



South Carolina Commission on Higher Education

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CHE
05-03-2012
Agenda Item 8.02.C2

Ms. Julie J. Carullo
Acting Executive Director

May 3, 2012

MEMORANDUM

To: Mr. Ken Wingate, Chair, and Members, S.C. Commission on Higher Education

From: Dr. Bettie Rose Horne, Chair, and Members, Committee on Academic Affairs and Licensing

Consideration of Request for Initial License to Recruit SC Residents Harrison College, Indianapolis, IN, online programs and The Chef's Academy, Morrisville, NC

Summary

Harrison College (<http://www.harrison.edu/>) (HC) of Indianapolis, Indiana, requests approval to recruit South Carolina residents into online programs leading to the Associate of Applied Science, Associate of Science, and Bachelor of Science degrees as shown in the below table. All of the programs are offered online.

Business, Management, Marketing and Related Services	
A.A.S., B.S.	Accounting
A.A.S.	Administrative Professional
A.A.S., B.S.	Business Management
A.A.S.	Business Marketing
B.S.	Human Resources
B.S.	Project Management
Criminal Justice	
A.S., B.S.	Criminal Justice
Health Sciences	
A.A.S.	Medical Assistant
A.A.S.	Medical Reimbursement Technology

Harrison College also requests approval to recruit South Carolina residents into on-ground programs at The Chef's Academy (TCA) (<http://www.thechefsacademy.com/>) in Morrisville, NC, leading to the degrees shown in the table below. The town of Morrisville is near Raleigh-Durham. The requests are to begin advertising and recruiting upon approval by the Commission.

Culinary/Hospitality	
A.A.S.	Culinary Arts
A.A.S.	Pastry Arts

Harrison College (HC) is a private, for-profit institution owned by Educational Management Corporation (EMC). EMC is not the same company as Education Management Corporation (EDMC). The major shareholders in EMC are Frederick Pfannenstiehl and Kenneth Konesco. Harrison College has branches in Indiana (12), Ohio (2), and North Carolina (1). Harrison College was founded in 1902 as Marion Business College in Marion, Indiana. By 1913 the College had established multiple campuses in Indiana and changed its name to Indiana Business College. The institution's name was changed to Harrison College in April 2009.

The Accrediting Council for Independent Colleges and Schools (ACICS) has accredited Harrison since 1980. In 2009, the Higher Learning Commission of the North Central Accrediting Association (HLC-NCA) granted Harrison Candidate for Accreditation status. HLC has determined that the institution has met the eligibility requirements and shows evidence that it is making progress toward meeting all the Criteria for Accreditation. Candidacy does not carry membership in the Commission and does not ensure eventual accreditation.

The Indiana Commission on Proprietary Education authorizes the HC campuses in Indiana; the Ohio Board of Regents authorizes the HC at Grove City, Ohio, to offer programs leading to the A.A.S. degree in business, health-professions, and criminal justice; the University of North Carolina Board of Governors approves The Chef's Academy in Morrisville, North Carolina, a division of Harrison College, to offer programs leading to the A.A.S. degree in Culinary Arts and in Pastry Arts. HC is also approved to operate (recruit) in Alabama, Alaska, Georgia, Idaho, Illinois, Iowa, Kentucky, Montana, Ohio, Washington, and Wisconsin.

HC is seeking approval in South Carolina, Florida, and North Carolina to recruit residents of those states into online programs because of the newly implemented regulations of the US Department of Education. One regulatory provision is that each institution document compliance with authorization requirements by each state in which the institution offers education through distance or correspondence to students in a state in which it is not physically located. Therefore, some institutions are seeking approval in each state.

The following information from the U.S. Department of Education shows student loan default rates at HC:

School	Type	Control	PRGMS		FY2009	FY2008	FY2007
Harrison College Indianapolis IN	Bachelor's Degree	Proprietary	Federal Family Education Loans and Federal Direct Loans (FFEL/FDL)	Default Rate	7.8%	5.3%	5.6%
				No. in default	231	135	157
				No. in Repay	2,925	2,534	2,767
				Enrollment	7,638	7,277	7,005
				Percentage	38.3%	34.8%	39.5%

To provide context for the Cohort Default Rate (CDR), USDE includes enrollment data (students enrolled at any time during the year) and a corresponding percentage (borrowers entering repayment divided by that enrollment figure). While there is no direct relationship between the timing of when a borrower entered repayment (October 1 through September 30) and any particular enrollment year, these data are for the academic year ending on the June 30 prior to the beginning of the cohort year (e.g., FY 2009 CDR Year uses 2007-2008 enrollment).

The U. S. Department of Education sanctions a school when the school's three most recent cohort default rates are 25 percent or higher or if a school's current default rate is greater than 40 percent. Except in the event of a successful adjustment or appeal, such a school will lose FFEL, Direct Loan, and Federal Pell Grant program eligibility for the remainder of the fiscal year in which the school is notified of its sanction and for the following two fiscal years.

Two full-time librarians with master's degrees support HC's Learning Resource Center Online Division. Users access the online catalog and electronic resources through LibGuides. Chat reference service is accessible from each LibGuide page: Lyris, Midwest Collaborative for Library Services, Polaris, and LIRN. Harrison College's digital collections include 10,000 e-book titles. Core database resources are EbscoHost, CredoReference, CINAHL with full text, First Research, various Gale databases including Opposing Viewpoints, Reference USA, LearningExpress Library, and Lexis/Nexis Academic. In September 2010, the library launched software that allows e-book checkout to mobile devices.

Each school at the College is led by a terminally-credentialed dean. The deans report to the president of distance learning; he/she reports to the senior vice president of operations; he/she reports to the institutional provost/chief academic officer.

Harrison College determines faculty qualifications at the course level. All faculty members who teach undergraduate courses hold a master's degree with at least 18 graduate semester hours in the teaching discipline or a master's degree with a major in the teaching discipline.

Currently, 12 South Carolina residents are enrolled in Harrison College's online programs. Institution officials project that in 2012 it will enroll approximately 25 South Carolina residents in its online programs and at The Chef's Academy.

At the request of the Committee on Academic Affairs and Licensing, HC officials provided the following placement data.

Employment Status	# of Grads	% of Total
Total graduates	1443	
Placement In Field	696	48.23%
Placement In Related Field	246	17.05%
Placement Out of Field by Choice	85	5.89%
Not Available - Cont Ed	188	13.03%
Not Available - Cont Ed Other	44	3.05%
Not Available - Death	1	0.07%
Not Available - Health	42	2.91%
Not Available - Military Obligation	3	0.21%
Available	138	9.56%
Placement % of graduates available for employment	80.86%	100.00%

The following table shows the estimated tuition cost by discipline.

Discipline	Tuition Average Per Quarter Credit Hour	Associate Degree Total Quarter Credit Hours	Total Tuition Associate	Bachelor's Degree Total Quarter Credit Hours	Total Tuition Bachelor's
Business/CJ	\$355	96	\$34,080	180	\$63,900
Health Science	\$365	96	\$35,040	180	\$65,700
The Chef's Academy	\$355	96	\$34,080	180	\$63,900

For admission to Harrison, applicants must have a high school diploma or equivalent and score 13 (20 for paralegal) on the Wonderlic Scholastic Level Exam (SLE) assessment. Alternately, applicants may submit acceptable SAT (500 each for critical reading and math for paralegal and 400 each for all other programs) or ACT (20 minimum for paralegal and 17 minimum for all other programs) scores earned within the past seven years. Admissions tests are not required of applicants who have earned an associate's degree or equivalent from an accredited postsecondary institution. HC officials provided the following information concerning the SLE: in the most recent academic year (2010-11) HC administered 13,252 assessment tests; of those, 11,978 were first attempts and 1,273 (10.6%) failed; an additional three percent failed the second attempt.

The program descriptions, degree-specific admission requirements, and curricula tables may be found on the pages after the recommendation. The following provides a brief description of each program, information about specialized programmatic accreditation, practitioner licensure, U. S. Bureau of Labor Statistics data where appropriate, and similar programs offered by other institutions in the state.

Business, Management, Marketing, and Related Support Services

Harrison College seeks approval to recruit SC residents into the business-related programs listed in the following table. This category includes instructional programs that prepare individuals to perform managerial, technical support, and applied research functions related to the operation of commercial and non-profit enterprises and the buying and selling of goods and services.

Degree(s)	Major
A.A.S., B.S.	Accounting
A.A.S.	Administrative Professional
A.A.S., B.S.	Business Management
A.A.S.	Business Marketing
B.S.	Human Resources
B.S.	Project Management

The Association to Advance Collegiate Schools of Business (AACSB) and the Association of Collegiate Business Schools and Programs (ACBSP) are the specialized accrediting organizations for business and business-related programs. Harrison College is applying for and expects to attain ACBSP accreditation by mid-2015. Practitioner licensure or certification is not required for employment in business or management

The U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook (OOH) 2010-11 Edition* lists management employment opportunities for holders of business administration credentials in a variety of settings including administrative services; advertising, marketing, promotion, and sales; advocacy, grantmaking, and civic organizations; banking; construction; education; facilities; finance; government; human resources; insurance; labor relations; medical and health services; public relations; and real estate. Employment is projected to grow about as fast as average; keen competition is expected for these highly coveted positions.

Twelve public and 27 private colleges and universities in South Carolina offer bachelor's degree programs in business administration, management, or business-related fields. Nine technical colleges and six private colleges and universities in the state offer programs leading to the associate's degrees in general business. The Commission also licenses four other out-of-state institutions to recruit SC residents into programs in business/management majors.

Criminal Justice

A.S., B.S., Criminal Justice

Harrison College seeks licensure to recruit SC residents into programs leading to the A.S. degree and B.S. degree in criminal justice. The associate-degree program provides students with a broad spectrum of coursework in corrections, law enforcement, courts, and investigation. The

program is designed to prepare students for a variety of careers in the criminal justice field in the public or private sector. Graduates may pursue entry-level positions with local or state law enforcement agencies, the federal government, insurance companies, correctional facilities, and private security services.

There is no specialized programmatic accreditation for criminal justice programs. In August 2011, the Ohio Board of Regents facilitated a review of Harrison College’s campuses in Ohio, including the criminal justice programs. The institution has provided additional information and responses to the findings that the consultants deemed adequate. Practitioner licensure or certification is not required for employment.

According to the U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook (OOH) 2010-11 Edition*, opportunities in local police departments will be favorable for individuals who meet psychological, personal, and physical qualifications. Employment of probation officers and correctional treatment specialists is projected to grow faster than the average for all occupations. Additional openings in this field will be created by the need to replace workers who retire and those who leave local agencies for federal jobs and private sector security jobs.

In South Carolina, five public institutions and 16 private institutions offer bachelor’s degree programs in Criminal Justice, Criminal Justice Management, Criminology and Criminal Justice, Criminal Justice/Law Enforcement Administration, or Corrections and Criminal Justice. Thirteen state technical colleges, one public college, and seven private colleges offer programs leading to the associate degree in criminal justice.

Health Sciences

Harrison College seeks approval to recruit SC residents into medical-related programs listed in the following table.

A.A.S.	Medical Assistant
A.A.S.	Medical Reimbursement Technology

A.A.S., Medical Assistant

The program leading to the A.A.S. degree in Medical Assistant provides students with the skills in front and back office procedures. The program includes hands-on experience so that students are able to assist physicians in minor surgery, perform laboratory tests, assess vital signs, administer medication, operate an ECG machine, and perform other therapeutic modalities prescribed by physicians. Medical assistants are employed in physicians’ offices, medical clinics, laboratories, and other health agencies.

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accrediting Bureau of Health Education Schools (ABHES) are the specialized accrediting agencies that accredit medical assistant programs. The medical assistant programs at several Harrison College campuses are accredited by CAAHEP upon recommendation of the Medical Assisting Education Review Board (MAERB); Harrison College expects accreditation for the on-line program in 2013. Practitioner licensure or certification is not required for employment.

According to the U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook (OOH) 2010-2011 Edition*, employment for medical assistants is projected to

grow much faster than average for all occupations. Helping to drive this growth in employment is the increasing number of group practices, clinics, and other health care facilities that need a high proportion of support personnel, particularly medical assistants, who can handle both administrative and clinical duties.

Six public technical colleges offer diploma programs and three offer certificate programs in medical assisting. Other institutions in the state that offer programs leading to the associate's degree in medical assisting are Brown Mackie, ECPI, Forrest, Miller-Motte, Remington, South, and Virginia.

A.A.S., Medical Reimbursement Technology

The program is designed to provide students with the knowledge and skills needed to apply coding classification systems for billing insurance companies for professional medical services, maintaining patient accounts, and performing billing procedures for optimal claim reimbursement. Graduates will be trained to use medical office software programs to input patient insurance and registration data, manage health information files, schedule appointments, and submit electronic claim forms. The curriculum includes managed care policies, medical terminology, diseases, treatments, and requirements for compliance with state and federal regulations. Employment opportunities include physicians' offices, clinics, inpatient care facilities, medical billing management companies, and insurance companies.

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) accredits healthcare reimbursement programs. Harrison College expects to seek CAHIIM accreditation in 2012 for this program after curriculum review and expects to gain accreditation by mid-2015. Practitioner licensure or certification is not required for employment but is offered by the National Healthcareer Association, the American Health Information Management Association, the American Academy of Professional Coders, and the National Center for Competency Testing.

According to the U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook (OOH) 2010-11 Edition*, job prospects for medical coders should be very good and employment is expected to grow faster than the average for all occupations.

Virginia College offers a program leading to the A.A.S. degree in Healthcare Reimbursement. Most technical colleges and several private non-degree granting institutions offer non-degree programs in Medical Billing and Coding.

The Chef's Academy

Harrison College requests approval to recruit South Carolina residents into on-ground programs leading to the A.A.S. degree in Culinary Arts and Pastry Arts at The Chef's Academy (TCA) (<http://www.thechefsacademy.com/>) in Morrisville, NC.

The American Culinary Federation's Education Foundation, Inc. (ACFEF) Accrediting Commission accredits bachelor's degrees in culinary management and associate's degrees, diplomas, and certificates in culinary arts. Harrison College/The Chef's Academy plans to pursue ACFEF accreditation after offering the programs for two years as the accrediting agency requires. TCA expects to gain ACFEF accreditation by mid-2015. Licensure or certification is not required for employment. The Board of Governors of the University of North Carolina licenses nonpublic institutions in North Carolina. A team of examiners reviewed the application for compliance with the licensing standards and conducted an on-site visit in November 2010. The institution officials responded to the recommendations of the team and the BOG-UNC approved licensure in February 2011.

According to the U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook (OOH) 2010-11 Edition*, job opportunities for chefs, head cooks, and food preparation and serving supervisors are expected to be good, despite slower than average employment growth, due to the large numbers of workers who leave the occupation and need to be replaced. However, keen competition is expected for jobs at upscale restaurants that generally pay more.

All chefs have a role in preparing the food, developing recipes, determining serving sizes, planning menus, ordering food supplies, and overseeing kitchen operations to ensure uniform quality and presentation of meals. A *sous chef*, or sub chef, is the second-in-command and runs the kitchen in the absence of the chef.

The A.A.S., Culinary Arts program is designed to provide hands-on instruction in practical food preparation skills, preparation and presentation of classic and international cuisine, store room operations, nutrition, safety, sanitation, food selection, and purchasing; it includes a 12-week externship. Graduates pursue entry-level positions as cooks and assistant pastry chefs.

The A.A.S., Pastry Arts program is designed to provide hands-on instruction in making specialty breads, cakes, pies, pastry creams and French pastry, and advanced decoration and design. The program also includes an overview of the organization and operation of a commercial kitchen and a 16-week externship.

Greenville, Horry-Georgetown, and Trident technical colleges offer programs leading to the A.A.S. degree in Culinary Arts Technology; Bob Jones offers a program leading to the A.S. degree in Culinary Arts/Chef Training; the Art Institute offers programs leading to the A.A.S. degree in Culinary Arts and Baking and Pastry Arts. The Commission also licenses Johnson & Wales/The Hospitality College, Charlotte, NC, to recruit SC residents into its A.A.S. degree in Culinary Arts and Baking and Pastry Arts.

Recommendation

The Committee on Academic Affairs and Licensing commends favorably to the Commission initial licensure for five years to Harrison College to recruit South Carolina residents into programs as follows:

Business, Management, Marketing and Related Services	
A.A.S., B.S.	Accounting
A.A.S.	Administrative Professional
A.A.S., B.S.	Business Management
A.A.S.	Business Marketing
B.S.	Human Resources
B.S.	Project Management
Criminal Justice	
A.S., B.S.	Criminal Justice
Health Sciences	
A.A.S.	Medical Assistant
A.A.S.	Medical Reimbursement Technology

The Chef's Academy	
A.A.S.	Culinary Arts
A.A.S.	Pastry Arts

The institution must inform the CHE staff about the status and progress to achieve HLC-HLC accreditation, ACBSP specialized accreditation for its business programs, CAAHEP for Medical Assistant, CAHIIM for Medical Reimbursement Technology, and ACFEF for Culinary Arts and Pastry Arts; if it becomes apparent that it cannot meet the standards for accreditation within its projected timeline, the institution must cease recruiting and enrolling new students into those programs and immediately advise enrolled students of the status of accreditation. The request is to begin advertising and recruiting upon approval by the Commission.

<u>A.A.S., B.S., Accounting</u>			
<u>Course No.</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Totals</u>
<u>PROFESSIONAL COURSES</u>			
ACC1010, 20	Accounting I, II	8	
ACC1050	Payroll/10 Key	4	
ACC1070	Income Tax	4	
ACC1150	Computerized Accounting	4	
ACC2010	Accounting III	4	
ACC2020	Cost Accounting	4	
ACC2300	Auditing	4	
BUS1000	Principles of Business	4	
BUS1010	Business Law	4	
BUS1050	Business Math	4	
FIN2000	Introduction to Finance Internship	4	
INT2990 or BUS2990	Internship or Lower Division Capstone Course	4	
MGT2000	Management	4	56
<u>GENERAL EDUCATION COURSES</u>			20
<u>FOUNDATION COURSES</u>			
CD2600	Career Development	2	
CPU1000	Computers and Office Automation	4	
CPU2120	Word Processing	4	
CPU2200	Spreadsheets	4	
INF1100	Information Literacy	2	
PSY1050	Strategies for Success	4	20
A.A.S., Accounting Program Total			96
<u>B.S., Accounting (additional courses)</u>			
<u>PROFESSIONAL COURSES</u>			
ACC3020	Managerial Cost Accounting	4	
ACC3150	Advanced Income Tax	4	
ACC3400, 3500	Intermediate Accounting I, II	4	
ACC4250	Advanced Auditing	4	
ACC4650	Accounting Capstone	4	
BUS3650	Business Statistics	4	
FIN3500	Finance for Managers	4	
MGT3000	Business Ethics	4	
MGT3100	Technology for Managers	4	
MGT3250	Organizational Behavior	4	
MGT4100	Managing in a Global Environment	4	48
<u>ELECTIVE GENERAL EDUCATION REQUIREMENTS</u>			36
B.S., Accounting Program Total			180

A.A.S., Administrative Professional

<u>Course No.</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Totals</u>
<u>PROFESSIONAL COURSES</u>			
ACC1010	Accounting I	4	
ACC1050	Payroll/10 Key	4	
BUS1000	Principles of Business	4	
BUS1010	Business Law	4	
BUS1050	Business Math	4	
BUS2300	Business Office Procedures	4	
CPU2300	Database	4	
CPU2500	Software Integration	4	
HR2100	Human Resource Law	4	
INT2990, BUS2990	Internship OR Lower Division Capstone Course	4	
KEY1025	Intermediate Keyboarding	2	
KEY2015	Advanced Keyboarding	2	
KEY2020	Machine Transcription	2	
MGT1500	Records Management and Security	4	
MGT2000	Management	4	
MGT2150	Group Dynamics	4	58
<u>GENERAL EDUCATION COURSES</u>			
COM1050	Composition I	4	
ECN2000	Macroeconomics	4	
MAT1500	Introductory Algebra	4	
PSY2000	Critical Thinking and Problem Solving	4	
SPC1010	Presentation Skills	4	20
<u>FOUNDATION COURSES</u>			
CD2600	Career Development	2	
CPU1000	Computers and Office Automation †	4	
CPU2120	Word Processing †	4	
CPU2200	Spreadsheets †	4	
INF1100	Information Literacy	2	
PSY1050	Strategies for Success	4	20
A.A.S., Administrative Professional Program Total			98

<u>A.A.S., B.S., Business Management</u>			
<u>Course No.</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Totals</u>
<u>PROFESSIONAL COURSES</u>			
ACC1010, 20	Accounting I, II	8	
ACC2020	Cost Accounting	4	
BUS1000	Principles of Business	4	
BUS1010	Business Law	4	
BUS1050	Business Math	4	
BUS2300	Business Office Procedures	4	
CPU2200	Spreadsheets OR		
CPU2300	Database	4	
FIN2000	Introduction to Finance	4	
INT2990 or BUS 2990	Internship OR Lower Division Capstone Course	4	
MGT2000	Management	4	
MGT2200	Leadership	4	
MGT2600, 50	Project Management I, II	8	
MKG2000	Fundamentals of e-Business	4	60
<u>GENERAL EDUCATION COURSES</u>			20
<u>FOUNDATION COURSES</u>			
CD2600	Career Development	2	
CPU1000	Computers and Office Automation	4	
CPU2120	Word Processing	4	
INF1100	Information Literacy	2	
PSY1050	Strategies for Success	4	16
A.S., Business Management Program Total			96
<u>PROFESSIONAL COURSES</u>			
BUS3650	Business Statistics	4	
FIN3500	Finance for Managers	4	
HR3400	Human Resources Management	4	
HR4150	Employment Law	4	
MGT3000	Business Ethics	4	
MGT3100	Technology for Managers	4	
MGT3250	Organizational Behavior	4	
MGT4000	Entrepreneurship	4	
MGT4100	Managing in a Global Environment	4	
MGT4650	Strategic Management	4	
MKG4250	Marketing Management	4	44
<u>ELECTIVE GENERAL EDUCATION REQUIREMENTS</u>			40
B.S., Business Management Program Total			180

A.A.S., Business Marketing

<u>Course No.</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Totals</u>
<u>PROFESSIONAL COURSES</u>			
ACC1010	Accounting I	4	
ACC1020	Accounting II	4	
ACC2020	Cost Accounting	4	
BUS1000	Principles of Business	4	
BUS1010	Business Law	4	
BUS1050	Business Math	4	
BUS2300	Business Office Procedures	4	
FIN2000	Introduction to Finance	4	
INT2990 or BUS2990	Internship OR Lower Division Capstone Course	4	
MGT2000	Management	4	
MKG1200	Marketing	4	
MKG2000	Fundamentals of e-Business	4	
MKG2030	Sales	4	
MKG2100	Advertising	4	56
<u>GENERAL EDUCATION COURSES</u>			
COM1050	Composition I	4	
ECN2000	Macroeconomics	4	
MAT1500	Introductory Algebra	4	
PSY2000	Critical Thinking and Problem Solving	4	
SPC1010	Presentation Skills	4	20
<u>FOUNDATION COURSES</u>			
CD2600	Career Development	2	
CPU1000	Computers and Office Automation	4	
CPU2120	Word Processing	4	
CPU2200 or CPU2300	Spreadsheets OR Database	4	
INF1100	Information Literacy	2	
PSY1050	Strategies for Success	4	20
A.A.S., Business Marketing Program Total			96

<u>B.S., Human Resources</u>			
<u>Course No.</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Totals</u>
<u>PROFESSIONAL COURSES</u>			
ACC1010	Accounting I	4	
ACC1050	Payroll/10 Key	4	
BUS1000	Principles of Business	4	
BUS1050	Business Math	4	
HR2000	Training and Development	4	
HR2100	Human Resource Law	4	
HR2300	Employee Benefits	4	
INT2990 or BUS2990	Internship OR Lower Division Capstone Course	4	
MGT1500	Records Management & Security	4	
MGT2000	Management	4	
MGT2150	Group Dynamics	4	
MGT2200	Leadership	4	
MKT1200	Marketing	4	
ACC1020	Accounting II	4	
FIN2000	Introduction to Finance	4	
BUS3650	Business Statistics	4	
HR3000	Risk Management	4	
HR3400	Human Resources Management	4	
HR3500	Talent Management	4	
HR4150	Employment Law	4	
INT2990 or BUS2990	Internship OR Lower Division Capstone Course	4	
HR4650	Human Resources Capstone	4	
MGT3250	Organizational Behavior	4	
HR4200	Advanced Compensation and Benefits	4	
MGT3000	Business Ethics	4	
MGT4650	Strategic Management	4	104
<u>GENERAL EDUCATION COURSES</u>			56
<u>FOUNDATION COURSES</u>			20
B.S., Human Resource Program Total			180

<u>B.S., Project Management</u>			
<u>Course No.</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Totals</u>
<u>PROFESSIONAL COURSES</u>			
ACC1010	Accounting I	4	
BUS1000	Principles of Business	4	
BUS1010	Business Law	4	
BUS1050	Business Math	4	
BUS3650	Business Statistics	4	
FIN2000	Introduction to Finance	4	
LOG1010	Introduction to Logistics	4	
LOG1150	Introduction to Procurement/Sourcing	4	
LOG2100	Materials Management	4	
LOG2500	Quality Systems	4	
LOG2600	Operations Management	4	
MGT2000	Management	4	
MGT2200	Leadership	4	
MGT3000	Business Ethics	4	
MGT3100	Technology for Managers	4	
MGT3250	Organizational Behavior	4	
MGT4000	Entrepreneurship	4	
MGT4100	Managing a Global Environment	4	
PM1010	Project Management Principles	4	
PM1020	Project Estimation, Scheduling and Budgeting	4	
PM3000	Project Communication Management	4	
PM3010	Project Human Resources Management	4	
PM3020	Project Risk Management	4	
PM3030	Organizational Leadership	4	
PM4000	Applied Principles and Project Integration	4	
PM or INT4200	Project Management Capstone OR Internship	4	104
<u>REQUIRED GENERAL EDUCATION COURSES</u>			20
<u>ELECTIVE GENERAL EDUCATION REQUIREMENTS</u>			36
<u>FOUNDATION COURSES</u>			20
B.S., Project Development Program Total			180

<u>A.A.S., B.S., Criminal Justice</u>			
<u>Course No.</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Totals</u>
<u>PROFESSIONAL COURSES</u>			
BUS1010	Business Law	4	
BUS1050	Business Math	4	
CJ1000	Introduction to Criminal Justice	4	
CJ1100	Introduction to Corrections	4	
CJ1210	Juvenile Justice	4	
CJ1300	Criminology	4	
CJ1500	Introduction to Law Enforcement	4	
CJ2220	Criminal Investigations	4	
CJ2250	Criminal Justice Ethics	4	
CJ2350	Introduction to Criminal Courts	4	
CJ2400	Criminal Law and Procedure	4	
CJ2450	Cybercrime	4	
CJ2500	Criminal Justice Forensics	4	
MGT2000	Management	4	
MGT2150	Group Dynamics	4	60
<u>GENERAL EDUCATION COURSES</u>			20
<u>FOUNDATION COURSES</u>			16
A.A.S., Criminal Justice Program Total			96
<u>PROFESSIONAL COURSES</u>			
CJ3000	Criminal Justice Policy Research Methods	4	
CJ3100	History of Criminal Justice	4	
CJ3300	Interview and Interrogation Techniques	4	
CJ3400	Criminal Justice Applied Statistics	4	
CJ3500	Drugs, Alcohol and Crime	4	
CJ4010	Homeland Security and Terrorism	4	
CJ4100	Community Policing	4	
CJ4200	Probation and Parole	4	
CJ4300	Courts and Social Policy	4	
CJ4500	Advanced Criminal Justice Forensics	4	
INT4100 CJ4990	Criminal Justice Internship OR Capstone	4	44
<u>ELECTIVE GENERAL EDUCATION REQUIREMENTS</u>			
CHM1050	Chemistry	4	
ECN2000	Macroeconomics	4	
	Behavioral and Social Science, Humanities, Mathematics, Science, Writing	32	
B.S., Criminal Justice Program Total			180

<u>A.A.S., Medical Assistant</u>			
<u>Course No.</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Totals</u>
<u>PROFESSIONAL COURSES</u>			
EXT2900	Medical Assistant Externship	4	
INS1220	Basic Insurance	4	
MAA1150	Clinical I	4	
MAA2150	Clinical II	4	
MAA2200	Laboratory Procedures	4	
MAA2900	Medical Assistant Capstone Portfolio	4	
MED1010	Medical Terminology	4	
MED1020	Medical Law and Ethics	4	
MED2000	Professional Perspectives	4	
MED2200	Medical Office Administration	4	
MED2210	Medical Office Software	4	
PHM1100	Medical Calculations	4	
PHM1140	Pharmacology	4	
PHY1020	Anatomy and Physiology I	4	
PHY1030	Anatomy and Physiology II	4	
PHY1260	Pathophysiology	4	64
<u>GENERAL EDUCATION COURSES</u>			
COM1050	Composition I	4	
MAT1500	Introductory Algebra	4	
PSY2000	Critical Thinking and Problem Solving	4	
SPC1010	Presentation Skills	4	16
<u>FOUNDATION COURSES</u>			
CD2600	Career Development	2	
CPU1000	Computers and Office Automation	4	
INF1100	Information Literacy	2	
PSY1050	Strategies for Success	4	12
<u>ELECTIVE</u>			4
A.A.S., Medical Assistant Program Total			96

A.A.S., Medical Reimbursement Technology

<u>Course No.</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Totals</u>
<u>PROFESSIONAL COURSES</u>			
EXT2910	Medical Reimbursement Externship OR Elective	4	
INS1220	Basic Insurance	4	
INS2000	Coding Systems I	4	
INS2150	Billing Processes and Procedures	4	
INS2200	Coding Systems II	4	
INS2300	Introduction to Hospital Billing	4	
INS2400	Reimbursement Management	4	
INS2990	Coding Certification Preparation Capstone	4	
MED1010	Medical Terminology	4	
MED1020	Medical Law and Ethics	4	
MED2200	Medical Office Administration	4	
MED2210	Medical Office Software	4	
MED2320	Health Information Management	4	
PHM1140	Pharmacology	4	
PHY1020	Anatomy and Physiology I	4	
PHY1030	Anatomy and Physiology II	4	
PHY1260	Pathophysiology	4	68
<u>GENERAL EDUCATION COURSES</u>			
COM1050	Composition I	4	
MAT1500	Introductory Algebra	4	
PSY2000	Critical Thinking and Problem Solving	4	
SPC1010	Presentation Skills	4	16
<u>FOUNDATION COURSES</u>			
CD2600	Career Development	2	
CPU1000	Computers and Office Automation	4	
INF1100	Information Literacy	2	
PSY1050	Strategies for Success	4	12
A.A.S., Medical Reimbursement Technology Program Total			96

<u>A.A.S., Culinary Arts</u>			
<u>Course No.</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Totals</u>
PROFESSIONAL COURSES			
CA1010	Introduction to Culinary Arts, Breakfast, Lunch, Cookery, & Starches	8	
CA1020	Soups, Stocks, Sauces, and Fish and Shellfish; Identification & Cookery	7	
CA1030	Meat Poultry Cookery Identification – Charcuterie	7	
CA1040	Professional Baking Fundamentals and Patisserie	7	
CA2050	Classical Cuisine and Garde Manager	7	
CA2060	Advanced Intercontinental Cuisine	7	
CA2070	Culinary Arts Internship	4	
CA2081	Culinary Externship	12	
FS1010	Food Safety and Sanitation	4	
FS1020	Food Service Math	4	
FS1030	Purchasing for Foodservice	4	
FS1090	Introduction to Dining Room Management	4	
FS2050	Purchasing and Cost Controls	4	
FS2070	Wine Management	4	
FS2120	Small Business Entrepreneurship	4	
FS2130	Restaurant Concept & Menu Design	4	
SCI2150	Basics of Nutrition	4	95
GENERAL EDUCATION COURSES			
COM1100	Introduction to Writing	4	
SCI2000	Environmental Science	4	
SOC1050	Sociology	4	
SPC1010	Presentation Skills	4	
SPN1050	Spanish	4	20
FOUNDATION COURSES			
PSY1050	Strategies for Success		4
A.A.S., Culinary Arts Program Total			119

<u>A.A.S., Pastry Arts</u>			
<u>Course No.</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Totals</u>
<u>PROFESSIONAL COURSES</u>			
FS1000	Small Business Accounting	4	
FS1010	Food Safety and Sanitation	4	
FS1020	Food Service Math	4	
FS1030	Purchasing for Food Service	4	
FS2120	Small Business Entrepreneurship	4	
FS2130	Restaurant Concept & Menu Design	4	
PA1010	Introduction to Baking / Dough Formulas / Specialty Bread Products	8	
PA1020	Pastry Creams, Custards & Mousses	2	
PA1030	Culinary Arts Food Preparation	6	
PA1040	Variety Pies, Specialty Cakes, and French Pastry	8	
PA1050	Specialty Desserts, Frozen Desserts, Ice Creams, Sherbets, Petit Fours, & Cookies	8	
PA2060	Chocolate Artistry, Sugar Designs, Decorations & Architecture Design	8	
PA2070	Advanced Decorating & Architecture Design	4	
PA2080	Pastry Arts Salon Preparation & Project	4	
PA2090	Pastry Arts Externship	12	
PA2100	Pastry Arts Externship	4	
SCI2150	Basics of Nutrition	4	92
<u>GENERAL EDUCATION COURSES</u>			
COM1100	Introduction to Writing	4	
SCI2000	Environmental Science	4	
SOC1050	Sociology	4	
SPC1010	Presentation Skills	4	
SPN1050	Spanish	4	20
<u>FOUNDATION COURSES</u>			
PSY1050	Strategies for Success	4	4
A.A.S., Pastry Arts Program Total			116