits
ACG 1011	Accounting II	4
ACG 2064	Computer Focused Principles	3
APA 1501	Payroll Accounting	4
CTS 2511	Excel	3
MAN 1154	Introduction to Human Resource Management	4
MAN 3065	Business Ethics	4
MNA 1161	Customer Service	4
Total Degree Credits		93*

Call Center Management Emphasis

GEB 2251	Multicultural Communications for Business	4
MAN 2652	Introduction to Global Business	4
MAN 3065	Business Ethics	4
MNA 2137	Call Center Strategic Leadership	4
MNA 2138	Call Center Customer Service Representative Skills	4
MNA 2139	Call Center Labor Force Management	4
MNA 2140	Call Center Operations Management	4
Total Degree Credits		95*

Internet Marketing Emphasis

GEB 1400	E-Commerce	4
MAR 2110	Marketing Ethics	4
MAR 2577	Internet Consumer Behavior	4
MAR 2678	Search Engine Marketing	4
MAR 2679	Target/Audience Messaging	4
MAR 2680	Web Media Marketing	4
Total Degree Credits		91*

This Degree Program is also offered Online.

Marketing and Sales Emphasis

ADV 2000	Principles of Advertising	4
GEB 1400	E-Commerce	4
GEB 2112	Entrepreneurship	4
MAR 1414	Sales Techniques	4
MAR 2011	Principles of Marketing	4
MAR 2231	Principles of Retailing	4
MNA 1161	Customer Service	4
Total Degree Credits		95*

This Degree Program is also offered Online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

Crime Management.

The field of criminal justice is vital to preserving order in society. Fighting back against criminals on multiple levels - from providing security in the governmental, private or non-profit sector, to carrying out administrative roles - criminal justice professionals are crucial to ensuring the law is observed.

If you're ready to take on dynamic work in a profession that gives back, Webster College can prepare you through its Associate's in Criminal Justice degree program – on campus or online.

Catering to working adults, the program exposes students to each function of the criminal justice system - law enforcement, structure of the courts and corrections - via a unique learning format aimed to accommodate busy schedules.

The Associate's in Criminal Justice degree program also paves the way for continuing education by emulating content delivered in the first two years of a criminal justice bachelor's program.

AS Degree

Criminal Justice

28



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“Webster is a student focused college helping empower students to succeed and achieve their career goals.”

– LISA M. BECKMAN
Admissions Representative



Indicates the program is available fully online.



CRIMINAL JUSTICE AS DEGREE



Career Opportunities • Corrections Officer • Probation Support Specialist • Court Clerk
• Security Professional • Juvenile Specialist • Homeland Security

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition (Required course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1000	Introduction to Communication	4
SPC 2022	Speech	4
SPN 271	Conversational Spanish	4
Humanities (Select 2 courses)		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2020	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4

Math/Natural Sciences

 (Select 2 courses)

MAT 2030	College Algebra	4
MGF 1115	College Math	4
PHA 1500	Anatomy and Physiology	4

Social Sciences

 (2 Required courses)

PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
CCJ 1000	Introduction to Criminal Justice	4
CCJ 1001	Criminology	4
CCJ 1015	Juvenile Justice	4
CCJ 1273	Criminal Law and Procedures	4
CCJ 2022	Contemporary Issues in Criminal Justice Capstone	4
CCJ 2487	Ethics in Criminal Justice	4
CCJ 2681	Domestic Violence	4
CGS 1030	Microcomputers	3
CJC 1000	Introduction to Corrections	4
CJE 1006	Policing in America	4
CJE 1233	Drugs and Crime	4
DSC 1003	Introduction to Homeland Security	4
DSC 2011	Terrorism	4
SCC 2001	Security Challenges	4
SLS 1103	Success Strategies	4
SLS 2304	Career Development	2

Total Degree Credits

93*

This Degree Program is also offered Online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.



OFFICE MANAGEMENT AS DEGREE

Legal/Criminal Justice • See Page 34

Digital Design & Advertising.

Webster College is pleased to offer career training in Multimedia Technologies. In today's environment of online buying and digital media, more professionals than ever are needed to fill multimedia positions. Take your place in this high-tech and in-demand career area.

In your new career, you'll create or program elements such as: virtual environments, animation, digital designs, video game components, websites, flash animation, and other audio and video projects.

When you complete Webster College's Multimedia program, you'll be armed with the knowledge & skills necessary to land your new career, but you'll also have a portfolio of projects you completed along the way. This portfolio will be yours to showcase during the interview process.

AS Degree

Multimedia Technologies 30
– *Digital Design and Animation Emphasis*
– *Web Design Emphasis*



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The Multimedia Technologies program prepares students to enter in a real-world, working environment and supports success every step of the way.



MULTIMEDIA TECHNOLOGIES AS DEGREE

Digital Design and Animation • Web Design

- Career Opportunities** • 2D Graphic Design • Print & Digital Advertising
 • Video Game Art • Interactive Multimedia Specialist
 • Web Site Design and Creation

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition (Required course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1000	Introduction to Communication	4
SPC 2022	Speech	4
SPN 271	Conversational Spanish	4
Humanities (Select 2 courses)		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2020	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences (Select 2 courses)		
MAT 2030	College Algebra	4
MGF 1115	College Math	4
PHA 1500	Anatomy and Physiology	4
Social Sciences (Select 2 courses)		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
COM 1001	Professional Communication	4
DIG 1010	Introduction to Computer Graphics	3
DIG 1020	Introduction to Multimedia and Computer Graphic Arts	3
DIG 1300	Typography	3
DIG 1301	Digital Publishing	3
DIG 1302	Color Theory and Techniques	3
DIG 1303	Audio / Video Editing	3
DIG 1305	Digital Media Production	3
DIG 1510	Fundamentals of Web Authoring and Design	3
DIG 1520	Digital Media Assembly	3
DIG 1550	Multimedia Portfolio Development	2
DIG 2531	Multimedia Technologies	3
GEB 1011	Introduction to Business	4
ISM 3013	Information Technology Project Management	4
GEB 1400	E-Commerce	4
SLS 1103	Success Strategies	4
SLS 2304	Career Development	2

Digital Design and Animation Emphasis

Number	Course	Credits
DIG 1000	Drawing Design and Art Theory	3
DIG 1304	Introduction to 3D Arts and Animation	3
DIG 1306	3-Dimensional Animation	3
Total Degree Credits		95*

Web Design Emphasis

Number	Course	Credits
CEN 2307	Networking and Internet Technologies	3
CEN 2308	Server Side Scripting	3
DIG 1500	Dynamic Content Management	3
Total Degree Credits		95*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

Nursing.

Webster College is pleased to offer exciting new career training options in nursing. Students may select from the Nursing A.S. Degree Program or the Practical Nursing Diploma.

Graduates of these programs are prepared to meet the challenges of exciting careers in nursing. At Webster College we set a high standard of professionalism knowing that in addition to the knowledge of nursing theory and competence in clinical procedures that are required, a successful nursing career requires a high degree of professionalism and commitment. Our programs identify historically significant and relevant concepts unique to and inherent in nursing as well as concepts shared with other disciplines.

AS Degree

Nursing 32

Diploma

Practical Nursing 33



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Webster's practical nursing program is a strong partner with the local medical community and illustrates 'community health' in action.



NURSING AS DEGREE

Career Opportunities • Hospitals • Clinics • Rehab Centers • Nursing Homes

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition (Required course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1000	Introduction to Communication	4
SPC 2022	Speech	4
SPN 271	Conversational Spanish	4

Humanities

 (Select 2 courses)

CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2020	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4

Math/Natural Sciences

 (1 required course**, and select 1 course)

MAT 2030	College Algebra	4
MCB 2010C	Introduction to Microbiology**	5
MGF 1115	College Math	4
PHA 1500	Anatomy and Physiology	4

Social Sciences

 (Select 2 courses)

AMH 2070	Florida History	4
CAF 271	Current Affairs	4
DEP 2004	Human Growth and Development**	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

** This general-education course is available to all students and is required of Nursing students.

Major and Core Courses

Number	Course	Credits
BSC 2085C	Human Anatomy and Physiology I	5
BSC 2086C	Human Anatomy and Physiology II	5
HUN 2201	Human Nutrition	4
NUR 1020C	Fundamentals of Nursing	13
NUR 1140	Comprehensive Pharmacology	5
NUR 1211C	Adult Nursing I	13
NUR 2460C	Maternal Child Nursing	13
NUR 2711C	Adult Nursing II	13
NUR 2712C	Adult Nursing III	3
NUR 2820	Nursing Role and Scope	2
Total Degree Credits		109*

This program is only offered at the Ocala campus.

In addition to meeting all general requirements for admission to Webster College, Nursing AS applicants must also have the following:

- Official high school transcript or GED certificate.
- Current certification in CPR as documented by submission of current CPR certification card. Either American Heart Association BLS Health Provider or American Red Cross CPR for the Professional Rescuer programs is accepted. Certification must include adult, child, infant, and two-person CPR. The AED component is not necessary.
- Two letters of reference: either from a prior or current instructor/professor, or from a prior or current employer.
- Minimum 2.0 Grade Point Average for all prior college coursework completed.
- Ability to pass a Level II FDLE / FBI criminal background check.
- Completed the Nursing Entrance Test with a minimum score of 50 on the math and reading comprehension sections.
- Completed an entrance essay and interview.
- Evidence of rubella immunization, negative tuberculosis test or chest x-ray, and either evidence of successful Hepatitis B Vaccination or evidence that the HBV immunization series has begun prior to the program start.

To graduate in the program students must complete all required course work with an earned grade of "C" or better, achieve all required skill competencies, and satisfactorily complete all required clinical learning experiences.

PRACTICAL NURSING DIPLOMA

Career Settings • Hospitals • Clinics • Rehab Centers • Nursing Homes

Major and Core Courses

Number	Course	Clock Hours	Quarter Credits
PRN 0080	Anatomy and Physiology for Practical Nursing	75	3.75
PRN 000C	Fundamentals of Practical Nursing	240	12.00
PRN 0070	Nutrition for Practical Nursing	30	1.50
PRN 0400	Personal, Family and Community Health	30	1.50
PRN 0500	Geriatric Nursing	30	1.50
PRN 0020	Human Growth and Development through the Life Span	30	1.50
PRN 0030C	Pharmacology for Practical Nursing I	30	1.50
PRN 0031C	Pharmacology for Practical Nursing II	30	1.50
PRN 0381C	Medical Surgical Nursing I	200	10.00
PRN 0382C	Medical Surgical Nursing II	465	23.25
PRN 0100C	Maternal and Newborn Nursing	80	4.00
PRN 0110C	Pediatric Nursing	80	4.00
PRN 0010	Vocational Relations	30	1.50
Total Diploma Credits		1350	67.50

This program is only offered at the Pasco County campus.

In addition to meeting all general requirements for admission to Webster College, Practical Nursing applicants must also have the following:

- Official high school transcript or GED certificate.
- Completed Career Program Assessment Test (CPAT) (taken at Webster College) with either a minimum scaled composite score of 160 with a scaled sub score of at least 45 on the numerical skills section of the exam, or be admitted through permission of the Practical Nursing Program Director.
- Two letters of reference: either from a prior or current instructor/professor; or from a prior or current employer.
- Completed an entrance essay and interview.
- Evidence of rubella immunization, negative tuberculosis test or chest x-ray, and either evidence of successful Hepatitis B Vaccination or evidence that the HBV immunization series has begun prior to the program start.
- Ability to pass a Level I FDLE / FBI criminal background check.



Office Management.

If you would like to be the go-to person in an office, then these are the programs for you! Webster College prepares students to excel in a legal, medical, or executive office setting, working side by side with managers, attorneys, government officials, or medical professionals.

You'll learn a variety of computer software programs as well as office communication and customer service. Regardless of which area you choose as your specialty, this is a great career choice for anyone seeking a fast-paced, in-demand position.

AS Degree	<i>Page</i>
Office Management	35
– Government Emphasis	
– Legal/Criminal Justice Emphasis	
– Corporate Management Emphasis	
– Small Business Management Emphasis	
– Medical Emphasis	

Diploma	<i>Page</i>
Secretarial	36



“Your Webster education teaches you to apply what you learn immediately in life and will help you qualify for a brighter future upon completion.”

– **PETE BEASLEY**
Ocala Campus Director, Webster College



Indicates the program is available fully online.

Choosing your future career. Office Management.



OFFICE MANAGEMENT AS DEGREE



**Government • Legal/Criminal Justice • Corporate Management
Small Business Management • Medical**

**Career Opportunities • Office Manager • Executive Assistant • Legal Office Administrator
• Medical Office Administrator • Court Clerk • Administrative Assistant**

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
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English Composition (Required course)

ENC 1101	English Composition	4
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Communication (Select 1 course)

COM 1000	Introduction to Communication	4
SPC 2022	Speech	4
SPN 271	Conversational Spanish	4

Humanities (Select 2 courses)

CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2020	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4

Math/Natural Sciences (Select 2 courses)**

MAT 2030	College Algebra	4
MGF 1115	College Math	4
PHA 1500	Anatomy and Physiology**	4

Social Sciences (Select 2 courses)**

AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government**	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
ACG 1001	Accounting I	4
CGS 1030	Microcomputers	3
COM 1001	Professional Communication	4
CTS 1552	Professional Presentations	3
CTS 2511	Excel	3
MNA 1161	Customer Service	4
OCA 1104	Keyboarding I	3
OCA 1105	Keyboarding II	3
OST 1856	Word for Windows	3
SLS 1103	Success Strategies	4
SLS 2304	Career Development	2

** Anatomy & Physiology is required for the Medical Emphasis, and Contemporary U.S. Government is required for the Government Emphasis. If one of these courses appears in an emphasis area, the student must still complete two additional courses from the appropriate general education category to meet the required amount of general education credits in that category.

Government Emphasis

Number	Course	Credits
CTS 1401	Access	3
LAW 1002	Law I	4
MNA 1324	Meeting Management	4
OST 2423	Legal Office Procedures	4
OST 2624	Legal Document Processing & Transcription	3
POS 1114	State and Local Government	4
POS 2047	Contemporary U.S. Government**	4
Total Degree Credits		94*

This Degree Program is also offered Online.

Legal/Criminal Justice Emphasis

Number	Course	Credits
CCJ 1000	Introduction to Criminal Justice	4
CTS 1401	Access	3
LAW 1002	Law I	4
LAW 2002	Law II	4
OST 1252	Legal Terminology	4
OST 2423	Legal Office Procedures	4
OST 2624	Legal Document Processing & Transcription	3
Total Degree Credits		94*

This Degree Program is also offered Online.

Corporate Management Emphasis

Number	Course	Credits
CTS 1401	Access	3
GEB 1011	Introduction to Business	4
GEB1014	Project Planning and Documentation	4
MAN 1154	Introduction to Human Resource Management	4
MAN 2021	Principles of Management	4
OST 1401	Office Procedures	4
Total Degree Credits		91*

This Degree Program is also offered Online.

Small Business Management Emphasis

Number	Course	Credits
ACG 1011	Accounting II	4
ACG 2064	Computer Focused Principles	3
APA 1501	Payroll Accounting	4
CTS 1401	Access	3
MAN 2021	Principles of Management	4
MNA 1324	Meeting Management	4
OST 1401	Office Procedures	4
Total Degree Credits		94*

This Degree Program is also offered Online.

Medical Emphasis

Number	Course	Credits
HIM 2270	Medical Insurance and Billing	3
HSC 1531	Medical Terminology	4
HSC 2553	Pathology I	4
MEA 2382	Medical Law and Ethics	4
OST 1402	Medical Office Procedures	4
OST 2611	Medical Transcription I	3
PHA 1500	Anatomy and Physiology**	4
Total Degree Credits		94*

This Degree Program is also offered Online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

SECRETARIAL DIPLOMA

Career Settings • Administrative Assistant • Station Secretary • Receptionist/Secretary

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
ACG 1001	Accounting I	4
CGS 1030	Microcomputers	3
COM 1001	Professional Communication	4
CTS 1552	Professional Presentations	3
CTS 2511	Excel	3
ENC 1101	English Composition	4
MAT 2030	College Algebra	4
MNA 1161	Customer Service	4
OCA 1104	Keyboarding I	3
OCA 1105	Keyboarding II	3
OST 1401	Office Procedures	4
OST 1856	Word for Windows	3
PSY 1010	Introduction to Psychology	4
SLS 1103	Success Strategies	4
SLS 2304	Career Development	2
SPC 2022	Speech	4
Total Diploma Credits		56*

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.



Technology & Information Management.

We live in a fast-paced information age where multimedia skills and computer networking abilities are valued and in demand. Nationally, the number of jobs for design and production professionals is expected to increase by 21.7% through the year 2012, according to the U.S. Bureau of Labor Statistics.

Upon graduating from Webster College with a degree in technology and computer training, you'll not only have the knowledge and skills for a new career, you'll also have a portfolio of projects you completed along the way to showcase as you interview for your new career.

AS Degree	<i>Page</i>
Information Systems Management	38
– <i>Network Administration</i>	
– <i>Web Programming</i>	
– <i>Computer Information Technology</i>	



“With new programs that reflect today’s business trends, Webster College will continue to uphold its proud tradition far into the future.”

– DAN SENCENBAUGH
Webster College Graduate



INFORMATION SYSTEMS MANAGEMENT AS DEGREE

Network Administration • Web Programming Computer Information Technology

- Career Opportunities**
- Computer Support Specialist
 - Network Control Operator
 - Help Desk Technician
 - Web Developer
 - Application Support
 - Internet Specialist
 - PC Specialist

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition (Required course)		
ENC 1101	English Composition	4
Communication (Select 1 course)		
COM 1000	Introduction to Communication	4
SPC 2022	Speech	4
SPN 271	Conversational Spanish	4
Humanities (Select 2 courses)		
CRW 2001	Creative Writing	4
ENC 2102	Writing About Literature	4
HUM 2020	Humanities	4
HUM 2406	Introduction to Film	4
LIT 2000	Introduction to Literature	4
PHI 2630	Ethics	4
Math/Natural Sciences (Select 2 courses)		
MAT 2030	College Algebra	4
MGF 1115	College Math	4
PHA 1500	Anatomy and Physiology	4
Social Sciences (Select 2 courses)		
AMH 2070	Florida History	4
CAF 271	Current Affairs	4
ECO 1000	Principles of Economics	4
ECO 2013	Macroeconomics	4
ECO 2023	Microeconomics	4
GEA 1000	World Geography	4
POS 2047	Contemporary U.S. Government	4
PSY 1010	Introduction to Psychology	4
SYG 1000	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
CGS 1030	Microcomputers	3
COM 1001	Professional Communication	4
GEB 1011	Introduction to Business	4
MAN 3065	Business Ethics	4
MNA 1161	Customer Service	4
SLS 1103	Success Strategies	4
SLS 2304	Career Development	2

Network Administration Emphasis

Number	Course	Credits
CDA 1006	Networking Fundamentals	3
CEN 1300	Microsoft Windows Workstations	3
CEN 2311	Microsoft Windows Server	3
CET 2629	Cisco Networking Fundamentals and Routing	3
CET 2660	Networking Security Fundamentals	3
CET 2810	Microsoft Exchange Server	3
COP 1176	Visual Basic I	3
CTS 1115	PC Hardware and Software I (A+)	3
CTS 1116	PC Hardware and Software II (A+)	3
CTS 2181	Windows Active Directory	3
CTS 2321	Linux Administration	3
GEB1014	Project Planning and Documentation	4
Total Degree Credits		94*

Web Programming Emphasis

Number	Course	Credits
CGS 1820	Introduction to HTML	3
COP 1000	Fundamentals of Programming	3
COP 1176	Visual Basic I	3
COP 1705	Database Design & SQL	3
COP 1801	JavaScript	3
COP 2004	PERL/CGI	3
COP 2250	Java I	3
COP 2333	Advanced Visual Basic	3
COP 2842	PHP/MYSQL	3
COP 2890	Web Programming Capstone	2
DIG 1103	Introduction to Web Design Software	3
DIG 2531	Multimedia Technologies	3
Total Degree Credits		92*
This Degree Program is also offered Online.		

Computer Information Technology Emphasis

Number	Course	Credits
CDA 1006	Networking Fundamentals	3
CEN 1300	Microsoft Windows Workstations	3
CEN 2410	Information Technology Capstone	2
CGS 1823	Introduction to Website Design	3
CTS 1401	Access	3
CTS 1552	Professional Presentations	3
CTS 2511	Excel	3
GEB 1400	E-Commerce	4
OST 1856	Word for Windows	3

Elective Courses for Computer Information Technology

Select one of the following elective groups, for 9 credits

Group I - Information Technician Elective Group

Number	Course	Credits
CEN 2311	Microsoft Windows Server	3
CTS 1115	PC Hardware and Software I (A+)	3
CTS 1116	PC Hardware and Software II (A+)	3
Total Degree Credits		93*

Group II - Multimedia Web Elective Group

Number	Course	Credits
CGS 2821	Advanced Website Design	3
DIG 1010	Introduction to Computer Graphics	3
DIG 2531	Multimedia Technologies	3
Total Degree Credits		93*

Group II Electives are also offered Online.

* Credit totals do not include Foundations of English III or Foundations of Math. These courses may be required of some students based upon placement examinations.

This catalog is an official publication of Webster College. As such, it is subject to revision at any time. The College reserves the right to add, withdraw, or revise any course, program of study, provision or requirement described within the catalog as may be deemed necessary. The College will not make changes unless such changes are for the benefit of the student and the College receives prior approval from appropriate agencies.

It is advised that you read and fully understand the academic performance and personal conduct guidelines for students. Also outlined are the conditions under which students may be placed on warning, probation, notice, or suspension from the College.

Credential Information

Degree Programs offer an ideal mix of career education, broad-based business and professional coursework, and a breadth of general education courses and concepts. This combination of coursework helps students develop leadership and decision-making skills, fosters an appreciation and awareness of the world in which they live, and prepares students for career success and advancement.

Diploma Programs combine specific career requirements with a substantial amount of business, professional, and technical knowledge. General education concepts and coursework are included to develop leadership and decision-making skills.

Accounting

Accounting AS Degree

Graduates of this degree program learn to manage accounts receivable, accounts payable, and payroll. They learn to prepare tax returns, prepare and analyze financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. They value critical thinking and communication skills and the ability to relate accounting concepts to the world around them.

Accounting Diploma

The objective of this program is to prepare graduates for an entry-level position in the general business or accounting setting which may include retail, small business, government and industry. Students learn basic accounting principles and know how to process entry-level analysis of financial statements. Students learn the value of effective communication and workplace professionalism.

Allied Health Programs

Massage Therapy AS Degree

Graduates of this degree program learn theory and practical massage therapy application. They will be able to perform Swedish Massage, Deep Tissue, Trigger Point Therapy, and other techniques that are prevalent in the field of massage therapy. In addition, students will learn techniques that are used for people in various stages of life. Students will be able to communicate the correct medical language for insurance billing. They will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). They will value professionalism, integrity, ethical decisions, and the appreciation of other massage therapists in the industry.

Medical Administration AS Degree

Graduates of this degree program acquire skills and knowledge valuable to a medical office in a variety of healthcare settings. Students learn to perform a wide variety of tasks including medical office management, patient scheduling, medical transcription, basic medical coding, medical billing, medical record organization, and other medical office procedures. They know medical terminology and basic anatomy and disease processes. Students value ethical and professional behavior in the workplace, and the confidentiality of patient information.

Medical Assisting AS Degree

Graduates of this program acquire professional skills in administrative and clinical areas. Working under supervision of physicians or nurses, Medical Assistants with this degree will be able to assist by administering injections, performing venipuncture, measuring vital signs, performing CLIA-waved laboratory tests, as well as front-office duties such as scheduling appointments, billing, bookkeeping, and health insurance preparation. The completion of this comprehensive program allows opportunities for the student to work in a medical clinic, physician group practice, or prompt-care setting, and guides student preparation for success in the classroom, workplace, and for national certification.

Medical Assisting Diploma

Graduates of this program acquire professional skills in administrative and clinical areas. Working under supervision of physicians or nurses, graduates with this diploma learn entry-level concepts in the healthcare field. They know basic office procedures and can assist medical staff in some clinical examinations. Students learn the value of communication skills and workplace professionalism.

Medical Coding Diploma

Graduates of this diploma program learn to code healthcare data using ICD and CPT coding principles, and they learn how these skills contribute to other areas in the healthcare facility. Students know how to navigate a health record and abstract information necessary to correctly code the medical information. They know the correct use of medical language and terminology and the effective use of software packages available. Students learn the value of effective communication skills, ethical and professional behavior in the workplace, and the confidentiality of patient information.

Pharmacy Technician AS Degree

Graduates of this degree program learn the theory and practical applications of pharmacy practice. They are able to apply this knowledge to retail and hospital pharmacy settings. Students combine effective use of available software programs with proficiency in receiving, interpreting, inputting, and filling prescriptions. They have knowledge of medical terminology, medical law and ethics, and pharmacy math. They value honesty and integrity, have compassion for patients, and respect patient confidentiality.

Business Management

Business Management BS Degree

The Bachelor's degree program will provide students with theoretical and practical knowledge in their discipline. Critical thinking, information literacy, ethical understanding and reasoning, quantitative reasoning, multicultural and diversity awareness, and communication skills will play a key role in the degree program. Graduates will demonstrate the ability to know, comprehend, apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; integrate the ideas of others with their own ideas to create new knowledge; develop an understanding of the multicultural nature of a global society; recognize and address complex ethical situations; and operate effectively within a continually changing environment.

Business Management AS Degree

Graduates of this degree program know and understand major concepts in management, human resources, marketing, and customer service. They are able to interpret financial data and have a general knowledge of accounting. They develop an appreciation for general education and are able to relate it to business situations. Students acquire skills in word processing, spreadsheet creation, database management, and presentation software. They develop communication, problem solving, and decision-making skills that are necessary in business. They understand the importance of conducting business ethically and appreciate the importance of diversity in the workplace. They value honesty, creativity, respect for co-workers, and the importance of life-long learning.

Crime Management

Criminal Justice AS Degree

Graduates of this degree program learn to examine how the legal process works from law enforcement, to the courts, and through the corrections system. They know the history and development of the criminal justice system and its effect on society. Students value the ability to think critically about the issues related to the future of criminal justice including juvenile justice, corrections, and security.

Digital Design and Animation Multimedia Technologies AS Degree

Graduates of this program learn to put into practice a skilled understanding of industry standard multimedia and design software applications. They accomplish this through study of the various aspects of multimedia technologies, including concept development, image editing, 3-D animation, drawing and perspective, programming for the web typography, object/vector drawing techniques, and project delivery. Further, they value life-long learning, and honesty and integrity in applying their multimedia design and animation skills to supporting users and businesses. In addition to these technical skills, graduates who complete the Multimedia Technologies AS degree learn to apply critical thinking skills, business communication skills, and project management skills that increase their overall value to businesses.

Program Objectives. Choosing your future career.

Nursing

Nursing AS Degree

The objective of the Associate Degree Nursing Program is to provide the knowledge, clinical skills, nursing values, meanings and experience necessary for an entry-level professional nursing position; and in turn, facilitate competency in the core components of professional nursing: professional behavior, communication, assessment, clinical decision making, caring intervention, teaching and learning, collaboration and managing care. This program is designed to prepare the graduate to utilize and apply the nursing process (assessment, diagnosis, planning, implementation, and evaluation) to provide care across the life span and in diverse settings within the health continuum. Upon successful completion of this program, the graduate will receive an Associate of Science Degree in Nursing and will be eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to obtain licensure as a registered nurse.

Practical Nursing Diploma

Diploma graduates will know how to implement psychomotor technical skills that meet current standards of practice; apply scientifically based knowledge and skills in meeting the biological, psychosocial, cultural, and spiritual needs of the patient; provide maintenance, preventative, therapeutic, rehabilitative and/or supportive care; utilize the process of communication to exchange and transmit clear, concise, accurate, complete, and timely information to members of the healthcare team; utilize the process of therapeutic communication to build and maintain therapeutic relationships with patients and their significant support person(s); utilize the nursing process to gather data, contribute to the development of nursing diagnosis, guide nursing actions and contribute to the modification of the plan of care; and they will provide basic individualized, holistic and culturally sensitive nursing care for patients across the lifespan in a variety of settings while functioning as a competent novice in the role of practical nurse, under the direction of a registered nurse, physician, or dentist. They will implement a personal practice standard that adheres to the legal and ethical standards of the practical nurse; and they will value and seek continuing education opportunities in accordance with post-licensure goals that build on previous knowledge and skills and increase competency.

Office Management

Office Management AS Degree

Graduates from this program will acquire skills to communicate effectively in a variety of office settings. The student will learn the skills needed to be a successful administrative professional, including document processing, document communication, and office technology, as well as gaining specific knowledge in any of the several emphasis areas from which to choose. The graduating student will be able to create appropriate documents using learned software, will be effective in communication situations related to the organization of the office, and will be exposed to ethical decisions based on office models.

Secretarial Diploma

The objective of this program is to provide students with knowledge of marketable business skills—computer and administrative. The program equips students with the ability to utilize information processing skills along with math skills. The value of professional communication skills and customer service is emphasized in order for the graduate to effectively perform in the business environment.

Technology and Information Management Programs

Information Systems Management AS Degree

In addition to learning to install, manage, and monitor computer networks, graduates of this program will be able to build, configure, and troubleshoot computer hardware. They will also know fundamental networking and computer concepts as applicable to information technology, and they will learn to apply critical thinking skills to the resolution of technological issues that face businesses. They understand the business perspective and its importance in the ISM industry and value the business and professional skills that will be required in their futures.

Florida's Statewide Course Numbering System

Some of the courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This common numbering system is used by all public postsecondary institutions in Florida and by participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Those courses which have a four digit code have been assigned these prefixes and numbers by the Florida SCNS and are subject to the transferability rules described below. Those course which have a three digit code are not part of the Florida SCNS and will generally NOT be transferable.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

Example of Course Identifier

PREFIX	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Code (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, General	Freshmen Level at this institution	Entry – level General Sociology	Survey Course	Social Problems	No Laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Webster College Course Numbering System

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, if SYG 1010 is offered at a participating private institution and the same course is offered at a state university as SYG 2010, a student who has successfully completed SYG 1010 at the private institution is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

The Course Prefix

The Course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads: When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or non public control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- Courses in the 900-999 series (e.g., ART 2905)
- Internships, practica, clinical experiences, and study abroad courses
- Performance or studio courses in Art, Dance, Theater, and Music
- Skills courses in Criminal Justice
- Graduate Courses

College preparatory and vocational preparatory course may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Campus Director or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 245-0427 or SunCom 205-0427.

Those courses offered by the College that are not part of the Florida Statewide Course Numbering System are identified by an unique 6-character code. The various components of this code are as follows:

IMT 151 Introduction to Medical Theories and Techniques

The first three characters of the code are an alphabetic acronym representing the title of the course.

In the example, "IMT" represents "Introduction to Medical Theories and Techniques".

The first digit of the number represents the level at which the course is generally offered:

"1" designates courses generally offered during the student's first year of study.

"2" designates courses generally offered during the student's second year of study.

In the example, the first digit, "1", indicates that this course is generally offered during the first year of the program.

The second digit of the number represents the discipline area of the course:

"1" represents Business courses

"2" represents Accounting courses

"3" represents Computer Science courses

"4" represents Management courses

"5" represents Medical courses

"6" (not currently used)

"7" represents General Education courses

"8" (not currently used)

In the example, "5" indicates that this course is from the Medical discipline.

The final digit of the number represents the point at which the course generally falls within a series or group of courses. It also ensures that each course is unique.

"1" indicates that the course is the first course within a group or series.

"2", "3", etc.. indicates additional courses(s) within a series or group of courses, but does not necessarily imply a sequence within the series or group. That is, these courses may or may not require a prerequisite.

In the example, the final digit, "1" indicates that this course is a stand alone course or is a first course in a series. In either case, no prerequisite is required.

**Courses with a three digit number fall under the Webster College Course Numbering System.*

Courses with a four digit number fall under the Florida Statewide Course Numbering System.

Definition of Assigned Courses

Assigned courses are chosen in cooperation with students to match the scheduling needs of students and the College. Working together, college administrators and students choose assigned courses from a list of approved courses within the academic program.

3-Dimensional Animation DIG 1306 40 hours, 3 Credits

Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and thorough creative design. Emphasis will be placed on detailed modeling and texture mapping complementing elementary 3D animation and story development.

Prerequisite: Introduction to 3D Arts and Animation

Access CTS 1401 40 hours, 3 Credits

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.

Prerequisite: Microcomputers

Accounting I ACG 1001 40 hours, 4 Credits

This course is a study of basic accounting principles, including the recording and reporting of financial activity; the analysis and preparation of financial statements for a sole proprietorship; the completion of accounting cycles; and the accounting for assets, liabilities, and owners' equity.

Prerequisite: none

Accounting II ACG 1011 40 hours, 4 Credits

This course is a continuation of Accounting I with additional concern with financial-statement analysis for partnerships and corporations. The course will emphasize valuing assets, including property plant equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.

Prerequisite: Accounting I

Accounting III ACG 1031 40 hours, 4 Credits

This course is a continuation of Accounting II and will emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash-flow analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting.

Prerequisite: Accounting II

Accounting Capstone ACG 2102 20 hours, 2 credits

This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting AS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and interpersonal communication and class presentations.

Prerequisite: Offered last quarter, or second to last quarter for AS Degree students.

Course Descriptions. Choosing your future career.

Adult Nursing I **255 hours, 13 credits**

NUR 1211C

In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with uncomplicated medical-surgical alterations in health. Pathophysiologic mechanisms of disease are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisites: Fundamentals of Nursing, Comprehensive Pharmacology

Adult Nursing II **255 hours, 13 credits**

NUR 2711C

This is the second of three adult-health nursing courses. The focus of this course is on the care of adults with altered health states in acute care and psychiatric settings. In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. Emphasis is placed on knowledge and skills relating to advanced adult health care in medical-surgical and psychiatric settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisite: Adult Nursing I

Adult Nursing III **90 hours, 3 credits**

NUR 2712C

This is the third of three adult-health nursing courses that focus on the care of adults with altered health states. This concentrated clinical course in an acute care setting promotes the student's transition from student to graduate with its emphasis on management of care and leadership, functional health patterns, professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities in a broad, in-depth application of the nursing process in the clinical management of groups of patients

Prerequisites: Adult Nursing II, Maternal Child Nursing
Co-requisite: Nursing Role and Scope

Advanced Medical Techniques **40 hours, 3 credits**

AMT 153

This course will expand the student's exposure to principles and techniques in venipuncture and phlebotomy, and will extend his/her knowledge and use of the ECG in the medical office. The student will successfully complete CPR certification for healthcare workers. The course will introduce first aid and emergency care of the patient in the outpatient setting. Additionally, important issues for Health Care Professionals will be discussed. These include, but are not limited to the following: HIV/AIDS awareness and prevention and domestic and workplace violence awareness and prevention. Normal and therapeutic nutrition, with an emphasis on disease prevention will also be discussed.

Prerequisites: Medical Theories and Clinical Procedures, Medical Theories and Techniques

Advanced Visual Basic **40 hours, 3 credits**

COP 2333

The students who take this course will learn to create applications using Visual Basic.NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.

Prerequisite: Visual Basic I

Advanced Website Design **40 hours, 3 credits**

CGS 2821

Students learn how to use web publishing tools used most often by professional designers. Topics include advanced techniques for the design, layout, and authoring of webpages.

Prerequisite: Introduction to Website Design

Alternative Modalities **40 hours, 3 credits**

MSS 2204

This course introduces the basic knowledge of Shiatsu, Reflexology, and Aromatherapy. Students will have an understanding of the five element theory, meridians and chakras. The students will be able to incorporate principles of reflexology and aromatherapy into a massage session.

Prerequisites: Kinesiology, Introduction to Massage Therapy

Ambulatory Care Coding **40 hours, 3 credits**

HIM 1240

The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.

Prerequisite: Intermediate ICD-9-CM Coding

American Religious History **40 hours, 4 credits**

REL 3131

In this course students will be presented with an historical inquiry into the ideological origins and social context of American religious life. The importance of religion in the settlement of America and its role throughout American history will be explored and analyzed. Discussions of various historical and contemporary and emerging religious movements will also be discussed.

Prerequisite: none

Anatomy and Physiology **40 hours, 4 credits**

PHA 1500

This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.

Prerequisite: None

Anatomy and Physiology I **40 hours, 4 credits**

BSC 1087

This course is designed to present students with an overview of specific body systems and their relationship to normal and abnormal human structure and function. It will explain how these systems work together to achieve a balanced state (homeostasis) based on selected concepts of the human cell, tissues and basic chemistry. This course deals with the muscular, skeletal, cardiovascular, integumentary, respiratory, and lymphatic systems.

Prerequisite: Medical Terminology

Anatomy and Physiology II **40 hours, 4 credits**

BSC 1089

This course is designed to present students with working knowledge of the digestive system, metabolism, and nutrition. In addition, this course presents the urinary and reproductive systems, with human development and genetics, endocrine and nervous systems.

Prerequisite: Anatomy and Physiology I

Anatomy and Physiology II **50 hours, 4 credits**

MSS 2151

The purpose of this course is to provide an in depth knowledge of the cellular, chemical balances, and nervous system. Students will learn the nerves, arteries, and veins of the body. An emphasis on the cranial and spinal nerves will be studied. To enhance student's knowledge, in lab, students will be using clay to create nerves on the body.

Prerequisite: Anatomy and Physiology

Anatomy and Physiology III **50 hours, 4 credits**

MSS 2152

The purpose of this course is to provide an in depth knowledge of the endocrine, lymphatic, digestive, respiratory, urinary, and reproductive systems. Students will learn the importance of the electrolyte balance of the body. An emphasis on the structure of the heart will be studied.

Prerequisite: Anatomy and Physiology II

Anatomy & Physiology for Practical Nursing **75 hours, 7.5 credits**

PRN 0080

This course is designed to provide the student with basic knowledge of normal human body structure and function. The student will learn major systems, organs and terminology necessary for the provision of safe and effective nursing care.

Prerequisite: none

Audio/Video Editing **3 Quarter Credits**

DIG 1303

Students learn the theory and processes of audio/video editing using non-linear editing software on the desktop. Exercises in production and post-production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications.

Prerequisite: none

Basic ICD-9-CM Coding **40 hours, 4 credits**

HIM 1222

This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.

Prerequisites: Medical Terminology, Pathology I (pre or corequisite)

Business and Wellness **40 hours, 3 credits**

MSS 2009

This course introduces the student to recognize an emergency and how to respond to specific injuries. The student will acquire First Aid and Cardiopulmonary Resuscitation (CPR) certification through the American Red Cross. A general introduction of nutrition and wellness with an emphasis on health promotion will be taught. Students will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Prerequisites: Deep Tissue Massage, Sports Massage.
This course is recommended for the last quarter.

Business Capstone **20 hours, 2 credits**

GEB 2070

This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate Degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project.

Prerequisite: Students must be enrolled in the Business Associate's Degree program and in their last or second to last quarter.

Business Ethics **40 hours, 4 credits**

MAN 3065

This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the main theories of moral obligation, right and wrong action, and good and bad values.

Prerequisite: none

Choosing your future career. Course Descriptions.

Business Law **40 hours, 4 credits**

BUL 2241

This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.

Prerequisite: none

Call Center Customer Service Representative Skills **40 hours, 4 credits**

MNA 2138

Considering the success of any call center rests in the hands of its Customer Service Representatives, it is critical that training, continual skills assessment and professional development opportunities are incorporated into the business cycle. This course will define the requisite skills for exemplar reps as well as discuss different assessment tools and skill building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call routing applications.

Prerequisite: none

Call Center Labor Force Management **40 hours, 4 credits**

MNA 2139

This course provides an introduction to determining the staffing requirements which balance customer requests and satisfaction and while meeting budget margins critical to the overall success of the business. As such, this course will focus on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.

Prerequisite: none

Call Center Operations Management **40 hours, 4 credits**

MNA 2140

This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically through the process of developing a call center from inception to execution.

Prerequisite: none

Call Center Strategic Leadership **40 hours, 4 credits**

MNA 2137

This course will focus on strategic leadership specific to assembling and preparing a strong team, defining quality assurance methodologies, determining appropriate performance metrics, executing motivation and retention strategies and understanding legal and personnel issues in correlation with strategic leadership as seen through project, financial and risk management.

Prerequisite: none

Career Development **20 hours, 2 credits**

SLS 2304

The course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.

Prerequisite: none

Cisco Networking Fundamentals and Routing **40 hours, 3 credits**

CET 2629

In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topic such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further this course helps prepare students to take Cisco CCNA Exam.

Prerequisite: Networking Fundamentals

Clinic I **40 hours, 2 credits**

MSS 2800A

In this course the student will perform a minimum of 15 full body massage treatments. A Supervisor is present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting.

Prerequisites: Anatomy and Physiology III, Kinesiology II

Clinic II **80 hours, 4 credits**

MSS 2801A

In this course the student will perform thirty full body massage treatments. A Supervisor is present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting.

Prerequisite: Clinic I. This course is recommended for a student's last quarter.

College Algebra **40 hours, 4 credits**

MAT 2030

This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.

Prerequisite: Passing grade in Foundations of Math or placement determined by STEP assessment score.

College Math **40 hours, 4 credits**

MGF 1115

This course covers set theory, logic, numeration systems, number theory, computing, algebra, measurement, geometry, probability and statistics. The objective is for students to develop a basic understanding of the use of mathematics in the real world.

Prerequisite: A grade of SX in Foundations of Math or placement determined by STEP assessment score.

Color Theory and Techniques **40 hours, 3 credits**

DIG 1302

This course introduces basic compositional principles of harmony and contrast through the practice of color applications, using felt tip markers, acrylic paints and markers. Basic exercises are introduced and practiced to learn how to achieve different product surfaces and create visual effectiveness. The use of color in printing also is explored.

Prerequisite: none

Compensation Administration **40 hours, 4 credits**

MAN 4330

This course addresses tangible and intangible compensation and the use of compensation to motivate and reward employee performance. The course also covers job analysis, job description, and job evaluation on the basis of compensable factors as well as designing an equitable pay structure. In addition, students analyze the influence of unions and government in determining the compensation of the labor force, including compensation of both hourly workers and managerial employees.

Prerequisite: Principles of Management

Comprehensive Pharmacology **70 hours, 5 credits**

NUR 1140

This course introduces the student to the basic pharmacologic concepts and principles related to the safe administration of therapeutic agents by nurses to clients of all ages. It is designed to facilitate the student's understanding of the mechanisms of drug actions and provide a safe approach to drug administration. Students learn major drug classifications and selected prototypes along with principles and techniques of safe, effective administration of drugs & other therapeutic agents, drug interactions, legal responsibilities and nursing considerations for specific drugs affecting all body systems. By the end of the course, students must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program.

Prerequisite: Admission to the Associate Degree Nursing Program

Computer Focused Principles **40 hours, 3 credits**

ACG 2064

This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.

Prerequisite: Accounting II

Computer Forensics **40 hours, 3 credits**

CGS 4131

This course examines computer literacy and C.I. Legal issues regarding seizure and chain of custody, and technical issues in acquiring computer evidence. Popular file systems are examined. Reporting issues in the legal system are discussed.

Prerequisite: Microcomputers

Conservation of Resources **40 hours, 4 credits**

GEO 3374

The purpose of this course is to provide students with important principles of ecology and resource management. Emphasis will be on local, national, and global environment problems and possible solutions to these problems.

Prerequisite: none

Contemporary Issues in Criminal Justice Capstone **40 hours, 4 credits**

CCJ 2022

The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected.

Prerequisite: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice program and in their last or second to last quarter

Contemporary Leadership Challenges **40 hours, 4 credits**

MAN 4143

This course will provide the student with broad exposure to the theories and practice of effective leadership and supervision in today's business. It also will explore contemporary leadership challenges from a practical point of view, with opportunities to develop and practice effective leadership skills.

Prerequisite: Principles of Management

Course Descriptions. Choosing your future career.

Contemporary US Government POS 2047 **40 hours, 4 credits**

This course provides an introduction to the US system of government, including its parts, institutions, and evolution, and will help students understand how the government works on the national, state and local level. To explore how the US government affects its citizens and how citizens participate in their government, students will address current problems and issues grounded in legal history, theory, and ethics.

Prerequisite: none

Contemporary World Religions REL 3308 **40 hours, 4 credits**

This course explores the unity and diversity of religious traditions in a global context in order to understand the mutual interactions between religions and cultures. Emphasis is placed on the role of religions in shaping human values which can either create or resolve social conflicts, and the impact these values can have on issues of race, ethnicity, and religious diversity in a multicultural world.

Prerequisite: none

Conversational Spanish SPN 271 **40 hours, 4 credits**

This course focuses on common words and phrases students need to develop a working vocabulary which will enable them to communicate with Spanish-speaking individuals in their personal and professional lives. Although oral communication is stressed, included is an overview of Spanish grammar, phonetic pronunciation, and Hispanic culture.

Prerequisite: none

Creative Writing CRW 2001 **40 hours, 4 credits**

This course will develop the student's talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.

Prerequisite: A grade of SX in Foundations of English II or placement determined by STEP assessment score.

Criminal Law and Procedures CCJ 1273 **40 hours, 4 credits**

This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined.

Prerequisite: Introduction to Criminal Justice

Criminology CCJ 1001 **40 hours, 4 credits**

This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.

Prerequisite: Introduction to Criminal Justice

Current Affairs CAF 271 **40 hours, 4 credits**

This course will cover current issues that affect our lives on the micro and macro communities. Local, state, national and international news will be discussed focusing on how they affect our selves, our state, our nation and our world. We will look at all sides of the issue to ensure complete understanding of the issue.

Prerequisite: none

Customer Service MNA 1161 **40 hours, 4 credits**

This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction.

Prerequisite: none

Database Design and SQL COP 1705 **40 hours, 3 credits**

This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.

Prerequisite: Visual Basic I

Database Management and Administration ISM 4212 **40 hours, 3 credits**

This course covers essentials of database management and administration in a business environment and provides hands-on experience that includes transactions management, storage management, data administration, security and database tuning issues. The course also covers distribution and client/server environments.

Prerequisites: MIS Techniques, Management Information Systems & Design

Deep Tissue Massage MSS 2201 **40 hours, 3 credits**

This course will incorporate and expand on the techniques learned from Swedish massage. An emphasis will be on other methods of addressing soft tissue dysfunction. Students will have the knowledge to integrate deep tissue massage into their practice as a massage therapist. An emphasis will be upon developing communication and documentation skills for insurance billing.

Prerequisites: Kinesiology, Introduction to Massage Therapy

Digital Media Assembly DIG 1520 **40 hours, 3 credits**

In this course, students will develop and apply scripts to control sprites, video, sound, and interactivity for informational and entertainment animations using authoring software. The project produced in this class will be available for use on CD-ROM.

Prerequisite: Digital Media Production

Digital Media Production DIG 1305 **40 hours, 3 credits**

This course is a study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as tools for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interactivity.

Prerequisite: none

Digital Publishing DIG 1301 **40 hours, 3 credits**

This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web.

Prerequisite: none

Domestic Violence CCJ 2681 **40 hours, 3 credits**

This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.

Prerequisite: Introduction to Criminal Justice

Drawing Design and Art Theory DIG 1000 **40 hours, 3 credits**

This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.

Prerequisite: none

Drugs and Crime CJE 1233 **40 hours, 4 credits**

The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as "club drugs," inhalants, herbal stimulants, and designer drugs will also be discussed.

Prerequisite: Introduction to Criminal Justice

Dynamic Content Management DIG 1500 **40 hours, 3 credits**

This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, Structured Query Language is utilized to obtain dynamic information for multimedia authoring.

Prerequisite: none

E-Commerce GEB 1400 **40 hours, 4 credits**

This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of e-commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of e-business.

Prerequisite: none

Employment Law MAN 4402 **40 hours, 4 credits**

This course presents fundamental principles of labor and employment law in the United States. The student will engage in topics such as federal and state regulation of the employment relationship, including wage and hour laws, EEO, affirmative-action programs, employee benefits, insurance, workers' compensation, safety, health, employees' personal rights, and collective bargaining legislation.

Prerequisite: none

English Composition ENC 1101 **40 hours, 4 credits**

This course is intended to help students develop their ability to write and express ideas in an organized, unified, coherent manner that reflects an appropriate awareness of purpose and audience. Through writing, reading, and discussion, students will learn to synthesize their thoughts as they communicate more effectively. Course concepts are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students' grammar, punctuation and usage skills.

Prerequisite: A grade of SX in Foundations of English II or placement determined by STEP assessment score.

Entrepreneurship GEB 2112 **40 hours, 4 credits**

Using real-life applications and examples from successful business people, this class offers competency-based instruction to guide students through the steps of developing a business plan for a new small business.

Prerequisite: Introduction to Business

Choosing your future career. Course Descriptions.

Ethics 40 hours, 4 credits

This course is designed as a study of ethical practices and principles and its relationship to personal and social morality. Emphasis is placed on the application of ethical theories to problems faced in business and society.

Prerequisite: none

Ethics in Criminal Justice 40 hours, 4 credits

This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in the criminal justice, but also of how sound moral decisions are made in response to them.

Prerequisite: Introduction to Criminal Justice

Excel 40 hours, 3 credits

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.

Prerequisite: Microcomputers

Financial Investigation 40 hours, 4 credits

This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud.

Prerequisite: Intermediate Accounting I

Florida History 40 hours, 4 credits

This course is a study of the historical development of the state of Florida. Students will explore various elements in the state's development such as demographic and economics.

Prerequisite: none

Foundations of English I 40 hours, 4 credits

This course emphasizes grammar usage, basic punctuation, and sentence structure.

Prerequisite: Placement determined by placement test score.

Foundations of English II 40 hours, 4 credits

This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy.

Prerequisite: Placement determined by placement test score.

Foundations of Math 40 hours, 4 credits

This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages.

Prerequisite: Placement determined by placement test score.

Fundamentals of Consumer Lending 40 hours, 4 credits

This course provides the basic knowledge about consumer credit. It will cover terminology, basic categories of consumer credit, determining credit worthiness, and the application process. It includes the origin of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit.

Prerequisite: Introduction to Banking

PHI 2630

CCJ 2487

CTS 2511

ACG 2200

AMH 2070

B 097

B 098

B 099

BAN 2231

Fundamentals of Nursing 255 Hours, 13 Credits

This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standards of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as provider of care, manager of care and member of the nursing profession is incorporated into the course content. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. Normal functional health patterns are explored in the context of the physical, biological and social sciences.

Prerequisite: Admission to the Associate Degree Nursing Program

Fundamentals of Practical Nursing 240 Hours, 12 Credits

This course introduces the student to the basic nursing core concepts of health care delivery systems and trends, legal and ethic responsibilities in nursing, the uses of the computer in the health care setting, and a review of basic math and science concepts. The student is prepared to provide basic personal patient care and perform patient care procedures in hospitals and long-term care facilities. Safety measures, emergencies and organization of patient-care assignments are included as well as cardiopulmonary resuscitation, blood borne diseases including HIV and AIDS, infection control procedures and domestic violence. Health care needs of the geriatric patient are introduced and pre-operative and post-operative nursing care is discussed. The grieving process, appropriate verbal, non-verbal and written communications in the performance of nursing functions are covered. Clinical skills are practiced in the nursing lab and the student has the opportunity to apply knowledge and skills in clinical setting.

Prerequisite: none

Fundamentals of Programming 40 hours, 3 credits

This course is an introduction to computer concepts, logic, and programming. It includes designing, coding, debugging, testing, and documenting programs using a high-level programming language. The course provides the beginning programmer with a guide to developing structured program logic.

Prerequisite: none

Fundamentals of Web Authoring and Design 40 hours, 3 credits

This course focuses on the students' basic authoring skills by focusing on the demands, details, and subtleties of creating web pages. HTML and supplemental client side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation – adding interactivity, color use, file management and formats, testing, publishing, and publicizing are addressed. Students use interactivity and multimedia elements to enhance their site design.

Prerequisite: none

Geography of the United States and Canada 40 hours, 4 credits

This course presents a comprehensive study of the physical, economic and social character of the geographic regions of the US and Canada and their significance in the economic and political affairs of the world.

Prerequisite: none

NUR 1020C

PRN 000C

COP 1000

DIG 1510

GEA 3211

Geriatric Nursing 30 hours, 3 credits

This course continues the study of the acute and chronic diseases and disorders of the geriatric patient, concerns of the aging adult and the clinical skills utilized in geriatric nursing care including the management, needs and skills of caring for the geriatric patient. The emotional, mental, physiological and social needs of the aging adult in a variety of settings are discussed.

Prerequisite: none

Human Anatomy and Physiology I 70 hours, 5 credits

This course introduces the structure and function of the human body. Topics include basic chemistry and cell biology, tissues, and the respiratory, integumentary, cardio-vascular, skeletal, muscular, nervous and sensory systems of the body. Medical terminology is emphasized. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.

Prerequisite: None

Human Anatomy and Physiology II 70 hours, 5 credits

This course is a continuation of the study of human anatomy and physiology begun in BSC 1085 C. The digestive, endocrine, lymphatic and immune digestive, urinary and reproductive systems are studied as well as blood, nutrition and metabolism, fluid and electrolyte balance, and acid-base balance. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.

Prerequisite: Human Anatomy and Physiology I

Human Growth & Development 40 hours, 4 credits

This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development.

Prerequisite: None

Human Growth & Development through the Life Span 30 hours, 3 credits

This course outlines the characteristics of growth and development from conception to birth, birth through preschool, school age through adolescence, and adult through the human life span.

Prerequisite: none

Human Nutrition 40 hours, 4 credits

This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community and clinical areas.

Prerequisite: None

Human Resource Management 40 hours, 4 credits

The purpose of this course is to enable the student to develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. This course includes a study of the major functions in personal management including job analysis, manpower planning, selection of personnel, performance evaluation, training, and wage and salary administration.

Prerequisite: Principles of Management

PRN 0500

BSC 2085C

BSC 2086C

DEP 2004

PRN 0020

HUN 2201

MAN 4301

Course Descriptions. Choosing your future career.

Human Resource Recruitment & Selection **MAN 4320** **40 hours, 4 credits**

This course introduces students to the basic principles and techniques of staffing the workplace. Students will be introduced to basic and intermediate level theories and strategies utilized in staffing, planning, recruiting, and selection. Topics covered include: job analysis, recruitment, selection, and performance assessment.
Prerequisite: Principles of Management

Humanities **HUM 2020** **40 hours, 4 credits**

This course investigates human creative achievement. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none

Income Tax **TAX 2002** **40 hours, 4 credits**

Course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.
Prerequisite: Accounting II

Information Technology Capstone **CEN 2410** **20 hours, 2 credits**

This course summarizes key learning throughout the student's program. Students apply what they've learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.
Prerequisite: This course is intended to be completed in the student's last quarter.

Information Technology Project Management **ISM 3013** **40 hours, 4 credits**

This course will introduce students to the processes of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study.
Prerequisite: Microcomputers

Insurance **RMI 3011** **40 hours, 4 credits**

This course examines the characteristics of those areas of risk and uncertainty where the mechanisms of insurance are effective alternatives. Insurable risks of both business and individuals are covered. The concepts, contracts, and institutions involved in insurance are covered, as well as governmental regulations that impact the industry.
Prerequisite: Introduction to Business

Intermediate Accounting I **ACG 2101** **40 hours, 4 credits**

This course reviews accounting procedures, and then expands to specialized treatment of financial statements, cash and temporary assets, receivables, inventories (general and estimating procedures), current liabilities, income-tax procedures in accounting, and the acquisition, use, and retirement of long-term plant assets.
Prerequisite: Accounting III

Intermediate Accounting II **ACG 2111** **40 hours, 4 credits**

A continuation of Intermediate Accounting I, this course finishes coverage of valuation of assets and liabilities, and continues in stockholder's equity. Areas included are analysis and interpretation of financial statements. Miscellaneous topics included are accounting changes, error corrections, and prior period adjustments.
Prerequisite: Intermediate Accounting I

Intermediate ICD-9-CM Coding **HIM 1222A** **40 hours, 4 credits**

This course is a continuation of Basic ICD-9-CM with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices.
Prerequisite: Basic ICD-9-CM Coding

International Business **MAN 4602** **40 hours, 4 credits**

This course covers the theory and practice of international business. It will explore the reasons businesses expand globally and the factors involved in operating an international business such as the international monetary system, political, social, economic and legal considerations. It will also cover management and marketing concepts in an international environment.
Prerequisites: Macroeconomics, Microeconomics

Internet Consumer Behavior **MAR 2577** **40 hours, 4 credits**

This course is designed in three basic sections which provide students a full understanding of the way consumers shop and how products are best marketed. Section one explores the consumer motives for buying specific to personality traits, demographics and psychographics. Section two covers marketing tactics for the savvy non-persuasive consumer and the final section covers managerial and group decision making. This course assists students to understand and apply the concepts of consumer behavior to real companies and marketing situations through the use of current case-studies, visuals and scientific research on consumer behavior.
Prerequisite: E-Commerce

Introduction to 3D Arts and Animation **DIG 1304** **40 hours, 3 credits**

This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images.
Prerequisite: none

Introduction to Banking **BAN 1004** **40 hours, 4 credits**

This course is the standard introduction to the banking profession. It touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.
Prerequisite: none

Introduction to Business **GEB 1011** **40 hours, 4 credits**

This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.
Prerequisite: none

Introduction to Communication **COM 1000** **40 hours, 4 credits**

The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.
Prerequisite: none

Introduction to Computer Graphics **DIG 1010** **40 hours, 3 credits**

This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting.
Prerequisite: none

Introduction to Computer Science Concepts **COP 3502** **40 hours, 3 credits**

Course covers basic computer organization, computer languages and software, language translation and interpretation, object oriented design, object oriented programming, classes, objects, and inheritance, file systems and I/O.
Prerequisite: Microcomputers

Introduction to Corrections **CJC 1000** **40 hours, 4 credits**

A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined.
Prerequisite: Introduction to Criminal Justice

Introduction to Criminal Justice **CCJ 1000** **40 hours, 4 credits**

An introductory course designed to familiarize students with the facets of the criminal justice system, the sub-systems and how they interrelate. Students are introduced to various legal concepts especially the structure and operation of America's court systems.
Prerequisite: none

Introduction to Film **HUM 2406** **40 hours, 4 credits**

This course is an introduction to the main types of film, to expressiveness of film techniques, and to ways in which we can better understand and appreciate both individual films and the medium as a whole. The goals are to introduce students to a diverse group of important American as well as international films and to teach them the necessary criteria for closely examining the characteristics of the film medium. As a result of this process, students will become more sophisticated and satisfied viewers. We will look at how films exemplify particular genres and analyze the film's contexts as well as the ways in which viewers formulate meanings. We will concern ourselves with the aesthetic qualities of given films and genres; we will, moreover, investigate the cultural significance of these works.
Prerequisite: none

Introduction to Global Business **MAN 2652** **40 hours, 4 credits**

This course will explore the importance of developing varied techniques for managing all aspects of a global business venture. Through real-life case studies, students will investigate the interconnectivity in global business specific to languages, attitudes, religious beliefs, traditions, work ethic, political & legal systems, governmental regulation, fiscal and monetary policies, infrastructure, and market potentials.
Prerequisite: none

Choosing your future career. Course Descriptions.

Introduction to Health Information Management 40 hours, 4 credits

HIM 2000

This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of health care facilities, the members of the health care team who contribute to and use health information, and trends in the management of health care records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.

Prerequisite: none

Introduction to Homeland Security DSC 1003 40 hours, 4 credits

This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security in combating terrorism. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course also looks at the complexities of defining the roles of federal, state, local government, and the private sector.

Prerequisite: Introduction to Criminal Justice

Introduction to HTML 40 hours, 3 credits

CGS 1820

This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.

Prerequisite: none

Introduction to Human Resource Management 40 hours, 4 credits

MAN 1154

This course is an introduction to the management and leadership of an organization's human resources. It explores the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guide lines.

Prerequisite: none

Introduction to Literature 40 hours, 4 credits

LIT 2000

This course offers an introduction to the most common literary genres: Fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts.

Prerequisite: none (English Composition recommended)

Introduction to Massage Therapy 40 hours, 4 credits

MSS 2000

This course introduces basic massage therapy skills and knowledge necessary to becoming a massage therapist. Students will acquire the knowledge to develop a self care strategy by identifying body awareness and movement habits.

Prerequisite: none

Introduction to Medical Theories & Techniques 40 hours, 3 credits

IMT 151

This course is designed to furnish the student with the theories and techniques of the clinical aspects of the Medical Assistant Profession. Students are introduced to the concepts and practice of Medical Asepsis, Vital Signs Measurement, Physical Examinations, Charting, Therapeutic Procedures, and Universal Precautions.

Prerequisite: none

Co-requisite: Medical Terminology

Introduction to Microbiology 70 hours, 5 credits

MCB 2011C

This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminths; interactions with and impact of microbes on humans, including mechanisms of pathogenicity. Laboratory exercises, coordinated with course content, are included in this course.

Prerequisite: None

Introduction to Mortgage Lending 40 hours, 3 credits

BAN 2253

This course examines mortgage lending, not only from the aspect of lending to individuals for the purchase of a residence, but also that of providing loans for apartment buildings and loans for real estate developers and builders. It covers construction and permanent financing for residential property; real estate law; documentation; mortgage loan servicing; the secondary mortgage market; the role of government in mortgage lending; and residential real estate as an investment.

Prerequisite: Introduction to Banking.

Introduction to Multimedia and Computer Graphic Arts 40 hours, 3 credits

DIG 1020

This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preproduction of all multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving.

Prerequisite: none

Introduction to Pharmacy 40 hours, 4 credits

PTN 1008

An introduction to the technician's role in pharmacy practice. The student will gain a basic knowledge of chemistry and become knowledgeable in correct use of CPR. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.

Prerequisite: none

Introduction to Psychology 40 hours, 4 credits

PSY 1010

This course will introduce students to the scientific study of human behavior. Course topics will include the following: heredity and environment, development of the individual, motivation, emotion, perception, personality and abnormal behavior.

Prerequisite: none

Introduction to Sociology 40 hours, 4 credits

SYG 1000

This course is designed to enable students to recognize their own culture-based values, feelings, and attitudes while developing a better understanding of cultural values that may differ from their own. It will cover basic sociological topics such as socialization, gender, race, social organization, and social change. Through the course students should achieve a better understanding of themselves and society.

Prerequisite: none

Introduction to Web Design Software 40 hours, 3 credits

DIG 1103

This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well designed websites.

Prerequisite: none

Introduction to Website Design 40 hours, 3 credits

CGS 1823

Intended for beginning- to intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.

Prerequisite: Microcomputers

Java I 40 hours, 3 credits

COP 2250

The focus is on the development of client-server applications and advanced GUI. Topics include Java features (such as enums, autoboxing, and generic types), multithreading, collections, files, advanced multimedia and GUIs, internationalization, and web programming (including database use, networking, security, servlets, JavaServer Pages, JavaBeans, and Remote Method Invocation).

Prerequisite: JavaScript

JavaScript 40 hours, 3 credits

COP 1801

In this course students learn how to effectively create webpages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing webpages created with this language. This course builds upon HTML principles.

Prerequisite: Introduction to HTML

Juvenile Justice 40 hours, 4 credits

CCJ 1015

An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.

Prerequisite: Introduction to Criminal Justice

Keyboarding I 40 hours, 3 credits

OCA 1104

This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with 5 or fewer errors is the course goal.

Prerequisite: none

Keyboarding II 40 hours, 3 credits

OCA 1105

This course is a production course with emphasis on document composition. Students will build upon skills gained in Keyboarding I and using their higher order thinking skills. This course will require student use of correct formatting in the creation of appropriate ethical and legally correct documents. An objective of 38 wpm on five-minute timed writings with 5 or fewer errors is the course goal.

Prerequisite: Keyboarding I

Kinesiology 40 hours, 4 credits

MSS 2160

This course is an introduction to the skeletal and muscular system. An emphasis is on the fascial system and movement of the body. The students will have a basic knowledge of kinesiology.

Prerequisite: Anatomy and Physiology

Kinesiology II 50 hours, 4 credits

MSS 2161

The purpose of this course is to provide an in depth knowledge of muscular and skeletal system and the relationship to movement. Students will learn the innervation and arterial supply of the head, neck, trunk, leg, arm, and pelvis. An emphasis on how muscles function with the structure of the body will be taught. In this course this a lab portion where students will be palpating muscles and the movement that partners with it.

Prerequisite: Kinesiology

Course Descriptions. Choosing your future career.

Labor Relations Management **MAN 4401** **40 hours, 4 credits**

This course deals with the relationship of labor unions and management, the fundamentals of collective bargaining and labor legislation. The structure and growth of unions as well as the relationships and problems that exist among private and public sector organizations, the labor force, and government are surveyed.

Prerequisite: Principles of Management

Law I **LAW 1002** **40 hours, 4 credits**

This course is a study of the fundamentals of law. This includes study of the American legal system, forms of conflict resolution, torts, contracts, and criminal law.

Prerequisite: none

Law II **LAW 2002** **40 hours, 4 credits**

This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, contracts, and other areas of business law.

Prerequisite: Law I

Legal Document Processing and Transcription **OST 2624** **40 hours, 3 credits**

Students will transcribe correspondence, legal papers, and court documents representative of those prepared in a law office using templates and transcription equipment. Legal specialties will include litigation, family law, negligence, wills and estates and real estate

Prerequisite: none

Legal Office Procedures **OST 2423** **40 hours, 4 credits**

This course is a study of the structure and functions of the law office. Included will be the theoretical and practical aspects of the practice of law. Students will study the legal office profession, communication and legal recordkeeping.

Prerequisite: none

Legal Terminology **OST 1252** **40 hours, 4 credits**

This course serves as a study of terms used in the legal profession. The course emphasizes spelling, pronunciation, definition, research and usage of legal terms that will be required for law office support personnel.

Prerequisite: none

Linux Administration **CTS 2321** **40 hours, 4 credits**

This course is designed for introduction of the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of Linux operating system. Students will learn how download and install source application from the Internet, running Windows emulation, and the role of Linux in the enterprise network environment. This courses uses a combination of reading, lecture, Internet based research, and lab work to reinforce the course materials.

Prerequisite: Microsoft Windows Server

Macroeconomics **ECO 2013** **40 hours, 4 credits**

This course serves as an introduction to the field of macroeconomics. Focus will be on the behavior of the economy as a whole. Topics will include the nature of economics, economic concepts and institutions, growth, employment and inflation, money and banking, governmental economic policies and the international economy.

Prerequisite: none

Management Information Systems & Design **ISM 3011** **40 hours, 3 credits**

This course is an overview of information systems technology, including flow and control of information in an organization and use in decision making. Focus on information systems' strategy case studies, current security issues, hardware platforms, and software systems including both operating and application software.

Prerequisite: Microcomputers

Managerial Accounting **ACG 3073** **40 hours, 4 credits**

This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: Accounting II

Marketing Ethics **MAR 2110** **40 hours, 4 credits**

Using current case-studies, this course is designed to provide students the opportunity to discuss and debate the difference between ethical and unethical business conduct. Students will then use this information to understand how today's ideals and principles are applied to the practice of ethical reasoning, marketing decision making and accurate reporting with the purpose of understanding guidelines designed to protect and inform today's consumers.

Prerequisite: E-Commerce

Maternal Child Nursing **NUR 2460C** **255 hours, 13 credits**

In this course the student continues to develop the role as a member of the profession of nursing as a provider of care to women, children and families in meeting their basic needs in a variety of settings. Emphasis is placed on knowledge and skills relating to the pediatric population and the childbearing family. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation in pediatric and childbearing settings.

Prerequisite: Adult Nursing I

Maternal and Newborn Nursing **PRN 0100C** **80 Hours, 4.9 Credits**

This course provides information regarding obstetrics, neonatology, and as such reviews and relates to normal growth and development throughout the life cycle. This course will provide information relating to normal pregnancy, labor and delivery, the puerperium and the normal newborn as well as common deviations from the normal. The specialized nursing skills to manage and care for the maternal and newborn patient throughout the maternity cycle are emphasized. Clinical skills are practiced in the nursing lab and the student has the opportunity to apply knowledge and skills in clinical setting.

Prerequisite: PRN 0080, PRN 0000C, PRN 0070, PRN 0040, PRN 0500, PRN 0020, PRN 0030C, PRN 0031C

Medical Coding Practicum **MEA 2275** **30 hours, 1 credit**

This course offers supervised practical experience in a simulated campus or online setting, or a health care facility arranged by the student, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor or practicing medical coding professional. The practicum offers the student experience as a medical coder using actual or simulated medical documentation, and is essential to training.

Prerequisite: Ambulatory Care Coding

Medical Insurance and Billing **HIM 2270** **40 hours, 3 credits**

An introduction to common 3rd party payors, insurance terminology, and medical billing including claim forms preparation and processing, electronic claim submission, and a review of introductory medical coding. It provides an overview of medical office accounting procedures, and introduces the features of a patient billing system. Software is used to simulate a medical office environment.

Prerequisite: Medical Terminology

Medical Law & Ethics **MEA 2382** **40 hours, 4 credits**

A study of the United States legal system and court process with emphasis on legal and ethical issues within the health care environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student's program of study.

Prerequisite: None

Medical Office Administration **OST 2464** **40 hours, 3 credits**

This course is designed to advance the student's knowledge of medical office procedures, especially in the areas of computerized medical office management accounting systems. Additional topics may include office productivity, accounts payable, accounts receivable, and payroll.

Prerequisite: Microcomputers

Medical Office Procedures **OST 1402** **40 hours, 4 credits**

This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills.

Prerequisite: Medical Terminology

Medical Surgical Nursing I **PRN 0381C** **200 hours, 12.7 credits**

This course provides the student with information regarding common acute and chronic medical and surgical conditions relating to the body systems including the management, needs, and specialized nursing care of patients with these conditions. Signs and symptoms, diagnostic tests and treatment of each condition are covered. Principles of nutrition, pharmacology, and asepsis are reviewed throughout the course. Common alterations in patients with psychological disorders are also discussed. The specialized nursing skills to manage and provide nursing care for patients with these disorders are emphasized. Clinical skills are practiced in the nursing lab and the student has the opportunity to apply knowledge and skills in clinical setting.

Prerequisite: PRN 0080, PRN 0000C, PRN 0070, PRN 0040, PRN 0500, PRN 0020, PRN 0030C, PRN 0031C

Medical Surgical Nursing II **PRN 0382C** **465 hours, 15.5 credits**

This course provides instruction correlating and integrating theoretical and clinical experiences with a variety of medical and surgical patients of all ages experiencing common physical and emotional conditions of illness. This course provides practical application of the theory and skills acquired in the classroom and lab. Primary emphasis is placed on problem solving methods dictated by the individual's nursing needs and the patient's state of dependency. The student has the opportunity to practice the role of the practical nurse as a member of the health team and to participate in the health and wellness aspects of the patient's family.

Prerequisite: PRN 0080, PRN 0000C, PRN 0070, PRN 0040, PRN 0500, PRN 0020, PRN 0030C, PRN 0031C

Choosing your future career. Course Descriptions.

Medical Terminology 40 hours, 4 credits

HSC 1531

This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.

Prerequisite: none

Medical Theories and Clinical Procedures 40 hours, 3 credits

TCP 152

A continuation of IMT 151 Introduction to Medical Theories and Techniques, this course is designed to introduce the student to the administration of medications, venipuncture, and a basic knowledge of laboratory procedures, hematology, blood chemistry, and the patient preparation for exams.

Prerequisite: Introduction to Medical Theories and Techniques

Medical Theories and Techniques **THT 152** 40 hours, 3 credits

A continuation of IMT 151, Introduction to Medical Theories and Techniques, this course introduces the student to sterilization and disinfection techniques, surgical asepsis, therapeutic procedures, minor office surgery, microbiology, urinalysis, and cardiovascular diagnostic procedures.

Prerequisite: Introduction to Medical Theories and Techniques

Medical Transcription I 40 hours, 3 credits

OST 2611

The student will transcribe medical histories, physical examination and other medical reports from transcription tapes and will apply knowledge of medical terminology, anatomy, and physiology to the transcription process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms.

Prerequisites: Medical Terminology, Keyboarding

Medical Transcription II 40 hours, 3 credits

OST 2612

A continuation of Medical Transcription I, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastrointestinal, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of health care professionals who are non-native speakers of English.

Prerequisite: Medical Transcription I

Meeting Management 40 hours, 4 credits

MNA 1324

This course will introduce students to the basic tools and skills needed to host and facilitate a variety of types of meetings. The course will also study the theory and practice of parliamentary procedure skills that are used in larger and more formal assemblies.

Prerequisite: none

Microcomputers 40 hours, 3 credits

CGS 1030

This course is an introductory course designed to teach students fundamental computer concepts as well as serve as an introduction to the Microsoft Office suite. The focus of this course will include Word, Excel, PowerPoint and Access. This course will briefly cover email, Internet and Windows file management, as the course prepares students for a computerized work place.

Microsoft Exchange Server 40 hours, 3 credits

CET 2810

In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further this course helps prepare students to take Microsoft's MCSE Exam #70-284.

Prerequisite: Microsoft Windows Server

Microsoft Windows Server 40 hours, 3 credits

CEN 2311

This course provides students with the knowledge and skills necessary to install and configure Windows server and perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Professional Certification exam.

Prerequisite: Microsoft Windows Workstations

Microsoft Windows Workstations **CEN 1300** 40 hours, 3 credits

This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Professional Certification exam.

Prerequisite: none

MIS Techniques 40 hours, 3 credits

ISM 3005

This course is an introduction to computer use required of users and developers of management information systems.

Prerequisite: Microcomputers

Money and Banking I 40 hours, 4 credits

ECO 4223

This course is an examination of the structure and operation of our monetary systems. In this course topics covered include the fundamentals of money and financial markets, commercial banking and its regulation.

Prerequisites: Macroeconomics, Microeconomics

Money and Banking II 40 hours, 4 credits

ECO 4224

This course continues an examination of the structure and operations of our monetary systems. In this course topics covered include financial institutions, central banking, the Federal Reserve System, and monetary policy.

Prerequisite: Money and Banking I

Multicultural Communications for Business 40 hours, 4 credits

GEB 2251

This course provides an introduction to the challenges a diverse workforce presents in today's global economy. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, mitigating different attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration.

Prerequisite: none

Multimedia Portfolio Development **DIG 1550** 20 hours, 2 credits

In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo tape using a consistent theme related to their identity package.

Prerequisite: Students must be enrolled in the Multimedia Technologies degree or certificate program and in their last or second to last quarter.

Multimedia Technologies 40 hours, 3 credits

DIG 2531

In this course students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design.

Prerequisite: none

Myofascial Release 40 hours, 3 credits

MSS 2205

The purpose of this course is to provide knowledge of Myofascial release. The student is introduced to working on fascia in the body. An emphasis will be on the emotional releases from the client and how to handle these situations in a session.

Prerequisites: Introduction to Massage Therapy, Pathology for Massage Therapy, Anatomy and Physiology II, Kinesiology II

Negotiation and Conflict Management 40 hours, 4 credits

MAN 4441

This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and strategies and developing effective negotiation and conflict management skills.

Prerequisite: Principles of Management

Network Security and Cryptography **CIS 4362** 40 hours, 3 credits

This course examines threats to computer networks, network vulnerabilities, techniques for strengthening passive defenses, tools for establishing an active network defense, and policies for enhancing forensic analysis of crimes and attacks on computer networks. Topics include private and public key cryptography, digital signatures, secret sharing, security protocols, formal methods for analyzing network security, electronic mail security, firewalls, intrusion detection, Internet privacy and public key infrastructures.

Prerequisites: Microcomputers, Networking Fundamentals

Networking and Internet Technologies 40 hours, 3 credits

CEN 2307

The goal of this course is to provide an introduction to networking and Internet technologies. This course covers a wide range of material about the Internet, from using the Internet to demonstrating how the Internet works, using different Internet protocols, programming on the Internet, the Internet infrastructure, security, and e-commerce. It not only introduces a variety of concepts, but also discusses in-depth the most significant aspects of Internet, such as the OSI model of networking. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues from a professional's standpoint, making it a practical preparation for the real world.

Prerequisite: none

Course Descriptions. Choosing your future career.

Networking Fundamentals 40 hours, 3 credits

CDA 1006

This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks on how communications is accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting.

Prerequisite: Microsoft Windows Workstations or adviser/faculty approval

Networking Security Fundamentals 40 hours, 3 credits

CET 2660

This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials.

Prerequisite: Networking Fundamentals

Nursing Role and Scope 28 hours, 2 credits

NUR 2820

This course focuses on the basic nutritional requirements necessary to support health. Economic practices in purchasing, storing, preparing and serving food for the individual and the family will be discussed. Health care agency dietary service and therapeutic diets as they relate to disease and health will be elaborated upon.

Prerequisite: none

Nutrition for Practical Nursing 30 hours, 3 credits

PRN 0070

This course focuses on the basic nutritional requirements necessary to support health. Economic practices in purchasing, storing, preparing and serving food for the individual and the family will be discussed. Health care agency dietary service and therapeutic diets as they relate to disease and health will be elaborated upon.

Prerequisite: none

Office Procedures 40 hours, 4 credits

OST 1401

This course is designed to familiarize students with the following office skills: human relations and ethics, mailing procedures, forms and documents commonly used in offices; bookkeeping and financial records; office machines; filing skills, and records management. Students will learn how an office is managed and how to ensure it is operating efficiently.

Prerequisite: none

Organizational Behavior Analysis 40 hours, 4 credits

MAN 4240

This course covers research literature relevant to organizational functioning including behavioral effects of power and authority, formal organizations, structural variation, leadership, motivation and communication.

Prerequisite: Principles of Management

Pathology I 40 hours, 4 credits

HSC 2553

Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

Prerequisite: Anatomy and Physiology

Pathology II 40 hours, 4 credits

HSC 2553A

Continuation of studies of the basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment and prevention of common diseases of selected human body systems.

Prerequisite: Pathology I

Pathology for Massage Therapy 40 hours, 4 credits

MSS 2274

This course, which is intended as a general one-quarter overview of pathology for Massage Therapy and allied health students, will cover the most basic concepts and terminology of health and disease. Students will acquire the knowledge of different disorders. Focus is on the structure, nature, causes, diagnostic procedures, and treatment of the most common diseases of selected human body systems.

Prerequisite: none

Payroll Accounting 40 hours, 4 credits

APA 1501

Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.

Prerequisite: Accounting I

PC Hardware and Software I (A+) 40 hours, 3 credits

CTS 1115

In this course the students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. The topics covered include; the relationship between computer hardware and software, the installation, support, and troubleshooting of system boards, memory, hard drives, multimedia, and input/output devices.

To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Each student will assemble a computer using prescribed parts and materials.

Prerequisite: none

PC Hardware and Software II (A+) 40 hours, 3 credits

CTS 1116

This course is a continuation of PC Hardware and Software I. The topics covered include review of previously covered topics, telecommunications and networking, the Internet, and printing. Additional topics in this course are virus protection, disaster recovery and maintenance planning. Finally, the student will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the materials in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course in addition to the first course helps prepare students to take the A+ certification Core and DOS/Windows Exams.

Prerequisite: PC Hardware and Software I (A+)

Pediatric Nursing 80 hours, 4.9 credits

PRN 0110 C

This course provides information regarding the general characteristics, needs and problems of the pediatric patient to prepare the student to adapt nursing care for that patient. Signs and symptoms of common pediatric disorders and diseases are covered including nutritional requirements and diversion and recreational activities. The nursing skills related to the care of the pediatric patient are emphasized. Clinical skills are practiced in the nursing lab and the student has an opportunity to apply knowledge and skills in clinical setting.

Prerequisite: PRN 0080, PRN 0000C, PRN 0070, PRN 0040, PRN 0500, PRN 0020, PRN 0030C, PRN 0031C

PERL/CGI 40 hours, 3 credits

COP 2004

This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.

Prerequisite: Java I

Personal and Family Health 40 hours, 4 credits

PFH 372

This course will explore critical health care issues for today's individuals and families. Topics include drug abuse, physical fitness, nutrition and dieting, consumer health, chronic and communicable disease, human sexuality, and environmental health.

Prerequisite: none

Personal, Family and Community Health 30 hours, 3 credits

PRN 0040

This course explores the concept of health as it relates to the individual, the family and the community, including the wellness-illness continuum. The effects of economic, political, religious, cultural, and growth and developmental experiences upon human behavior are discussed including throughout the life span, psychological reactions to illness, steps in the grieving process and the use of wellness and stress control plans. Mental health concepts are discussed. Principles of microbiology and the spread of disease are discussed. The course prepares the student to provide biological, psychological and social support to the patient.

Prerequisite: none

Pharmacology 40 hours, 4 credits

HSC 2149

This course is designed to cover the principles of pharmacology, in-depth drug handling procedures, drug laws, physician's orders, charting, and drug actions, interactions, and reactions.

Prerequisite: none

Pharmacology 40 hours, 4 credits

PTN 1023

The student will identify commonly used drugs, dosages, and drug categories. Included is a discussion of pharmacokinetics, major disease states, and drug toxicology. A basic knowledge of herbal medication will be developed.

Prerequisite: Anatomy and Physiology, Introduction to Pharmacy

Pharmacology for Practical Nursing I 30 hours, 2 credits

PRN 0030 C

This course prepares the student to administer medications. The six "rights" of administration, dosage calculation, routes of administration, proper use and storage of medications, patient observation and documentation are included. Clinical skills are practiced in the nursing lab.

Prerequisite: none

Pharmacology for Practical Nursing II 30 hours, 2.5 credits

PRN 0031 C

This course includes the study of a large body of medications in terms of their therapeutic uses, characteristics, action, dosage, side effects, and the techniques used in administering them.

Prerequisite: none

Pharmacy Math and Dosages 40 hours, 4 credits

PTN 2017

This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions, the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice.

Prerequisite: Introduction to Pharmacy

Choosing your future career. Course Descriptions.

Pharmacy Software/Automation /Insurance Billing PTN 2220 **40 hours, 4 credits**

Hands-on experience using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejections codes, and gain knowledge of how to solve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. Students will gain understanding of the various payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings. Laws and regulations governing pharmacy practice will be discussed. Included is an overview of the drug development and approval along with the information regarding drug recalls and withdrawals. Students will obtain knowledge of proper handling and recording of controlled substances. DEA and State board regulations will be emphasized along with recent HIPAA laws and regulations. Ethical practices unique to pharmacy will be addressed.
Prerequisite: Pharmacy Math and Dosages

Pharmacy Technician Capstone PTN 2044 **20 hours, 2 credits**

This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.
Prerequisites: Unit Dose/IV Lab, Pharmacy Technician Practicum I

Pharmacy Technician Practicum I – Outpatient/Retail PTN 2041 **90 hours, 3 credits**

This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of internship experience in the unit dose areas of pharmacy. The internship will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training.

Prerequisites: Pharmacology, Pharmacy Software/Automation/Insurance Billing

Pharmacy Technician Practicum II – Unit Dosage/IV PTN 2042 **90 hours, 3 credits**

This course offers supervised practical experience in pharmacy settings with a minimum of 90 hours of internship experience in the particular area of pharmacy designated by the practicum. The internships will be under the direction of practicing pharmacists and pharmacy technicians. The practicum course allows the student to gain experience as a pharmacy technician in actual pharmacy settings and is essential to training.

Prerequisite: Unit Dose/IV Lab

PHP/MYSQL COP 2842 **40 hours, 3 credits**

This course covers the use of PHP scripting language and the MYSQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MYSQL database within a PHP program; creating HTML forms; and writing secure PHP programs.

Prerequisite: Java I

Physical Geography GEO 3203 **40 hours, 4 credits**

This course presents a study of the development and distribution of landforms, climates, minerals, soils, and water resources. Interrelationships between the physical environment and regional patterns formed by these elements are analyzed against man's utilization of them.

Prerequisite: none

Policing in America CJE 1006 **40 hours, 4 credits**

This course utilizes a historical perspective to examine policing from its inception to law enforcement in modern American society.

Prerequisite: Introduction to Criminal Justice

Political Thought POT 4001 **40 hours, 4 credits**

The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom, and obligation.

Prerequisite: Senior standing or permission of Academic Dean.

Principles of Advertising ADV 2000 **40 hours, 4 credits**

Theory, principles and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio and television area reviewed as advertising media

Prerequisite: Principles of Marketing

Principles of Banking Law BAN 2800 **40 hours, 4 credits**

This course will guide students through the legal and regulatory issues. Every part of the banking process, from taking deposits and making loans to operating safe deposit boxes and offering trust services, is governed by laws for the purpose of protecting consumers or maintaining the safety and soundness of the bank.

Prerequisite: Introduction to Banking

Principles of Economics ECO 1000 **40 hours, 4 credits**

This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course introduces microeconomic and macroeconomic concepts.

Prerequisite: none

Principles of Finance FIN 1103 **40 hours, 4 credits**

This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.

Prerequisite: Accounting I

Principles of Management MAN 2021 **40 hours, 4 credits**

A study of the aspects of the practice of management necessary for the development of managerial skills and insight.

Prerequisite: none

Principles of Marketing MAR 2011 **40 hours, 4 credits**

This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing's role in electronic commerce.

Prerequisite: none

Principles of Retailing MAR 2231 **40 hours, 4 credits**

This course is an overview of retail management including organization, merchandising, retail sales, customer service, personnel management, and operations.

Prerequisite: none

Professional Communication COM 1001 **40 hours, 4 credits**

This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines.

To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.

Prerequisite: A grade of SX in Foundations of English II or placement determined by STEP assessment score.

Professional Presentations CTS 1552 **40 hours, 4 credits**

This course is designed to incorporate two Microsoft Office presentation programs into a single, powerful tool that can be used to create Professional Presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.

Prerequisite: Microcomputers

Professional Selling MAR 3400 **40 hours, 4 credits**

This course is a study of the stages of the professional selling process and the role of sales in today's marketing environment. Emphasis will be placed on learning adaptive selling techniques and developing effective interpersonal communications skills.

Prerequisite: Principles of Marketing

Programming Languages Principles COP 4555 **40 hours, 3 credits**

An introduction to programming language principles, including the history of programming languages, formal models for specifying languages, design goals, run-time structures, and implementation techniques, along with a survey of principal programming language paradigms.

Prerequisite: Microsoft Windows Workstations

Project Planning and Documentation GEB 1014 **40 hours, 4 credits**

This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format.

Prerequisite: Intended for student's last quarter.

Public Relations PUR 3000 **40 hours, 4 credits**

This course presents students with a clear set of public relations principles and practices. Through readings of professional journals and extensive case studies, students will become familiar with the role of public relations in society, ethical standards of, and the theory and practice of the public relations problem-solving process as applied to various audiences.

Prerequisite: Principles of Marketing

Sales Techniques MAR 1414 **40 hours, 4 credits**

An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today's marketplace.

Prerequisite: none

Course Descriptions. Choosing your future career.

Search Engine Marketing 40 hours, 4 credits

MAR 2678

This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.

Prerequisite: E-Commerce

Security Challenges 40 hours, 4 credits

SCC 2001

This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.

Prerequisite: Introduction to Criminal Justice

Server Side Scripting 40 hours, 3 credits

CEN 2308

This course focuses on dynamic interactive web sites from a multimedia perspective. Emphasis is on data driven pages, interactivity through client side scripting, dynamic web content and database access through server side scripting.

Prerequisites: Dynamic Content Management, Fundamentals of Web Authoring and Design

Small Business Management I 40 hours, 4 credits

MAN 4802

This course is a study of the factors involved in starting and managing a small to medium-sized business. Emphasis is on the conduct of a pre-business feasibility study, start-up of the business, successful management, and options for succession or termination. Students will prepare a sample business plan.

Prerequisite: Managerial Accounting

Small Business Management II 40 hours, 4 credits

MAN 4820

This course continues the study of the factors involved in starting and managing a small- to medium-sized business. This course will require students to perform field work by (a) analyzing an ongoing small business and making recommendations for improvement; or (b) conducting a feasibility study for a new enterprise and developing a strategy for implementation.

Prerequisite: Small Business Management I

Social Problems 40 hours, 4 credits

SYG 3011

This course is designed to acquaint students with the causes, consequences, and solutions surrounding current social problems in the US. Issues such as crime, poverty, prejudice and discrimination, pollution and environmental despoliation, drug abuse, mental illness, and others will be explored.

Prerequisite: Introduction to Sociology

Speech 40 hours, 4 credits

SPC 2022

This course is designed to teach the student how to research and plan, arrange and compose, and deliver informative, persuasive, expressive, impromptu, and extemporaneous speeches for various audiences. Students will also analyze and evaluate the arguments and rhetorical methods used in public communication to help them develop the ability to speak clearly and effectively, and to think logically. Students will also explore techniques for overcoming speech anxiety.

Prerequisite: none

Sports Massage 40 hours, 3 credits

MSS 2257

This course provides students with the knowledge of how to apply pre-event, immediate, post-event, and restorative massage. Students will have the knowledge of various injuries and the physiological effects that the body endures in athletic events. Students will have an understanding of different stretching applications to a client.

Prerequisites: Kinesiology, Introduction to Massage Therapy

State and Local Government 40 hours, 4 credits

POS 1114

This course will introduce the constitutional interrelationship of national, state, and local governments. Special emphasis will be placed on the powers and functions of the various branches of state and local governments.

Prerequisite: none

Statistics I 40 hours, 4 credits

STA 4020

In this course students will learn to use various measures of location and variability to describe data. Concepts such as graphical and numerical descriptive measures, probability, conditional probability laws, discrete random variables, binomial and normal random variables, sampling distributions, central limit theorem, and large and small sample confidence intervals for parameters associated with a single population and for comparison to two populations will be discussed. Hypothesis testing for large and small samples will be illustrated.

Prerequisite: College Algebra

Statistics II 40 hours, 4 credits

STA 4025

This course will introduce the analysis of variance. Nonparametric statistical methods and applications, analysis of count data, chi-square and contingency tables, and simple and multiple linear regression methods with applications will be illustrated.

Prerequisite: Statistics I

Strategic Management 40 hours, 4 credits

MAN 4720

This course is designed to integrate prior business courses through study and discussion of real organizational situations. Students will evaluate the key functions of organizations and integration of these functions to achieve competitive advantages. Topics will include strategic formulation, implementation and evaluation.

Prerequisites: Principles of Management, Principles of Marketing

Studies in American Literature and Culture 40 hours, 4 credits

AML 4453

A variable topics course examining issues, movements, forms, or themes that cross traditional period boundaries. Topics may include the city and the country in American fiction, Southern masculinity, reading and literacy in America, representations of class and religion in American literature, the body and technology, American regionalisms, the Pragmatist tradition, and nature and eco-criticism in American letters.

Prerequisite: Introduction to Literature or American Literature

Success Strategies 40 hours, 4 credits

SLS 1103

This course will enable students to develop positive skills that ensure success in the college setting and workplace. Specific topics in learning and study strategies will lead students to develop and utilize appropriate study techniques, ensuring academic success. Topics in life skills will lead to a better understanding of self and others in our diverse world, and encourage the development and utilization of strategies to promote positive relationships, self-management, and professionalism.

Prerequisite: none

Target/Audience Messaging 40 hours, 4 credits

MAR 2679

This course explores the necessity of using DDM (data driven marketing) to decide between your best market, marginal market and those who are not your market. This course begins with the concept of "Allowable Cost Per Order" (ACPO) This course will provide students an understanding of the critical economic factors which determine market success and how to use them as a competitive advantage.

Prerequisite: E-Commerce

Techniques for Special Clients 40 hours, 4 credits

MSS 2202

This is a basic course focusing on clients who have individualized needs. The emphasis in this course is on pregnancy, infant, pediatric, and geriatric massage. Students will also gain an understanding of how to incorporate a massage environment that best serves individuals that have a physical and/or developmental challenge.

Prerequisites: Introduction to Massage Therapy, Kinesiology

Terrorism 40 hours, 4 credits

DSC 2011

Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists' perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.

Prerequisite: Introduction to Criminal Justice

Training and Development 40 hours, 4 credits

MAN 4350

This course addresses the fundamental concepts and principles of training and development and how they apply within a business environment.

Prerequisite: Principles of Management

Trigger Point Therapy 40 hours, 3 credits

MSS 2203

This course is an introduction to Trigger Point Therapy. Students will have the facts of scientific data of a Trigger Point. Students will have the knowledge of the physiological symptoms of a Trigger Point. An emphasis will be on the significance of musculoskeletal disorders and how to manage these with Trigger Point Therapy.

Prerequisite: Deep Tissue Massage

Typography 40 hours, 3 credits

DIG 1300

This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message.

Prerequisite: none

Unit Dose/IV Lab 40 hours, 3 credits

PTN 2012

In this course the student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications within an institutional setting. Emphasis is on correctly filling orders with the correct drug, dosage, and frequency. The IV Lab will stress aseptic techniques and the maintenance of sterile condition. The student will learn to read an IV label, select appropriate additives and base solutions, and properly prepare the prescribed IV compound.

Prerequisites: Introduction to Pharmacy, Pharmacy Math and Dosages

Choosing your future career. Course Descriptions.



"Information technology is constantly changing. I help prepare students today to adapt to tomorrow's technology."

— GARY BRELSFORD

Information Technology
Program Coordinator

M.B.A., Florida Metropolitan
University

B.A., Tampa College

Visual Basic I **40 hours, 3 credits**

COP 1176

The students who take this course will learn to create basic applications using Visual Basic .NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.

Prerequisites: Microsoft Windows Server or Introduction to HTML

Vocational Relations **30 hours, 3 credits**

PRN 0010

This course prepares the practical nursing student to recognize and apply the principles of human relationships and resultant behavior in nursing practice. Employability skills and the legal and ethic aspects specific to practical nursing will be discussed as well as the transition from student to graduate nurse.

Prerequisite: none

Web Media Marketing **40 hours, 4 credits**

MAR 2680

This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.

Prerequisite: E-Commerce

Web Programming Capstone **20 hours, 2 credits**

COP 2890

This course summarizes key learning throughout the student's program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.

Prerequisites: Java I, PERL/CGI. This course is intended to be completed in the student's last quarter.

Windows Active Directory **40 hours, 3 credits**

CTS 2181

The course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, setup, configure, utilize, maintain and trouble shoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further this course helps prepare students to take the Microsoft Certification Exam #70-294

Prerequisite: Microsoft Windows Server

Word for Windows **40 hours, 3 credits**

OST 1856

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.

Prerequisite: Microcomputers

Work and Family **40 hours, 4 credits**

SYO 4180

This course focuses on the overlapping worlds of work and family. It examines both the nature of the links that exist between the two major social institutions as well as the issues and problems that result from the combination of individuals' work and family responsibilities. An emphasis is placed on female labor force participation.

Prerequisite: none

World Geography **40 hours, 4 credits**

GEA 1000

This course provides an introduction to the nature of geographic inquiry; the where and why of people's locations and activities. The interactions of physical, political, economic, and social systems are studied. These themes are illustrated by various examples from regions, areas, and countries of the world.

Prerequisite: none

Writing About Literature **40 hours, 4 credits**

ENC 2102

This course is designed to expose the student to both a variety of literary forms and important writing topics such as symbolism, myth, and character. Utilizing writing as a major mode of thinking, continued emphasis is placed on construction and composition, including word usage, grammar and sentence analysis. A documented research paper is required.

Prerequisite: English Composition
Co-requisite: American Literature

Academic Information.

Student Definition

The word student means the student himself if he/she is the party to the contract, or his/her parents or guardian or another person, if the parent, guardian or other person is party to the contract on behalf of the student.

Class Content

The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any classes or programs where enrollment is under 15 students.

College Acceptance or Rejection of Application for Admission

The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:

- Completed application form
- Application fee
- An attestation of high school graduation or equivalency. If the attestation is found to be untrue, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- Completed Placement Examinations (taken at Webster College).

In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmarked date of the letter of acceptance.

Assessment

Webster College has developed an institutional culture wherein assessment is at the heart of the College's daily functions. The Webster College Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution's mission. The CAP is organized around the Mission Statement and the six Purposes that support the mission. For each purpose, supporting objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systematically assesses the purposes and, ultimately, the mission of the institution.

In the spirit of this learning-focused approach to assessment, academic assessment at Webster College follows a pattern of incoming, ongoing, and outcome assessment.

The College has an academic assessment plan which is essential for evaluating and improving the quality of learning and instruction. The academic assessment plan evaluates incoming student skills through a placement test to ensure that all students have basic literacy and numeracy skills, in an ongoing fashion in individual courses, and at the end of programs through the Graduate Achievement Portfolio (GAP) and program outcomes assessment.

Submission of a Graduate Achievement Portfolio, in which students demonstrate their communication, critical thinking, and information literacy skills, is a graduation requirement which students fulfill in Career Development or in an appropriate capstone course for their program.

Entrance Assessment

The STEP exam is used for entrance assessment. Based on the outcomes in the areas of English and math students are placed in the following courses:

Subject	Score	Course Placement
English	0-16 items correct	Foundations of English I
English	17-24 items correct	Foundations of English II
English	25-35 items correct	English Composition
Math	0-16 items correct	Foundations of Math
Math	17-35 items correct	College Algebra

Developmental Education

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into foundation courses reflects the commitment Webster College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students, except Practical Nursing students, who enroll in a degree, diploma, or certificate are required to take the STEP reading, writing, and math placement tests. Coursework in math or English that is numbered below 100 is considered to be developmental. STEP scores are used to appropriately place students in English and math courses according to skill level. Placement is determined as follows:

STEP Writing score 0 to 16 items correct places into Foundations of English I.

STEP Writing score 17 to 24 items correct places into Foundations of English II.

STEP Math score 0 to 16 items correct places into Foundations of Math.

These credits are not counted toward graduation, and each must be passed with a grade of 'SX' in order to proceed to the next course in the sequence. Students enrolled in programs that do not contain English Composition or College Algebra, but who test within the range of remediation, will be required to complete the foundation courses. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the foundation courses. Students who test at remediation level, and who wish to transfer courses that have foundations courses as prerequisites, must first complete the foundations courses. Students enrolled in foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program. Accommodations may be provided to students with physical or learning disabilities upon request.

Upon admission to Webster College, a student must notify the College in writing and provide documentation regarding disability.

STEP Retest Policy

The STEP entrance exam may not be retaken for initial placement purposes after the start of the course.

On occasion, however, a retest may be allowed prior to the start of a quarter. Such retests are only granted if extenuating circumstances exist that lead the enrolling student to feel that the STEP test results do not accurately reflect his or her true abilities. Only one such retest may be allowed, at the discretion of the Academic Dean.

Foundation Courses Timeframe

To guarantee student success, and to ensure that Webster College is using the STEP placement test to its fullest potential, students who need foundation courses must complete all of those courses in their first three quarters. These students must, at a minimum, complete a foundation course in their first quarter of enrollment. If for some reason students fail to do this, they cannot continue their education at Webster College.

Equipment

Webster College strives to maintain its role as an educational leader by incorporating current technology. Webster College provides technology and computer access, and internet access at each campus. Students will also have access to dictaphones, printers, additional software packages, electronic libraries and a helpdesk lab as needed.

Educational Records Definition

A student's education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the Institution. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

Grading System

A	100 TO 93%	C	76 TO 73%
A-	92 TO 90%	C-	72 TO 70%
B+	89 TO 87%	D+	69 TO 67%
B	86 TO 83%	D	66 TO 63%
B-	82 TO 80%	D-	62 TO 60%
C+	79 TO 77%	F	Below 60%

Alphabetical Grading System

Grade	Grade Points	Description
A	4.00	Excellent
A-	3.75	
B+	3.50	Very Good
B	3.00	
B-	2.75	
C+	2.50	Average
C	2.00	
C-	1.75	
D+	1.50	
D	1.00	Below Average
D-	0.75	
F/FA	0.00	Failure
CW	NA	Course Waiver
I/IN	NA	See "Incomplete Policy"
S/SA	NA	Satisfactory
SX	NA	Satisfactory Foundations
TO	NA	Test-Out
TR	NA	Transfer In Credit
U/UN	NA	Unsatisfactory or failure to meet speed requirement
UX	NA	Unsatisfactory Foundations
W/WD	NA	Withdrawal
WX	NA	Withdraw Passing
ZF	NA	Failure to complete non-credit course requirement
ZP	NA	Successful completion of non-credit course

Practical Nursing Program Grading System

Grade	Numerical Evaluation	Quality Points Per Quarter Hour
A	90-100%	Excellent 4.00
B	80-89%	Good 3.00
C+	75-79%	Average 2.50
F	Below 74%	Failure 0.00
I		Incomplete *
P		Passing *
TR		Transfer *
U		Unsatisfactory *
W		Withdrawal *

In Keyboarding, Allied Health Practicum courses, and the Medical Transcription Capstone course, a letter grade of 'S/SA' or 'U/UN' is assigned upon completion.

All grades are to be credits successfully completed with the exception of the 'W/WD' and 'U/UN' which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. See "Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines."

Failed classes may be retaken, but only at regular tuition rates. Students repeating a class may count the credits for that class in a financial aid award calculation only if the original grade earned is a 'F/FA'. If a student elects to repeat a course for which a grade above 'F/FA' was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket. It is the student's responsibility to make up any work missed due to absences. The credits for all repeated courses will be included in credits attempted for the purpose of determining the satisfactory progress evaluation checkpoint. A student may repeat a failed course once. If a student repeats a failed course (in which he/she received an "F/FA"), the failing grade will be removed from the student's cumulative GPA and replaced with the new course grade from the repeated class. The student's GPA should be recalculated to reflect the new letter grade.

Students with a minimum of a two-year degree from an accredited institution of higher education, with a minimum cumulative GPA of 2.0, may request a waiver from Success Strategies if they wish. Students who meet these criteria may request a waiver in writing from the Academic Dean. The Academic Dean will review the student academic transcript, and if the criteria are met, will waive the Success Strategies course requirement, and the grade will be posted in the Webster College student record as a "CW."

Late Assignment Submission Policy

Under extenuating circumstances that prevent students from completing tests and major assignments on the original due date, students may request an extension in which the work must be completed in a timely manner and within no more than 2 weeks of the original due date. If a student's request is granted, a 10% deduction will be assessed from the late test and/or assignment if it is submitted up to one week after it is due, and a 20% deduction will be assessed from the late test and/or assignment if it is submitted up to two weeks after it is due. Late work will generally not be accepted beyond two weeks after it is due. The course final exam must be taken or completed during the scheduled time and date unless arrangements with the instructor have been made prior to the test date. The same would apply if a major project or essay is to be handed in during the last scheduled period of the class. If a student is enrolled in a course after the official start date, instructors are required to accept late assignments, quizzes, or tests given prior to the student's enrollment without a deduction, except for discussion postings in online classes, for which a deduction may be applied. The late assignment submission policy applies to individual work only, and does not apply to group work.

Incomplete Grade Policy

An 'I/N' indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is completed which identifies:
 - a. the work to be completed,
 - b. qualifications for acceptable work,
 - c. the deadline for completing the work (within two weeks of the last day of class),
 - d. the grade to be entered should the student not complete the work by the deadline (the calculated grade).
 - e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.
2. An incomplete form is not valid unless signed by both the instructor and the student prior to the date that final grades are due. If unsigned by the student or instructor, the calculated grade is to be entered as a final grade. Incomplete forms will be maintained by the respective campus for approval and resolution. Students must request an incomplete prior to the last day of the end of the term.
3. The Academic Dean must be informed of all incompletes granted, and must sign the form as well.

Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:

1. The work to be completed must be regularly assigned work, identified in the course syllabus.
2. The student can reasonably be expected to complete the work by the deadline.
3. The student's grade will be substantially improved.
4. The student has demonstrated a commitment to completing work in a timely fashion.
5. Granting the incomplete is truly in the best interest of the student.
6. By completing the work, one of the following will apply:
 - a. The student will learn substantive information by completing the work.
 - b. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
7. Allowing the student extra time compensates for events or conditions not within the student's control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments seriously.
8. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up "extra credit" work.
9. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an 'FA' (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.
10. All incompletes, unless approved by the Dean, will be finalized by the 3rd week of the subsequent term.

Policy for Change of Grade

On occasion it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may authorize its change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:

- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
- Miscalculation of the final grade by the instructor.
- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.

Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.

Students must contact their instructors within two weeks of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the third week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.

Circumstances where a grade change may be authorized by someone other than the original instructor include:

- Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified. In such cases, documentation must be sufficient to clarify any discrepancies caused by the error.
- If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic grievances.

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible.

Students may take, and the College may offer, a course through independent study under the following conditions:

1. The course is not currently offered on-site or online.
 2. Completion of the course is necessary for on-time graduation.
 3. The need for the course in the quarter in question does not arise from the student's decision to withdraw from the course in an earlier quarter, the student's failure to satisfactorily complete the course in an earlier quarter, or the student's decision to change programs.
 4. The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet the standard performance objectives for the class.
 5. The Academic Dean approves the plan for completing the course work.
 6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.
 7. At least twice and at regular intervals during the quarter, the Dean will evaluate the student's progress by reviewing work completed.
- Independent studies must meet the following guidelines: Prior to the beginning of the independent study, the student and instructor must meet to define the following:
- a. When and where they will meet each week.
 - b. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.
 - c. Progress checks to be reviewed by the Dean.
 - d. Standards of academic quality for the work to be completed.
 - e. Deadline for all work to be completed at the end of the quarter.

Credit by Examination

Some students have life experiences or knowledge from other sources which they feel would be duplicated by a class at Webster College. Enrolled students may request credit by examination only for a 1000-level course in which they have been scheduled if the request is made to the Dean or Associate Campus Director prior to the start of the quarter.

In rare circumstances, a student may have sufficient prior knowledge to warrant a credit-by-examination for a 2000-level course. In order to request credit by examination for a 2000-level course, students must provide documentation of a minimum of two years of full-time work experience in an area directly related to their program of study. Credit by examination is not offered for 3000-level or 4000-level courses.

To receive credit by examination, a grade of "B" or higher is required. Examinations are not offered for Medical Assisting, Network, Multimedia, Nursing, Practical Nursing, or Web Programming courses. For 1000-level Computer, Network, Multimedia, or Web Programming courses, industry certification may be accepted in lieu of the examination. The examination grade will be reflected as "TO" (Test-Out) on the students' transcripts and will not count in their grade point average. In addition, these credits will not count as credits for financial aid purposes.

A credit by examination may only be taken once for each course. Students must complete 50% of their program requirements at Webster College, and only 50% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination.

Course Withdrawals

The credits for all courses in which the last date of attendance was after the drop deadline will be counted in the cumulative credits attempted.

Transfer Credit Policy

1. Students who wish to transfer credits to Webster College must first apply for admission to the College.
A completed application and application fee must be submitted.
2. Official transcripts must be sent directly to Webster College from every institution the student has attended.
3. As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding courses which transferred and the Webster College courses they will replace. This information is also noted on the Webster College transcript.
4. Webster College reserves the right to accept or deny transfer of credit based on the guidelines listed below.
5. Webster College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.25 quarter credits.
6. Students may not transfer in and/or test out of more than a total of 50% of the program credit hour requirements.
7. All credit transfer is evaluated with the following guidelines:
 - A. Transfer credits from accredited colleges, other than Webster College, will be evaluated on course content. Most courses that are comparable in content from other colleges will be accepted. Students must have received a "C" grade or higher to transfer a course to a Webster College program.
 - B. Courses which have been transferred will be listed on the student's transcript with a "TR" designation. However, grade points from institutions other than Webster College will not be computed in the Webster College grade point average.
 - C. Courses from accredited degree-granting colleges which are intended to transfer as general education requirements will be considered in the categories listed as "General Education Requirements" in the Webster College catalog.
 - D. Transfer credits from within the Webster College system will be transferred directly from one Webster College campus to another. Grade point averages and grades from courses taken at any of the Webster College campuses will be computed in the student's final grade point average.
 - E. When courses are not accepted for transfer, a student may file an appeal through the following process:
 1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
 2. The information will be reviewed by the Academic Dean, Campus Director, or Associate Campus Director, along with appropriate faculty.
 3. The student will receive in writing the outcome of the decision.
 - F. Students who enter at Webster College are required to take the STEP placement exam. Should a student test at a level of remediation in English or Math, the College will not accept transfer in English Composition, College Algebra, College Math, Creative Writing, Pharmacy Math and Dosages, Professional Communication, or Statistics. Upon successful completion of the courses and subsequent passing of the placement exams, the College may reconsider transfer of credit in these courses.

Prerequisites

In order to take a course listing a prerequisite, the student must have received a passing grade in the prerequisite.

General Education Philosophy

The purpose of the general education program is to promote breadth of knowledge and intellectual inquiry as a central part of all programs, each of which is intended to enable graduates to enjoy productive and satisfying careers. Through general education students are challenged to sharpen oral and written communication skills, to understand the breadth of disciplines that support their selected field of study, and to function responsibly and constructively in a rapidly changing world.

All programs at Webster College are designed to prepare students for the challenges of career and community life. Regardless of length, each program will prepare students to:

1. Effectively communicate, orally and in writing, in the workplace, in the community, and interpersonally.
2. Analyze, evaluate, and solve problems that arise in employment and in life.
3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.

General Education Requirements for Webster College AS degrees

All AS degree candidates must complete the following general requirements:

- (1) A minimum of thirty (30) of the total credits in the AS degree program must be in general education coursework.
- (2) The following distribution requirements must be satisfied:
 - Group A: English Composition - at least three (3) credits.
 - Group B: Social and Behavioral Sciences - at least five (5) credits from such fields as Anthropology, American Studies, Economics, Geography, History, Human Relations, Law, Political Science, Psychology, Sociology.
 - Group C: Mathematics and Natural Science - at least five (5) credits from such fields as Biology, Chemistry, Geology, Physics, Mathematics, Computer Science, Statistics.
 - Group D: Fine Arts/Humanities - at least five (5) credits from such fields as Art, Humanities, Languages, Literature, Music, Philosophy, Religion, Speech, Theatre.
- (3) Additional general education courses selected from two of Groups B, C, or D of the above listed groups to make the total of thirty (30) credits of the coursework required for an AS degree. Courses that are primarily developmental or remedial in nature and content may not be included in the general education total.

Degrees and Diplomas

Degrees and diplomas are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 50% of their program requirements at Webster College, and only 50% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length. All financial obligations to the College must also be met.

Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

Transcripts

Transcripts of credits will be given to students when all tuition obligations have been met.

A fee of \$5.00 is charged for each transcript. This fee is charged to all students requesting an academic transcript with exception to graduates and completers.

The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

Transfer to Other Colleges

Graduates or students who are considering transfer from Webster College to other institutions recognize that Webster College courses and programs focus on career preparation. Some of these courses are not accepted as transfer credit by other institutions. However, many academic credits earned at Webster College are acceptable in transfer by various institutions. An up-to-date list of colleges with which Webster College has transfer agreements is available from the Academic Dean.

Articulation and Consortium Agreements are formal agreements between institutions detailing the recognition of college credit between those institutions. These agreements ease the transfer of college credits and eliminate duplication of courses needed to meet graduation requirements. Webster College has developed articulation and consortium agreements with colleges and universities to meet these needs as well as enhance student opportunities to meet their educational goals.

It should be noted that in any transfer situation, regardless of the schools involved, the acceptance of credits is at the discretion of the accepting college.

Attendance

A basic requirement for employment in any business is regular, on-time attendance. Webster College students are expected to be on time and in regular attendance for all of their classes. Business etiquette also requires a call be made if an absence is necessary. Webster College students are expected to call the College and to indicate if they will be absent or tardy. It is the responsibility of the student to contact the instructor and to get the assignments and information missed.

Webster College uses a standard grading scale for its courses (although some programs may be required to follow additional standards), and attendance is not used as a method of evaluation for course grades. Faculty are required to keep accurate attendance records which are submitted to the Business Office. Webster College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

If a student has not been in attendance within 21 days of their last date of attendance he or she may be withdrawn from the College. Upon withdrawal a student's financial aid eligibility will be adjusted according to the Institution's refund policy as described in the College catalog and will be assigned grades according to the Webster College Drop Class Policy.

Consortium Agreement

Webster College has signed consortium agreements with all Rasmussen College, Aakers College, and Webster College campuses.

Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home school (primary attendance location) will have their total tuition and fees charged by their home school. All financial aid will be awarded and dispersed from the home school. The home school monitors satisfactory progress. A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

Academic Misconduct Policy

Webster College's academic misconduct policy is as follows: First Offense: Any student caught cheating will receive no credit on whatever he/she is caught cheating on and will not be allowed to redo the work.

Second Offense: The student will be expelled from the course, and the final grade assigned for the course will be an 'F/FA'.

The administration reserves the right to expel a student from the College if there are more than two offenses. Aiding and abetting in cheating is considered as grave as initiating the cheating – and will be treated in the same manner.

Definition of Academic Honesty: Any test or assignment which has been given to an individual to be completed independently, is completed independently without assistance from another student or others outside of the College.

One of the most common forms of cheating is plagiarism. Plagiarism is defined as the intentional or unintentional use of someone else's words or ideas without giving them proper credit and/or attempting to pass off someone else's words as your own.

Conduct/Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment. This includes, but is not limited to, conduct:

- By students, faculty, or staff that is detrimental within the classroom environment.
- That interferes with the well-being of the fellow students and/or faculty and staff members.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this policy.

Dress Code

The College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation.

Drop Class Policy

A class may be dropped without being recorded on a student's transcript during the first 8 hours of scheduled class time. After that time, students may drop a class and receive a 'W/WD' on their transcripts through the sixth Friday of the quarter. This will not affect a student's grade point average. After that, students receive an automatic 'F/FA' for any class dropped. Failure to notify the Academic Dean, Campus Director, or Associate Campus Director that a student wishes to withdraw from a course means that a student is still scheduled for class. Therefore, an 'F/FA' would be recorded as the final grade. The credits for all courses in which the last date of attendance was after the drop deadline will be counted in the cumulative credits attempted.

Early Honor Program Guidelines

Students must have senior status during the quarter in which they plan to take classes at Webster College. Upon high school graduation, the student is not eligible for the Early Honor Program.

- Students must have a minimum cumulative high school grade point average of 2.75 out of a possible 4.00.
- Applicants will be accepted on an "available class" basis.
- Students must have applied for admission to Webster College as a full-time student for Summer or Fall Quarter of the upcoming academic year. Students must meet all standard admission requirements.
- Student may take up to 8 credits per quarter without a tuition charge; Network, Multimedia, Nursing, and Practical Nursing courses are not available for Early Honor students without a tuition charge. Students must pay the cost of their own supplies and textbooks.
- To continue enrollment in the Early Honor Program, students must maintain a minimum Webster College cumulative grade average of 2.50 out of 4.00.
- Students must have prior approval from a parent or guardian and a high school official to be admitted to the program. A signed Early Honor Application and Approval Form are required of all students.
- The application deadline is four weeks prior to the start of the intended quarter of enrollment.

Graduation Requirements

To qualify for graduation, a student must:

1. Pass all required courses in the student's program with a minimum 2.0 ("C" grade) on a 4.0 scale; Practical Nursing students must pass all required courses in the students program with a minimum 2.5 ("C+" grade) on a 4.0 scale
2. Have an overall cumulative 2.0 ("C" average) on a 4.0 scale
3. Meet the special skill requirement, if any, for each program.
4. Meet state mandated requirements, if any, for each program.
5. Submission of a Graduate Achievement Portfolio, in which students demonstrate their communication, critical thinking, and information literacy skills, is a graduation requirement which students fulfill in the Career Development course or in an appropriate capstone course for their program.

(If a student meets requirements for graduation but has not paid all tuition or other fees due, the student shall graduate but will not be entitled to placement assistance, or a diploma, transcript or other documents from the College.)

Limitations

Although this catalog was prepared on the basis of the best information available at the time, all information (including the academic calendar, admission, and graduation requirements, course offerings, course descriptions, online courses and programs, and statements of tuition and fees) is subject to change without notice or obligation. For current calendars students should refer to a copy of the schedule of classes for the term in which they enroll.

The courses listed in this catalog are intended as a general indication of Webster College's curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary from time to time. The content of a course or program may be altered to meet particular class needs. Webster College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impact one's eligibility to sit for these exams or to secure employment in one's chosen career field.

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

None of the individual courses nor entire programs in the Criminal Justice AS Degree or Office Management AS Degree - Legal and Criminal Justice Emphasis are designed to prepare graduates for the Peace Officer Standards and Training (POST) Licensing Exam nor any other police or peace officer examinations. Additionally, many employers in these fields will require criminal background checks as part of the hiring process and any prior criminal convictions may greatly hamper securing employment in these fields.

Webster College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Webster College and relevant to any of its lawful missions, processes and functions as an educational institution and business.

The administration of Webster College reserves the right to address any issue in this catalog or its operations regarding its meaning. Administration's interpretation will be final.

Online Courses

Webster College prides itself on being a leader in online education. Our online courses and fully online degree programs are of the highest quality and are approved by the College's accrediting body, the Accrediting Council for Independent Colleges and Schools. Webster College online courses and programs are delivered on the World Wide Web utilizing a web-based platform. This mode of delivery offers greater flexibility and convenience for students with busy life styles and career responsibilities that prohibit them from attending classes on campus. These courses are delivered asynchronously according to the students' own schedules, meaning students have the opportunity to determine exactly when they wish to work on their courses, as opposed to attending on-campus classes at specific, scheduled times. Online course activities and assignments are conducted utilizing chat, email, message boards, and interactive web sites.

Students can be assured that all online instructors at Webster College receive comprehensive training and support while operating in the online environment. Computers located at each campus have the appropriate system requirements for online courses. All online courses require textbooks and are available at each student's respective campus. Some online courses may require certain software packages or programs for instruction. There are no additional tuition or online library access fees when taking a course online.

Online courses have become extremely important to college students nationally, and Webster College is no exception. In certain disciplines students might even be required to take online classes to complete a degree. A significant benefit to students taking online classes is that the College is often able to recruit and utilize instructors in specialized areas from across the country, regardless of their proximity to one of our campuses. Students also benefit from the additional flexibility online courses affords them as they complete their program, work, and attend to various other adult responsibilities.

College Policies.

Moreover, our world continually requires of its workforce an increasing ability to utilize technology and to learn at a distance, and so the experiences online students obtain also prepare them for these new realities. Students can be assured that online courses or programs will have 24/7 technical support, access to online tutoring, and that classes will be taught by qualified instructors.

There are no additional admissions or testing requirements for taking an online course. However, students who place into Foundations of English I after taking the placement examination are not eligible to enroll in fully online programs until the successful completion of the Foundations of English I course. Students are required to attend an online orientation session upon registration for their first online course and all online students are registered through one of our residential campuses and receive the same student services available to all students.

Student Senate

Webster College Student Senate is open to all students.

The Student Senate assists the College in providing a successful, positive and rewarding atmosphere by organizing campus events.

The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives.

The representatives include: President, Vice President, Treasurer, and Secretary.

Changes in Regulations, Programs, Tuition, Book Prices, Faculty

Changes in regulations, programs, tuition, book prices, and faculty are subject to change without notice. The College reserves the right to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Exit Interviews

Any student contemplating the termination of his/her education at Webster College must first see the Academic Dean or Associate Campus Director and then the Financial Aid Department. Academic and financial aid files are not complete until both exit interviews have been completed.

All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms.

The Financial Aid Department is available for your assistance for the duration of your student loan.

Webster College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due the College.

Tuition Structure

	Tuition (per Quarter)	Application Fee (First Qtr Only)
Degrees & Diplomas ^{1,2}	\$3,395	\$20
Practical Nursing ^{1,3}	\$3,395	\$50
Nursing AS Degree ^{1,4}	\$3,995	\$75

Tuition does not include books, living expenses or transportation to and from school. Optional costs not included are graduation pictures, caps, gowns and cost of participation, if any, in student field-trips.

There is an additional \$50.00 Re-Enrollment fee charged each time a student re-enrolls.

[Note] 1: Medical and nursing students are charged an additional \$35.00 per year to cover the cost of liability insurance.

[Note] 2: Medical students are also required to purchase medical scrubs to be worn in school. These can be purchased at many retail outlets and usually cost approximately \$50.00 each.

[Note] 3: The cost of laboratory fees, fee for the licensure examination and ATI assessment Test are included in the book fees. The required book fee for Nursing and Practical Nursing is \$600 for books and is collected in the first quarter. Additionally, there is a \$350 fee in the first quarter for the cost of a uniform

[Note] 4: Nursing AS Degree students are also required to purchase a lab coat, a uniform, and a stethoscope.

Cancellation, Termination, Refund Policy

If a student is cancelled or terminated, for whatever reason, the following apply:

- A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days following written acceptance by the College, all tuition and fees paid will be refunded regardless of whether the coursework has begun.
- When a student has been accepted and gives written notice of cancellation following the fifth business day after the day of acceptance but before the start of the program, all tuition, fees and other charges, except 15 percent of the total cost of the course (not to exceed \$50) shall be refunded. All prepaid tuition is refundable.
- When a student has been accepted by the College and gives written notice of cancellation or termination after the start of the period of instruction for which the student has been charged, but before completion of 50 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges based on the number of days in the term plus 25 percent of the total program cost (25 percent not to exceed \$100.00.) After the completion of the 50 percent of the period of instruction for which the student has been charged, no refunds will be made.
- Student refunds are made within 30 days of the date of determination of withdrawal if the student does not officially withdraw.
- The refund policy is not linked to compliance with the College's regulations or rules of conduct.
- Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

Re-Enter Policy

Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return on a subsequent quarter is defined as a re-enter.

Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of satisfactory academic progress, re-entering students are treated as continuing students and must meet progress requirements. Students are allowed to re-enter the institution only one time unless the Academic Dean, Campus Director or Associate Campus Director determine that extenuating circumstances exist.

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director, Associate Campus Director, or Academic Dean to complete the Webster College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally by contacting the Campus Director, Associate Campus Director, or Academic Dean. This verbal contact will also officially begin the withdrawal process.

Webster College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student.

The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter. The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student's account, the student may be required to repay some of the federal grants if they withdraw.

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student who withdraws earned more aid than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 90 days of the school's determination that the student withdrew. Webster College credits the student's account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school's determination that the student withdrew. The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Webster College follows this mandate by refunding monies in the following sequence: Unsubsidized Direct Stafford Loans, Subsidized Direct Stafford Loans, Direct PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs.

Webster College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

The student is also eligible to receive a refund of institutional charges from Webster College up to completion of 50% of the quarter. Earned institutional charges are calculated by the day, up to the last day of recorded attendance. A \$100 Administrative Fee is assessed to students withdrawing prior to completion of 50% of the quarter. After completion of 50% of the quarter, all tuition and fees are determined to be earned by Webster College. If any funds are to be returned after the return of Title IV aid, they will be used to repay state funds in proportion to the amount received from each state source.

Federal Distribution of Funds Policy

Once the refund liability for a particular student has been determined, the federal portion of the refund shall be distributed back to the various programs in the following manner:

- All refund monies shall first be applied to reduce the student's Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct Plus loans received on behalf of the student.
- Any remaining refund monies will then be applied to reduce the student's Federal Pell Grant award.
- Any remaining refund monies will then be applied to reduce the student's Federal SEOG award.
- Other Federal SFA Programs authorized by Title IV Higher Education Act.

Veterans Refund

The following information applies only to students under Veteran's Administration programs:

Acceptance of Academic Credit

Credits applicable to degree and diploma programs from an accredited college or business school may be accepted by Webster College when "C" or better grades were earned at the previous institutions. Veteran students must provide official transcripts from all institutions previously attended within two terms of enrollment at Webster College. The transcript will be evaluated by the Academic Dean and credit will be granted if appropriate. Adequate records of the inquiry and evaluation will be maintained and the U.S. Department of Veteran Affairs and the VA student will be notified of the results. VA students must notify the Academic Dean in writing, by the first week of classes, of all prior institutions attended.

Withdrawal

The College does not grant leaves of absence. The school will notify the office of Veteran Affairs of the student's extended absence and the student will be terminated for VA pay purposes during this absence.

Library Fine Policy

Webster College Library/Learning Resources reserves the right to collect late fees for Webster Library materials that are kept out past the due date without renewal. The current late fee is as follows: for all circulating books, videos, audiotapes, and CD-ROMs there is a 5 day grace period; after the grace period the charge is \$0.25 a day for 10 days; the maximum late fine is \$2.50. For reference books and reserve materials there is a 10 hour grace period beyond the 24 hour check-out period; after the grace period the charge is \$2.00 per hour for 5 hours; the maximum late fine is \$10.00. After the materials are kept out past the maximum late period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge the cost of replacing the item plus a \$5.00 processing fee. In the event that nonreplaceable items are lost or damaged, the library will charge up to \$100.00.

Webster College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. For unpaid fines on materials checked out on Webster ID cards the College receives bills. The patrons incurring these bills should be held accountable for their payment so that the College does not have to cover fees. The College may ensure that students pay their fines at Webster College library or other libraries by withholding the student's grade report, transcript, diploma, degree or certificate.

There are many instances when campus libraries may check out materials for patrons from other libraries with an institutional card. The College believes that this is an extension of its services and that it benefits the busy patron who is unclear how to navigate a variety of different library databases. When fines are incurred in these instances and the librarian is unable to get the other library to dismiss the fines, either Webster College will pay the fine or the patron will be notified of the amount of the fine owed and may be held accountable by the College.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Webster College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Webster College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

Non-Discrimination Policy

Webster College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, religion, creed, gender, marital status, pregnancy, sexual orientation, national origin, age, physical disability, or receipt of public assistance.

Sexual Harassment/Sexual Violence Statement of Policy

It is the policy of Webster College to prohibit harassment of employees or students on the basis of gender. This policy is related to and is in conformity with the Equal Opportunity Policy of the College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, gender, marital status, pregnancy, sexual orientation, national origin, age, physical disability, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. The President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment.

Definitions

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, 2) submission to or rejection of such conduct by an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment, 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of callous insensitivity to the experience of others. For further information please refer to the EEOC's website at www.eeoc.gov or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-800-3302 (TTY).

Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

Romantic/sexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties.

The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student's actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee's ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee's ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically disabled or helpless constitutes criminal sexual conduct.

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prosecute the case. The relative age of the persons involved, the victim's/survivor's fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account under the Crime Victims Bill of Rights.

Informal and Formal Complaints

Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, Associate Campus Director, Regional Vice President, or President. Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as an advisor or advocate for any party in any such complaint. No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the object of such a complaint.

Informal Resolution

Early efforts to control a potentially harassing situation are very important.

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person's supervisor can also be effective.
3. Go to a sexual harassment/violence information center or discuss the matter with a friend.
4. Talk to others who might also be victims of harassment.
5. Any student, staff member, or faculty member is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Associate Campus Director, Regional Vice President, or President.

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem.

During the informal inquiry process, all information will be kept confidential to as great a degree as legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President and/or the Human Resources Director, without the written permission of the person making the complaint. Incidents should be reported within 30 days. At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director, Associate Campus Director, Regional Vice President, or President.

Resolutions and Informal Complaints

Any student may discuss an informal complaint with the Campus Director, Associate Campus Director, Regional Vice President, or President.

1. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make confidential record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences. While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College's obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the inquiry or investigation.
2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.
3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complainants.

Formal Complaints by Students and Employees

1. A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus Director or Associate Campus Director who will then formally investigate the complaint and present the findings and recommendations to the President. The Campus Director and/or Associate Campus Director should report any complaint immediately to the President.
2. The College will investigate formal complaints in the following manner:
 - a. The person who is first contacted, after initial discussions with the complainant and with that person's written consent will deliver the complaint to the College specifying the individuals involved. The College will decide whether the circumstances reported in the complaint warrant an investigation or informal inquiry.
 - b. If the circumstances warrant an investigation, the College will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any people other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

- c. The College's first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.
 - d. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.
 - e. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.
 - f. If a person making a formal complaint asks not to be identified until a later date (for example, until the end of the course), the College will decide whether or not to hold the complaint without further action until the date requested.
 - g. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.
3. After an investigation of the complaint the College will:
 - a. Resolve the complaint to the satisfaction of the complainant and the person complained against and report its findings and the resolution to the President, or
 - b. Report its findings with appropriate recommendations for corrective action to the President, or
 - c. Report to the President its finding that there is insufficient evidence to support the complaint.

Following receipt of the report the Campus Director or Associate Campus Director will report their findings to the President with appropriate recommendations and may take further action as they deem necessary, including the initiation of disciplinary proceedings.

It is a violation of Webster's policies to retaliate against anyone who makes a good faith claim of a suspected violation of its policies about inappropriate behavior or who participates in an investigation. Complaints of retaliation (actual, threatened or feared) should be directed to the Campus Director.

Recommended Corrective Action

The purpose of any recommended corrective action to resolve a complaint will be to correct or to remedy the injury, if any, to the complainant and to prevent further harassment. Recommended action may include a written or verbal reprimand of the harasser; suspension, dismissal, or transfer of the harasser; a change of grade or other academic record for a student who has been the victim of harassment; or other appropriate action.

Any action to suspend or to dismiss a member of the staff or faculty is solely within the authority of the Campus Director, Regional Vice President, and the President.

False Charges

If it is determined in any way that a complaint was made by an employee or a student with the knowledge that the facts were false, the President will be notified. The President may recommend appropriate disciplinary action.

Sexual Violence

Webster College expects that all employees and students will conduct themselves in a responsible manner that shows respect for others and the community at large. The same behavioral standards apply to all individuals. As part of the larger community we are subject to, abide by, and support statutes and local ordinances regarding criminal sexual conduct.

Sexual assault is an act of aggression and coercion, not an expression of sexual intimacy. We will do whatever possible to offer safety, privacy, and support to the victim/survivor of sexual assault. Helping the victim/survivor look at options for reporting the assault and taking care of herself/ himself is the immediate concern of the College. The College will assist the victim/survivor in contacting an appropriate agency if such assistance is desired. If the assault takes place at the College facility, the victim/survivor should immediately contact the Campus Director, Associate Campus Director, or President. Administrators are not to reveal the name of the victim/survivor unless he/she chooses to be identified.

The administrative office at each Campus shall, at all times, have readily available the name(s) of local law enforcement agencies and sexual assault centers that are to be called for immediate help.

If the assault takes place outside the College facility, the victim/survivor should immediately contact, or have a friend contact, the local law enforcement and sexual assault center. Following the incident the victim/survivor should notify the Campus Director or Associate Campus Director of the assault for support and assistance.

Further, in either case, the victim/survivor should do the following:

1. It is helpful to have a written summary of what happened while the memory is still clear.
2. No attempt should be made to bathe, change clothes, or otherwise clean up prior to examination by a medical practitioner qualified to make determinations regarding sexual assault.
3. In most cases it will be helpful to have a friend with you when talking to the local law enforcement officials or sexual assault center personnel.

Victims' Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on property owned by the College the following additional policy applies:

1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration, at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any campus disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and

8. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Division of Victims Services. For further information please call (850-414-3300) or (800-226-6667); or visit the website at: myfloridalegal.com/victim

Drug Free Campus Policy

In accordance with the Drug-Free Schools and Communities Act Public Law 101-226, Webster College is declared a drug and alcohol-free college. Student use of alcohol or the unlawful manufacture, distribution, dispensing or use of a controlled substance or alcohol anywhere on Webster College property or while in college-related activities is prohibited. Students who violate this policy will be subject to disciplinary action up to and including expulsion.

Family Educational Rights and Privacy Act (FERPA)

Amended 10/01 to include the USA Patriot Act
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the school Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a "lawfully issued subpoena or court order in three contexts.
 - a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.
 - b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements nor recordation requirements apply.
 - c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.
6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger of student or others must be present.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

Directory Information

Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Director of the school within fifteen (15) days after the student starts classes.

Directory Information includes: Student's name, date of birth, address(es); course of study; extracurricular activities; degrees and/or awards received; last school attended; dean's list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended Webster College not to include specific daily records of attendance).

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once filed this becomes a permanent part of the student's record until the student instructs the institution, in writing, to have the request removed.

Grievance Policy

It is the policy of Webster College that students should have an opportunity to present school related complaints through grievance procedures. The College will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as a student's expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College's personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms "timely fashion," "reasonable time," and "promptly" will mean ten days. Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

Grievance Procedure

In the event an applicant, student, graduate, former student, other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.
2. If the matter is not resolved to the person's satisfaction he/she has the option to follow the appropriate steps:
 - a. Requests for further action on educational issues should be made to the Academic Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
 - b. Students who feel they have an appropriate non-academic grievance should see the Campus Director. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.

Students or other interested parties may also contact:

- Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980 Washington, D.C. 20002-4242 (202) 336-6780
- Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400 (888) 224-6684

Appeal Procedure

Webster College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. When an individual feels he/she has been unjustly treated, he/she can request the Chief Academic Officer and/or Vice President of Region 1 of the College hear his/her grievance.

If an individual wishes to appeal a decision or requests a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Chief Academic Officer and/or Vice President of Region 1 within 15 calendar days of the issue in question. Response will be given within 30 Days.

Arbitration

Any controversy or claim arising out of, or relating to a current or former student's recruitment by, enrollment in, or education at Webster College ("Controversy or Claim"), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Webster College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the "Student") or Webster College remains dissatisfied, then the Controversy or Claim shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Webster College catalog. Unless the Student and Webster College agree otherwise, the arbitration shall take place in Orlando, Florida, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages. The arbitrator also shall have no authority to award attorney's fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Webster College shall bear an equal share of the arbitrator's fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Webster College share bear their own costs and expenses of the arbitration, including attorney's fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Webster College.

Disclosure Policy

Availability of financial information regarding the College may be requested from the Chief Financial Officer.

Statement of Ownership

Webster College campuses are owned by Webster College, Inc., a Florida corporation, which is a wholly owned subsidiary of Rasmussen College, Inc.

Corporate Officers:

- Kristi A. Waite
President and Chief Executive Officer
- J. Michael Locke
Chairman, Vice President, and Secretary
- Robert E. King
Vice Chairman
- Susan Falotico
Executive Vice President, Chief Financial Officer,
and Assistant Secretary
- George Fogel
Vice President

Accreditation, Licensing & Approvals

Accreditation:

Webster College is a Senior College accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate, and baccalaureate degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS may be contacted at:

Accrediting Council for Independent Colleges and Schools
750 First Street N.E. , Suite 980
Washington , D.C. 20002-4241
(202) 336-6780

Licensing:

The Webster College campuses are licensed by the Commission for Independent Education, Florida Department of Education. Licensure is not an endorsement of the Institution. Credits earned at the Institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

Additional information regarding this Institution may be obtained by contacting the Commission at:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(888) 224-6684

Approved For:

- Veterans' Benefits by the Florida State Approving Agency



“Many students have said they couldn't have started their degrees without our online program, allowing them to learn on their own time and in ways that adjust to their needs at home.”

– DONNA CARIGNAN
BUSINESS Baccalaureate
Program Director

M.A., Webster University
B.S., Worcester State College

Standards of Satisfactory Progress For Institutional and Financial Aid Guidelines

Satisfactory Academic Progress is defined as progression through an academic program within a prescribed time frame. Lack of satisfactory progress may jeopardize the students' ability to complete their program. Webster College expects students to progress through programs based on the satisfactory progression standards listed here.

Credit Information

A full-time student must be enrolled for and successfully complete a minimum of 12 credit hours per quarter of attendance. A three-quarter time student must be enrolled for and successfully complete a minimum of 9, 10, or 11 credit hours per quarter of attendance. A half-time student must be enrolled for and successfully complete a minimum of 6, 7, or 8 credit hours per quarter of attendance.

Definition of an Academic Year is a Minimum Of:

36 Quarter Credits
30 Weeks

Standards of Academic Progress

Mid-quarter and final grade reports are distributed to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly. All grades relate to credits successfully completed with the exception of the "W/WD" and "U/UN" which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. Courses which have been transferred from other institutions will be listed on the student's transcript with a "TR" designation. Courses for which a student has received credit by examination will be listed as "TO" (Test-Out) on the student's transcript. However, grade points from institutions other than Webster College and credit by examination will not be computed in the Webster College grade point average.

All students must comply with the following components, which are used to measure a student's Satisfactory Progress (SAP) towards the completion of a degree or certificate. The components are:

1. A Cumulative Grade Point Average (CGPA) consistent with graduation requirements.
2. Cumulative Completion Rate (CCR)
3. Duration of eligibility, which is up to 150% of the program.

A Cumulative Grade Point Average (CGPA) equal to or greater than 2.00 is required for graduation. In addition, at the end of the second academic year (6 quarters), students must have a CGPA equal to or greater than 2.00 to be making satisfactory academic progress.

A Cumulative Completion Rate (CCR) of 25% is required at the end of a student's first quarter. A Cumulative Completion Rate (CCR) of 50% is required at the end of a student's second quarter. A Cumulative Completion Rate (CCR) of 67% is required at the end of a student's third quarter and every quarter thereafter. The CCR is determined as follows: Cumulative credits earned / cumulative credits attempted in a program.

The following will not be considered as credits successfully completed or earned: F/FA, U/UN, W/WD, I/IN. In addition, Foundations courses are not included in the maximum number of credit hours attempted or successfully completed toward completion of the degree when assessing satisfactory progress.

The maximum time frame for program completion, or duration of eligibility, is a period equal to 1.5 times the number of credits required for program completion. Total credits are indicated by each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination will be deducted from the total credits required for purposes of determining the maximum program time frame and will not be calculated in the credits attempted / credits earned percentage.

A student cannot exceed one and one-half times the standard time frame. Students who fail a class are allowed to repeat the class. The credits are counted in the financial aid award. Students who wish to repeat a course, and have earned above a failing grade, are responsible for paying for the class out of pocket in this instance. These credits cannot be included in the student's financial aid award.

If a student's CGPA falls below a 2.00 or they fail to meet the CCR, (the necessary percentage of attempted/earned credits) or duration of eligibility requirements, the student is placed on academic warning during the subsequent quarter. After counseling, the student signs an agreement to the conditions of the warning period. During the academic warning period, eligibility for financial aid continues.

A student who does not meet the 2.00 CGPA, CCR, (the necessary percentage of attempted/earned credits), or duration of eligibility at the end of the academic warning period will be placed on academic probation. Students who are placed on academic probation do not receive financial aid. At the end of the academic probation period a student must meet the 2.0 CGPA and required percentage of attempted / earned credits, or duration of eligibility. Students who fail to meet the terms of probation will be terminated from the college.

Mitigating Circumstances: Termination from college, due to probationary status, may be appealed to the Academic Review Committee. This committee is composed of the Academic Dean and two instructors who will determine if mitigating circumstances apply. All appeals must be made in writing addressing the nature of the circumstances that warrant exception to the policy stated above. All appeals are reviewed and ruled on upon within five business days. Students will be notified in writing regarding the outcome of the appeal. The ruling of the committee is final and cannot be appealed. Should a student choose to transfer from one program to another, only the grades and credits that apply to the new program will be calculated in the students CGPA and CCR. Students who withdraw from the institution and later re-enter the College in the same program will continue at the same satisfactory progress and evaluation points in effect at the time of withdrawal. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student's new program.

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B.S., Metropolitan State University

Greg Witte, Vice President of Region II

B.M.E., Central Missouri State University

Cathy Wogen, Director of Campus Operations

B.S., St. Cloud State University

Central Services

Lamont Allen , Director of National Online Operations <i>B.A., University of Wisconsin - Madison</i>	Eden Prairie
Natasha Bryant , Student Services Coordinator <i>M.S., B.S., SUNY- Brockport</i>	Maitland
Jessica Cisek , Human Resources Generalist <i>M.B.A., Nova Southeastern University B.A., Florida State University</i>	Burr Ridge
Stella Coker , Online Bookstore Manager <i>A.A.S., Rasmussen College</i>	Eden Prairie
Mike Conlon , Assistant Marketing Manager <i>B.S., Purdue University</i>	Online
Kristy Croom , Marketing Manager <i>MS, BS, University of Kansas</i>	Pasco County
Kevin dela Cerna , Online Career Services Advisor <i>B.A., University of Central Florida</i>	Eden Prairie
Jonathan Edwards , Corporate Student Accounts Manager <i>M.B.A., American Intercontinental University B.S., Indiana University of Pennsylvania</i>	Burr Ridge
Greta Ferkel , Director of Online Student Services <i>M.M.Ed., University of North Texas B.M.E., University of Hartford</i>	Maitland
Robin Gennell , Manager of Personal Support Center <i>A.A., Brevard Community College</i>	Maitland
Seth Grimes , Manager of Student Support Services <i>M.B.A., Benedictine University B.S., University of Alabama</i>	Maitland
Toni Hobbs , Senior Financial Aid Manager <i>M.A.M., Bellevue University B.A., College of St. Mary</i>	System
Jason Jones , Student Services Coordinator <i>B.A., University of West Florida</i>	Maitland

Christine Kergold , Student Services Coordinator <i>B.M.E., University of Central Florida</i>	Maitland
Bob King, Jr. , Director of Marketing – Client Services <i>M.B.A., Northwestern University B.A., DePauw University</i>	Burr Ridge
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Jeff Laing , Student Services Coordinator <i>A.S., Full Sail Real World Education</i>	Maitland
Joanne M. Larson , Human Resources Generalist	Roseville
Patricia A. Laury , SPHR, Human Resources Director <i>M.Ed., Kent State University B.A., Long Island University</i>	Burr Ridge
Donnie Murphy , Online Scheduling Coordinator	Eden Prairie
Debora Murray , National Director of Financial Aid <i>B.A., University of North Dakota</i>	System
Carmen Price , Online Faculty Manager <i>M.B.C., University of St. Thomas B.A., University of Minnesota</i>	Online
Chris Sangrey , CMS Application Administrator <i>B.A., University of Central Florida</i>	Maitland
Andrea Savas , Director of Student Success Strategies <i>B.S., University of Central Florida</i>	Maitland
Randall Smith , Director of Online Instruction <i>M.A., B.A., Auburn University</i>	Burr Ridge
Nicole Stefurak , Senior Marketing Manager <i>B.B.A., Stetson University</i>	Online
Lynn Voss , Human Resources Generalist <i>B.A., University of Illinois – Champaign</i>	Burr Ridge

Campus Administration

Pete Beasley , Campus Director <i>BA, Thomas Edison State College</i>	Ocala
Claire Walker , Campus Director <i>BA, Ithaca College</i>	Pasco County
Wayne Tutt , Associate Campus Director <i>BBA, University of North Florida</i>	Ocala
David Wilson , Associate Campus Director <i>MA, University of Phoenix MBA, Ashland University BS, Kent State University</i>	Pasco County
Serafin Roldan-Santiago , Librarian <i>PhD, University of Puerto Rico</i>	Ocala

Academic Administration

Matthew Segard , Chief Academic Officer <i>Ph.D., University of Minnesota M.A., Ohio University M.A., B.A., Bowling Green State University</i>	System
Michelle Maack Friederichs , Director of Academic Quality <i>Ed.D., St. Mary's University M.A., Minnesota State University - Mankato B.A., College of St. Benedict</i>	System
Debra Volzer , Director of Academic Programs <i>D.M.A., The Ohio State University M.M.Ed., Yale University</i>	System
Deborah Buncie , Academic Dean <i>MA, Webster University BS, Nova Southeastern University AS, Webster College</i>	Ocala
George Rosehart , Academic Dean <i>MS, Syracuse University BA, Alfred University</i>	Pasco County
Emily O'Connor , System Library Director <i>MS, Florida State University BA, West Virginia Wesleyan College</i>	System
Hilary Wagner , Librarian <i>MLS, BA, University of South Florida</i>	Pasco County

Administrative Support Department

Paul Dahlgren , Instructional Services Coordinator <i>AS, Webster College</i>	Ocala
Greg Gwilt , Front Desk Administrator <i>BS, Lawrence Technical University</i>	Ocala
Betty Hedrick , Application Administrator <i>BS, University of Phoenix</i>	Ocala
Shari Williams , Front Desk Administrator	Ocala
Patricia Cordon , Administrative Assistant <i>AS, Ohio University</i>	Pasco County
Daniel Sencenbaugh , Administrative Assistant <i>AS, Webster College</i>	Pasco County

Admissions Department

Miguel Ramos , Director of Admissions <i>MBA, Touro University</i>	Ocala
Laurel Castellini , Admissions Representative <i>AS, New Hampshire Community Technical College</i>	Ocala
Judy Chudo , Admissions Representative	Ocala
Scott Gilmer , Admissions Representative <i>BA, Kennesaw State University</i>	Ocala
Alan Riedel , Admissions Representative <i>BA, Wagner College</i>	Ocala
Scott Spangler , Admissions Representative <i>BS, Webster College</i>	Ocala
Annelle Jones , Admissions Representative <i>BS, Moorhead State University</i>	Ocala
Carol Taylor , Admissions Representative <i>EJD, Concord Law School</i>	Ocala
Staceyann Sinclair , Director of Admissions <i>MA, University of Phoenix</i> <i>BA, Johnson and Wales University</i>	Pasco County
Lisa Beckman , Admissions Representative <i>AS, Webster College</i>	Pasco County
Toni Curling , Admissions Representative <i>BA, University of South Florida</i>	Pasco County
Christopher Freeman , Admissions Representative <i>BA, Woford College</i>	Pasco County
Megan Hancock , Admissions Representative <i>AS, Dixie State University</i>	Pasco County
Anne Mulligan , Admissions Representative <i>BA, Loch Haven University</i>	Pasco County
Sue Wise , Admissions Representative <i>BA, National Louis University</i>	Pasco County
Wanda Miller , Admissions Assistant	Pasco County

Career Services Department

Bebe Frisbie , Career Services Advisor <i>AS, Webster College</i>	Ocala
Sheila Stiles , Career Services Advisor <i>MBA, University of Massachusetts</i> <i>BS, Virginia University</i> <i>AS, Webster College</i>	Pasco County

Financial Aid Department

Kristen Rennells , Financial Aid Director <i>AS, Webster College</i>	Ocala
Pam Connelly , Financial Aid Officer <i>BS, Colorado Technical Institute</i>	Ocala
Dina Heron , Financial Aid Officer <i>BA, Holy Family University</i>	Ocala
Tina Fisher , Financial Aid Director	Pasco County
Ruth Mejias , Financial Aid Officer	Pasco County

Student Accounts Department

Laurie Harmon , Student Accounts Manager <i>AA, Tompkins Cortland Community College</i>	Ocala
Luz Sanchez , Student Accounts Manager	Pasco County

Accounting & Business Administration Department

Donna Carignan , Business Baccalaureate Program Director <i>MA, Webster University</i> <i>BS, Worcester State College</i>	Ocala
Steve Corsetti , Business Baccalaureate Program Director <i>MBA, Florida Metropolitan University</i> <i>BS, Bentley College</i>	Pasco County
David Aldrich <i>BS, University of New Haven</i> <i>BS, Tampa College</i>	Pasco County
Catherine Barbero <i>MALS, State University of New York</i> <i>BS Ed, Hofstra University</i> <i>AAS, Suffolk Community College</i>	Ocala
Jerry A. Chesser <i>MS, Hood College</i> <i>BS, University of Baltimore</i>	Ocala
Spyridon Patton <i>PhD, University of Pittsburgh</i> <i>BA, Penn State University</i>	Ocala - Pasco County
Cherrietta Prince <i>MBA, Southern New Hampshire University</i>	Ocala
Melanie Stevens <i>MBA, Columbia College</i> <i>BS, Columbia College</i>	Ocala
Shirley Van Dyke <i>BBA, Eastern Michigan University</i>	Ocala

Criminal Justice Department

Jason Douglas <i>MA, University of Central Florida</i> <i>BS, Nova Southeastern University</i>	Ocala
Theresa King <i>MA, University of Central Florida</i>	Ocala
Tom Wilder <i>MS, Saint Leo University</i>	Ocala

Digital Design & Advertising Department

Dan Borwick <i>Digital Design & Advertising Department Chair</i> <i>B.F.A., Ringling School of Art and Design</i>	Ocala
Kip Williams <i>BA, University of Central Florida</i>	Ocala

Allied Health Department

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