



School Catalog

Year 2009

Centura College Online *
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Note: The information contained in this catalog is an extension and part of the *Student Enrollment Agreement*.

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TABLE OF CONTENTS

MISSION STATEMENT, PHILOSOPHY AND OBJECTIVES	1		
School Philosophy	1	Honors and Awards	12
Educational Objectives	1	Makeup Policy	12
		Repeat Policy (Recycle)	12
HISTORY OF CENTURA COLLEGE	1	Withdrawal	12
		Leave of Absence	13
ADMISSIONS	2	Dismissal	13
Procedures	2	Administrative Decisions	13
Requirements	2	Hours of Operation	13
Orientation	2	PROGRAMS OF STUDY	14
Advanced Academic Standing and Transfer of Credit	2	Bachelor of Science in Business Management	
Application for Re-Admission	3	Completion Program	14
Course Substitutions	3	Associate of Applied Science Degree in Business	15
Approvals and Memberships	3	Concentration in Computer Administration	15
		Concentration in Computer Support	16
FINANCIAL AID	3	Concentration in Management	16
How You Can Afford to Attend Centura College Online	4	Associate of Applied Science Degree in Paralegal Law	17
Federal Pell Grant	4	Associate of Occupational Science Degree in Criminal Justice	18
Federal Supplemental Education Opportunity Grant (FSEOG)	4	Associate of Occupational Science Degree in Medical Assisting	
Federal Family Education Loan Programs	4	Concentration in Management	19
Military Tuition Assistance	4	Associate of Occupational Science Degree in	20
Veterans Benefits	5	Computer Network Management	20
Rehabilitative Services	5		
Payment Plans	5	COURSE DESCRIPTIONS	21
		NOTES	31
TUITION	5	INDEX	32
Tuition Charges	5		
Cancellation Policy	5		
Termination Policy	5		
Withdrawals and Refunds	5		
Refund Policy	6		
Institutional/State Refund Policy	6		
STUDENT SERVICES	7		
Technical Support Help Desk	7		
Advising	7		
Career Services	7		
Delivery of Books	7		
Equipment	7		
The Student Success Center	7		
Students Rights and Responsibilities	7		
Student Computer Usage Policy	8		
Virtual Library	8		
Student Portal	8		
Student Conduct	9		
Student Disciplinary Action	9		
Grievance/Complaint Resolution	9		
Unresolved Complaints	9		
Equal Educational Opportunity Policy	9		
Indemnification	9		
ACADEMIC POLICY	10		
Online Delivery System	10		
Faculty/Staff Interaction	10		
Satisfactory Academic Progress (Qualitative & Quantitative)	10		
Attendance Policy	10		
Probation Policy	11		
Appeals and Waivers	11		
Graduation Requirements	11		
Explanation of a Credit Unit	11		
Independent Study Policy	11		
Grading System	12		



This catalog is an official publication of Centura College and is considered an extension and part of the *Student Enrollment Agreement*. As such, it is subject to occasional change at any time. It is recommended that each student fully read all the policies included herein along with the most recent attached supplement and addendums.

MISSION STATEMENT

At Centura College, we help adult students gain the skills and attitudes necessary for a meaningful entry-level career position. We strive to be responsive to the needs of not only our students, but also area businesses, industries, and government. We are committed to high academic standards in all of our curricular offerings. We are dedicated to providing the services that support our students' efforts to succeed.

PHILOSOPHY AND OBJECTIVES

School Philosophy

Centura College is a distinguished co-educational institution committed to the education and personal enrichment of each student. Students can succeed when properly motivated, taught to set goals, and encouraged to take responsibility for their own success in furthering their education. Each program offered is specifically designed to qualify graduates for a career in government, business, or industry.

Educational Objectives

In accordance with the school's philosophy, the school is devoted to the following objectives:

- To motivate, educate, and develop students to their maximum potential while enrolled in their chosen field of study.
- To maintain all instruction in a job-related environment to ensure graduates the greatest potential for employment in the occupational fields for which they are trained.
- To offer dedicated and qualified instructors who provide the tools of learning which will enhance each student's future success.
- To create an atmosphere for learning that is personal, practical, friendly and informative.
- To establish high standards of education and training in order to maintain corporate satisfaction among the business community for the school's graduates.
- To enable students to establish self-independence through successful employment in their chosen career.

HISTORY OF CENTURA COLLEGE

The tradition of excellence in education and career services for Centura College began in 1969 in Norfolk, Virginia with Employment Services Inc., the parent corporation. Shortly thereafter, the offices were moved from the downtown financial district out to the suburbs where they remained until 1977. That year, a new building was purchased in Virginia Beach to house the expanding group of companies.

Expansion continued at a rapid pace through the 1980s with the opening of new facilities throughout the country stretching from

Connecticut to California and Washington to Florida, always relating to the training and career services of technical and professional personnel. In 1982, the school began independent operations on Euclid Road in Virginia Beach under its former name, The Electronic Institute of Technology. During this time, it was providing high tech training in the field of electronics. In the mid 1980s, the corporation was selected by INC. magazine as 178th of the 500 fastest growing, privately held companies in America.

The main campus in Virginia Beach was relocated into larger facilities at Lynnhaven Parkway in 1986. During the next two years, it grew by more than five hundred percent with the addition of new programs. A branch location was opened in the spring of 1987 in Norfolk on East Little Creek Road. This school immediately experienced a very rapid growth as it attracted large numbers of students. In the fall of 1987, still another branch location was added on the Peninsula. The parent corporation moved in 1988 into a new six story corporate office building. This mirrored glass building is located next to the YMCA along the Virginia Beach Expressway. It is now the home of the corporate staff of Centura College corporate and Centura College Online. Many of the other divisions of the corporation are centrally located within this architectural masterpiece. In 1989, because of the diversification into other fields of education, the name of the school was changed to Tidewater Tech. In 1991, both the Virginia Beach main campus and the Peninsula location again moved into more modern and expanded facilities, and a branch was opened in 1991 in Chesapeake. In the fall of 1998, the Norfolk location moved into its new, expanded facility in Norfolk on Military Highway.

The Centura College Online branch began its testing phase in early 2002. The first group of students who began in late 2002 met with the success that was necessary for a complete opening of the branch in 2003.



ADMISSIONS

Procedures

To apply for admission to the school Online, the student must call directly: 1-866-858-2121 to speak with an Admissions Representative to walk through the admissions process. To e-mail an Admissions Representative, send to: admdirto@centura.edu. Allow up to 12 hours, depending on time zone differences for a response. If under the age of 18, a parent or guardian will need to sign a letter of consent before an application can be accepted. Our normal office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. Eastern Time.

Requirements

Graduation from high school or a GED Certificate is required for admission into the associate, certificate or diploma. Students must be beyond the age of compulsory high school attendance. Students will be required to present evidence of graduation or of receiving a GED Certificate. Students under the age of eighteen years old must have an approved cosigner for enrollment.

An earned associate or higher level degree from an accredited institution is required for admissions into the Bachelor of Science Completion Degree program. The earned associate degree program must consist of at least 60 semester credits or 90 quarter credits, and it must be related to a program in business.

In the past, it was determined that because there was no clear approval process for home schooling within most states, that each school would be asked to make a rational decision on the validity of presented diplomas claiming to be valid Home School High School Diplomas. As of January 1st, 2009 the policy at our institutions will be changed to the following; "Home schooled students must provide a state issued secondary school completion credential". "If the State does not issue a secondary school completion credential, the student must provide a home schooling completion credential accompanied by documentation of State approval of the Home Schooling program before it would be accepted by one of our schools". Schools that are not approved by the state and are using the "home Schooling" definition towards their claim of being a valid school are not exceptions. Their diplomas would need to be accompanied by documentation of State approval to be accepted as valid High School Diplomas for the school to accept.

In addition to the requirement of being a high school graduate or having a GED Certificate, all online students complete the orientation process at the beginning of their programs.

Acceptance Notification

A student will be e-mailed an acceptance notice from the school, after they have been officially accepted to the school. Applicants will be considered accepted students when given a user ID and password, and subsequently when logged in for a class. A prospective student's signed *Student Enrollment Agreement* does not constitute a contract until it has been approved by the School Director.

Orientation

To help all incoming students adjust to the newness of our school, a special time is set aside for student orientation. This is held before the beginning of all program starts and is integrated with the first courses. During orientation all students will login and familiarize themselves with the course software. New students are informed of policies and procedures of the school. The emphasis of orientation is one way the student may achieve personal and academic success in school. New students will be notified by the new student advisor of the procedures to follow for logging into orientation.

Advanced Academic Standing and Transfer of Credit

Policy and Procedure

A potential student who has earned credit at another college before enrolling in school may request a transcript evaluation to determine if credit previously earned is applicable to current program requirements. The potential student must obtain an Application for Transfer Credit from an Admissions Representative. The form must be completed and returned to the Admissions Representative for submission to the school's Registrar. A request for transfer of credit must occur by the first week of attendance. This will allow time for any requested transcripts to arrive to the school. The student must also provide a copy of the catalog description from the school where credit was earned for each course considered for transfer. All transcripts and catalog course descriptions must be received within the first five weeks of attendance.

Transfer credit may be granted if the course:

- Was completed with a grade of C or better at an accredited college provided that the course requirements are equal or superior to the requirements of a similar course offered by Centura College Online
- Meets the required semester credit hours for the course offered by Centura College Online
- Was not used to satisfy high school diploma requirements*
- Did not appear on the student's high school transcript*
- Is not a remedial course
- Was not taken to satisfy a freshman admissions requirement

The school reserves the right to accept or reject credits earned at other institutions of higher learning.

Transfer of Credits within Centura College Programs

A student transferring from one program of study into another program of study within the school may request that earned credits be considered for transfer by completing an Application for Transfer Credit. Credits will only be considered for transfer if the course in the program the student is exiting has a clock hour value equal to or greater than a similar course in the program the student is entering. A student is allowed to transfer within the school between programs one time.

Transfer of International Credits

Transcripts from schools outside the United States and its territories must be evaluated by an independent evaluation service

*This does not include courses taken in high school for college credit.

endorsed by the National Association of Credential Services, Inc. (NACES). The student is responsible for any fees associated with an NACES transcript evaluation.

Transfer of Credits to Other Institutions

The determination of transferability of credits from Centura College Online to another educational institution is made at the discretion of the receiving institution.

Credit Hour Conversion

Colleges and universities typically operate on a semester system, thus awarding semester credit. The school awards either quarter or semester credits. To convert quarter credits to semester credits, multiply quarter credits by two-thirds. Conversely, to convert semester credits to quarter credits, multiply the semester credits by 1.5. For example, a student who has earned twenty (20) semester credits would earn thirty (30) quarter credits at Centura College. No more than 75% of a program may be satisfied by transfer credits.

Student Notification

Once a decision has been made regarding the transfer of credits, the student must be notified in writing via a completed Results of Transcript Evaluation form and must receive academic advising that addresses the results of the transcript evaluation and the implications. The student must sign the appropriate section of the Result of Transcript Evaluation form acknowledging that academic advising was received. All documentation must be included in the student’s file.

Fees

Transfer of credits does not necessarily reduce tuition costs. A \$100.00 transfer credit fee is charged at the time of the transfer. The institution may award a military scholarship to all active duty and veteran students to cover the cost of the transfer of credit fee.

Application for Re-Admission

Any student desiring to return to the school after an extended term of non-attendance must apply through the Office of the School Director. The School Director will review the student’s academic, attendance, and financial aid records, and based on the findings, will make a determination. The School Director at his/her discretion may permit a student to re-enroll. The student will be notified of the decision by the School Director which will be final. Normally only one re-entry will be permitted.

Course Substitutions

Many changes occur daily both in business and education; therefore, it is impossible to guarantee long-standing provisions. The school reserves the right to modify courses in the best interest of the overall program upon sufficient notice to students and proper regulatory agencies.

The school reserves the right to make changes in course content, materials, organizational policy, tuition, teachers, administrative staff, and curriculum as circumstances dictate, subsequent to the latest publication of this catalog or its attachments. Employment opportunities in certain career fields change in the community and

in the national job market. In keeping with the stated mission and educational objectives, the school reserves the right to determine the programs offered at each school.

Approvals and Memberships

- Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT)
- State Council of Higher Education for Virginia (SCHEV)
- Virginia Committee on Veterans Education
- Virginia Department of Rehabilitative Services
- An eligible institution for Federal Family Education Loan Programs and Pell Grants through the U.S. Department of Education
- Workforce Investment Act (WIA)

For Additional information regarding the school and its programs, contact the following school officials:

Job Placement	School Director Career Services Coordinator
Repayment Schedules on Loans	Financial Aid Advisor
Student Retention Data	School Director Student Services
Certificate of Accreditation	School Director
ACCSCCT Certificate of Approval to Operate	SCHEV

FINANCIAL AID

Financial Aid is financial assistance to students whose resources may not fully cover the costs of acquiring an education. It consists of a combination of grants, low cost loans, reimbursement and other arrangements. Grants are considered gift aid and do not have to be repaid. Loans are just that - funds lent to a student in order to help defray education expenses and must be repaid. There are many sources of assistance beyond the Federal Title IV programs. All those in which we participate are discussed below; however, the student is encouraged to investigate any source that might arise. For instance, scholarships are varied and ever-changing.

Students are not eligible for financial aid if they are currently in default on a previous student loan or owe a repayment for a federal grant. However, a student’s eligibility may be restored. If the student is in default on a loan, in order to regain eligibility, the student must either repay the loan in full or make satisfactory repayment arrangements with the loan holder and meet all other necessary eligibility requirements. If the student owes a repayment for a federal grant, in order to regain eligibility, the student must repay the entire amount or make arrangements to repay the overpayment and meet all other necessary eligibility requirements. All students are required to attest that proceeds of their financial aid will be solely used to pay the cost of attendance at Centura College Online.

How You Can Afford to Attend Centura College Online

1. Non-repayable Federal Pell Grants are available based upon financing for those who qualify.
2. Subsidized and Unsubsidized Federal Family Education Loan Programs with reduced interest rates are often available for those who qualify.
3. Some applicants qualify for vocational rehabilitation.
4. Workers and economically disadvantaged students can qualify for some programs.
5. Veterans of military service and dependents qualify for some programs.
6. Active duty military can participate in a tuition assistance program.
7. Monthly payments from you or your family can help pay for your education.
8. Children or spouses of deceased or disabled veterans can qualify for some programs.
9. Some parents qualify for railroad retirement benefits.
10. Some students qualify for competitive scholarships.
11. Some companies have tuition reimbursement plans.

Prospective students and their parents are encouraged to contact a Financial Aid Advisor of the school. Centura College is recognized by the U.S. Department of Education as a proprietary institution of higher education for the purpose of student participation in federal grant and loan programs. In order to be eligible for any of our programs, you must be a U.S. citizen or permanent resident and maintain Satisfactory Academic Progress. Since all aid received from any Federal Family Education Loan Program must be used only for educational purposes, students receiving such aid must sign a Statement of Education Purposes, promising that the assistance received will be used only for expenses related to attending school.

Applications for all financial aid are available from the campus Financial Aid Advisor. Some of the many types of financial aid available for qualified students are as follows.

Federal Pell Grant

The Federal Pell Grant is an award from the federal government which does not have to be repaid. Eligibility for this award is computed primarily on the basis of parent/student income and assets, family size, and number in school. All students should apply if they are at least half-time. For many students, these grants provide a foundation of financial aid, to which aid from other federal and non-federal sources may be added. The amount that will actually be received depends upon the expected family contribution, whether the student is full-time or part-time, how long the student will be enrolled during the academic year, and the cost of education at the school. Applicants must not have previous earned a four-year degree.

Federal Supplemental Education Opportunity Grant (FSEOG)

FSEOG, like Pell, is a grant which does not have to be repaid. Eligibility is determined based upon expected family contribu-

tion, Pell eligibility and availability of federal funds. Applicants may not have previously earned a four-year degree. This grant is awarded to those students who demonstrate exceptional need, as defined by the Department of Education, through needs analysis. Funding for this grant is very limited, so it may not be possible to meet the needs of all students throughout a given award year. Your Financial Aid Advisor will be able to tell you whether or not you qualify and if so, whether FSEOG is available.

Federal Family Education Loan Programs

The William D. Ford Direct Subsidized Loan Program and the Federal Subsidized Stafford Loan Program provide low-interest, long-term loans. The interest rate varies annually, up to a maximum of 8.25%. Eligible students should check with their Financial Aid Advisors for annual loan limits. This is a loan, not a grant, and must be repaid. The goal of the loan programs is to provide students the broadest possible access to loan capital.

Many students qualify for federal interest subsidy whereby the federal government pays interest on the loan to the lending institutions while the student is in school, as well as during the six month grace period following their last date of attendance. Repayment generally begins six months after the student leaves the school. Current interest rates and additional information are available from a Financial Aid Advisor.

The William D. Ford Unsubsidized Direct Loan Program and the Federal Unsubsidized Stafford Loan Program provide additional borrowing potential for independent students. Students who are determined to be eligible to participate in this program, should check with their Financial Aid Advisors for annual loan limits. The interest rate on this loan varies annually up to a maximum of 8.25%. If the student borrower is a full-time student, repayment of principal and/or interest may be deferred until after graduation. Students may apply for these loans throughout the year since there is no filing deadline. Repayment generally begins six months after the student leaves school.

For those students determined to be dependent for financial aid purposes, parents may apply for a Parent Loan for Undergraduate Students (PLUS Loan), for their student attending the school. The maximum varies depending upon the student's cost of attendance and the amount of any other aid the student may receive. Repayment begins on the date the last disbursement of the loan is made. There are deferments available to the parent; see your Financial Aid Advisor regarding terms and eligibility. The interest rate varies annually up to a maximum of 9%. PLUS loans are available through both the Federal Family Education Loan Program and the William D. Ford Direct Loan Program. Applications are available in the Financial Aid Office.

Military Tuition Assistance

Programs of study at Centura College are approved for active duty military personnel. The level of tuition assistance varies depending upon the branch of the service and any additional financial aid the student receives. Students must maintain at least a C average

to remain eligible for tuition assistance benefits. For additional information, students should contact a Financial Aid Advisor or their Base Education Officer.

Veterans Benefits

Students may be eligible to receive benefits while in attendance at Centura College Online. Centura College has been approved by the Virginia Committee on Veterans Education to train veterans and disabled veterans. The Veterans Administration will provide the veteran money to pay for educational expenses.

Rehabilitative Services

Centura College is approved to train qualified clients of the Virginia Department of Rehabilitative Services. The amount of financial assistance is dependent upon the counselor's recommendation. If you have a disability which may limit your normal pursuance of any position, you may be eligible under this program. Contact your local Vocational Rehabilitation Office.

Veterans Survivors

Students may be eligible to receive Veteran Survivor benefits while in attendance at Centura College Online. This same policy applies to sons, daughters, or spouses of a deceased or disabled veteran. For more information, contact the Veterans Administration or your Social Security Office.

Payment Plans

The school has other tuition payment plans available for students who may need to use the income from a part-time job or from family or personal resources to pay-as-you-go. There are also private, non-federal loan sources available. A plan tailored to meet your needs while attending school can be arranged. We want to help you attend the school. Check with the Financial Aid Advisor for full details on tuition payment schedules.

TUITION

Tuition Charges

A current schedule of tuition and fees is provided as a supplement to this catalog. The school reserves the right to modify such tuition and other charges upon sufficient notice.

The tuition obligation for each program begins on the first day of each respective semester. The student will be charged an additional pro-rata amount for courses repeated or for courses taken that cause the student to attempt more credit hours than the credit hours listed in the agreement. The school may assign this agreement to a bank or other third party. No such transaction will alter the refund policy contained in this agreement. Any unpaid tuition becomes due and payable in full, less any applicable refund, upon the student's last day of class attendance. A financial aid worksheet will be given to each prospective student indicating how the

student will be able to meet their financial obligation to the school. If a promissory note is indicated, the promissory note will become a part of the *Student Enrollment Agreement*.

Students who do not pay in accordance with the foregoing terms or by a payment plan agreed upon between the student and the school are subject to dismissal at the discretion of the School Director. The school reserves the right to withhold graduation services, career assistance, and other services for failure to meet financial commitments. Unless other arrangements have been satisfactorily made, all outstanding unpaid tuition is due and payable in full immediately, no later than the last day of scheduled instruction.

Tuition costs include access to the school's online courses. Textbooks and software are not included in the tuition and are purchased from the school. Upon enrollment, a listing of the books and publishers for each course in the program is available to the students. The cost by program is listed in the catalog supplement and in the *Student Enrollment Agreement*. A listing of personal disposable supplies and testing fees necessary for each program and estimated costs may also be found in the catalog supplement.

Cancellation Policy

If the student is rejected for admissions, all monies previously paid will be refunded. If the student cancels this agreement by written notice to the School Director at the above campus address within 5 calendar days (8 in the state of Indiana) or 3 business days (six in the state of Indiana) from the date of signing the *Student Enrollment Agreement*, excluding legal holidays, all monies paid will be refunded. If the student has not previously visited the school, then these days commence from the time of the student's first visit or the student's regularly scheduled orientation, whichever occurs first.

Termination Policy

The student must comply with school rules and regulations during the program of study. The school may cancel this agreement and suspend the student in the event the student fails to comply with the rules and regulations as stated in the current catalog. The student may also be suspended for failure to maintain Satisfactory Academic Progress or non-payment of tuition and fees. Such suspension/termination for valid reasons does not relieve the student of financial obligations to pay all tuition due per the school refund policy.

Withdrawals and Refunds

Since the withdrawal of a student does not decrease the expenses of the school to any substantial degree, the following policies have been established regarding refunds or adjustments of tuition charges.

FAILURE TO ENTER - If an accepted student does not enter classes, the full amount of prepaid tuition will be refunded.

WITHDRAWAL - The student's last date of attendance will be the last day of documented academic activity or the date of formal withdrawal (written notification), whichever occurs first, unless otherwise regulated by a third party. In case of dismissal for disciplinary reasons, failure to maintain academic progress, or

violation of school rules and policies as outlined in this catalog, the student's last date of attendance will be the date of dismissal. If the student is considered a withdrawal, per the policy described, the school will send the student an invoice of the amounts owed to the school and payment options. All balances are due and payable 30 days after the last day of attendance. A 1.5% rate of interest per month will be incurred for balances not paid when due. In the event third party financing is found at a lower rate of interest than the established 1.5% per month, the student agrees to apply and accept such new terms from the third party lender.

POSTPONEMENT - In the event a scheduled new class start date is postponed by the school for longer than 45 calendar days, applicants may cancel this contract and are entitled to a full refund of all monies paid.

Refund Policy

Return of Title IV Funds: The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or semester.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or semester completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or semester. (Any break of five days or more is not counted as part of the days in the semester.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or semester.

If a student earned less aid than was disbursed, the school would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the school.

If a student earned more aid than was disbursed to him/her, the school would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal to either the student or original lender.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans

- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Academic Competitiveness Grant (ACG Grant)
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

Institutional/State Refund Policy

Refunds will be paid within 45 days of the cancellation date or within 45 days of the written request for withdrawal or 45 days from the date a student has been determined to be a drop (date of determination) or within 45 days from the receipt of payment in the event that the date of such receipt is after the last date of attendance unless federal or state requirements specify otherwise. If the school receives a written request for withdrawal from the student, that date shall be the last date of attendance. If a student does not submit written notification to the school, the last date of attendance will be the last date of documented academic activity.

After the return of Title IV funds calculation has been made, the institutional refund policy is applied. Our Institutional refund policy will be based on a term, following the state Pro Rata formula, as explained below. In any event the Last Date of Attendance (LDA) will be the date used for calculating the amount of refund due and the Date of Determination (DOD) will be the date used for calculating the time frame allowed to actually refund any monies due.

The policy the school uses is as follows:

- If the student withdraws within the first 25% of the term the school will retain 50% of the charged Tuition and Fees.
- If the student withdraws before the first 50 % of the term and after the first 25% of the term, the school will retain 75% of the charged Tuition and Fees.
- If the student withdraws after the first 50% of the term, the school will retain 100% of the charged Tuition and Fees.

Students should be cautioned that if they fail to complete their program, the school may have to refund previously applied grants and loans to the originator and then demand payment for this tuition from the student.

In special cases of prolonged illness or accident, death in the family, or circumstances that make it impractical to complete the program, the school will follow its refund policy in making a decision regarding repayment arrangements that is reasonable and fair to both parties.

STUDENT SERVICES

The school provides instruction to all students in their chosen field of study. However, for a well-rounded education, this is not restricted to what is provided within the confines of the classroom. Additional assistance and guidance are offered from the first day of class through the date of graduation.

Each faculty member can also be contacted via their e-mail account. Response time for student request is within two business days. If the student needs help in understanding electronic platforms or utilizing the school's website, service is provided by the Help Desk by calling the toll free number or e-mailing. Student Services can be provided electronically, telephonically, or in person. Qualified personnel are provided by the school to meet your needs. Specifically, the school offers the following student services to all online students.

Technical Support Help Desk

A student support help desk technician is a single point of contact for all technical problems. Students can call: 877-281-2121 with any technical problems in order to succeed in their courses.

Advising

Student advising is a continuing service offered at no additional charge by the school. Academic, vocational, and personal guidance is available to all students during their attendance to the school. This process begins with the Admissions Representative advising a new student regarding the available programs of study.

Academic, technical, and personal advising continues throughout the student's enrollment at the school. Finally, career advising and job placement assistance is available through the Career Services Department. Tutoring assistance is continuously available to all students requesting such aid. Regular class attendance is a prerequisite for such tutoring.

Career Services

One of the most important services offered by the school is job placement assistance, which is available at no additional cost to students and graduates. While no school can guarantee a job after graduation, the school assists new graduates in securing positions to satisfy their dreams and aspirations. Students are taught, through a self-directed career search plan, the proper method of marketing their newly learned skills to a potential employer. This, in addition to personal interviews arranged between the student and potential employers, is responsible for the excellent results attained by our Career Services Department.

The Career Services Coordinator is responsible for assisting all students in securing permanent career employment upon graduation. Students are instructed on resume writing, interviewing techniques, personal appearance and proper attire, and the importance of the first contact with a company. The school reserves the right to withhold career assistance from students not meeting their financial obligations to the school.

Delivery of Books

All course books will be sent directly to the students as each course begins. If the books have not arrived before the start of new courses, the student should contact Centura College Online at: 877-281-2121.

Equipment

The school provides technical services and training through its online platform. Online students must also have at least the following hardware and software:

- Microsoft Windows XP Professional
- 2 GHz Processor
- 1 GB RAM
- 56 kbps Modem or Broadband Connection
- Sound Card
- Speakers and Microphone
- DVD/CD-RW ROM Drive
- Quicktime Player
- Adobe Reader 7.0
- Microsoft Office 2003
- Mozilla Firefox
- Anti-virus protection

Students are required to have an Internet Service Provider (ISP), an e-mail account, and a JAVA capable browser, all maintained at the student's cost.

The Student Success Center

The Student Success Center (SSC) is the virtual home of all student services offered at Centura College Online. The mission of the SSC is to create a virtual student centered environment that facilitates peer interaction and easy access to resources. Current services offered include around-the-clock access to information and resources for tutoring services, student advising, career advising and peer mentoring. Supported and monitored by student advisors, the SSC allows students to request assistance and to browse virtual presentations and online resources at their convenience.

In addition to having online access to our support services, the SSC gives students the opportunity to interact with their peers through student clubs, message boards and chat rooms. Students may also view virtual presentations on co-curricular and extra-curricular topics to enhance their learning experience. Students should contact their Advisor or Program Coordinator for more information about the SSC and its resources.

Students Rights and Responsibilities

STUDENTS HAVE THE RIGHT TO:

1. Each student will have a student record that will contain: an admissions file, an academic file and a financial file. Each file will contain all documents required by state, federal and accreditation regulations.

2. Examine their own academic and business office files in the presence of a school official. Student records will be maintained at the school for a minimum of 5 years.
3. The school will maintain an official transcript for all formerly enrolled students (i.e. graduates, terminated, withdrawn). This transcript will be securely maintained indefinitely and protected against damage, loss or school closure.
4. Request copies of their transcripts. These will be marked "Issued to Student" and will not be certified copies.
5. Request certified copies of transcripts. Certified copies are to be mailed from the school to the address indicated by the student. Each student will receive one complimentary certified transcript upon request. All others will be provided upon receipt of a \$5.00 fee for each transcript.
6. Be treated with respect, tact, honesty, maturity, and patience.
7. Submit grievances for resolution to the appropriate school officials. See grievance procedure section in index for published policy.
8. Receive course and schedule advising from a faculty member.
9. Request and receive career advising from the Career Services Office.
10. Request and receive academic advising from a member of the faculty on matters related to study skills and academic success.
11. Know their academic grade point average and progress toward graduation at any time.
12. Know the objectives and grading criteria of any class in which they are enrolled.
13. To access the Campus Security Act information available on the student portal.
14. To access the total number of students enrolled in each program, the total number and percentage that completed/graduated in the last academic year for each program at the school and the percentage of students that claim a Virginia residence, all available on the student portal.

IT IS THE STUDENTS' RESPONSIBILITY TO:

1. Attend classes regularly and enthusiastically.
2. Complete all assignments made by instructors.
3. Be familiar with all institutional policies and adhere to them.
4. Be familiar with the school's financial aid policy, complete the process promptly, and return all forms to the proper place.
5. Notify the school of any change in address, phone number, or e-mail address.
6. Notify the School Director and instructors of matters affecting classroom performance or attendance.
7. Notify the Instructors or the School Director of any unresolved grievance.
8. Approach problems, needs, and difficult situations with maturity, tact, and patience.

Student Computer Usage Policy

The computers that are supplied by the school, whether desktop or laptop, are to be used for school-related activities only. The school

has the right to monitor e-mail and internet use including incoming and sent e-mails, and individual web sites visited. The student has no right to privacy to any document sent or received on a school computer. It is necessary to monitor student's computer usage for many reasons, including monitoring the school's non-harassment policy. Any student that is found to have misused the school computers is subject to discipline, up to and including expulsion.

Misuse of the school computers includes but is not limited to:

1. Downloading or printing copyrights materials (including articles and software) that would violate copyright laws.
2. Sending, receiving, printing, or distributing, offensive or harassing statements or language including disparagement of others based on age, race, religion, national origin, sex, disability, political beliefs, or marital status.
3. Operating a business, usurping business opportunities, or soliciting money for personal gain.
4. Sending chain letters, gambling, or engaging in any other activity in violation of local, state or federal law.
5. Sending, receiving, printing, or distributing sexually oriented messages or images that could be considered obscene, or harassing.
6. Using the school computer in any way that could do damage to future success of our companies, harm any individual in the school, or affect any of our companies professional image.

Tutoring

Tutoring is available in each class. To request tutoring in any class, e-mail or call your Academic Coordinator. He or she will arrange the tutoring that will take place.

Virtual Library

The Library and Information Resources Network (LIRN) provides access to approximately 4,300 journals, newspapers, and other reference resources. LIRN includes two primary databases. The first is the Electric Library. The database covers a broad range of academic disciplines and general topics. The database provides full-text records for all items. It includes 600 full-text periodicals along with a large selection of newspaper article transcripts, thousands of television and radio transcripts, books, maps and pictures. The other database is the InfoTrac searchbank which provides indexing and full text articles for over one thousand journals, magazines, and newspapers. The e-Global Library includes: online tutorials (e.g. Libraries 101, Research 101, and Internet 101); Research guides on more than 65 academic and business topics with resources with approximately 2,500 Internet sites selected, evaluated, and annotated by librarians with subject expertise; and career development resources. Legal students have access to WestLaw Online.

Student Portal

The Student Portal will serve as the primary communications device between the school and the student. Items, traditionally mailed (i.e. grades and loan disbursement notifications) will be available for viewing on the student portal. Students may view/print these items from home. Access to the student portal will be demonstrated at orientation.

Student Conduct

The following behaviors will not be tolerated and will result in disciplinary action and/or dismissal:

- Offensive, explicit, or threatening e-mail communications.
- Offensive, explicit, or threatening language in a chat area.
- Posting of offensive, explicit, or threatening documents or files. The school reserves the right to remove any material deemed inappropriate.

Students suspected of cheating in any form on academic work are subject to dismissal from school. Instances of plagiarism, cheating, lying, or stealing should be brought to the attention of a member of the faculty or the School Director.

Student Disciplinary Action

Failure to meet standards of conduct acceptable to the school may result in disciplinary suspension.

1. The School Director has the right to suspend a student immediately for failure to meet the school's standards of conduct.
2. The student shall be informed of the reason for suspension either in conference or in writing. In either case, documentation of the suspension will be noted in the student's academic file. The school will conduct an investigation into the matter to insure fairness and to determine if further action, up to and including permanent dismissal might be warranted.
3. The student has the right to appeal a disciplinary suspension to the School Director in writing. The School Director will consider this appeal as part of the investigation and when making a final determination of action.
4. This decision may be appealed to the School Director or designee in writing.
5. If the School Director or designee confirms the decision, the student may appeal to the Office of Academic Affairs in writing within five days of the confirmation.
6. If the Office of Academic Affairs confirms the decision, the student may appeal to the Virginia Department of Education.
7. A student who is dismissed may apply for re-entry, where upon his application will be considered by the School Director or designee.

Grievance/Complaint Resolution

The grievance/complaint procedure is an essential part of an effective educational system. At the school, every safeguard is taken to protect this right of the student. The School Director will ensure that no unfair actions will ever be allowed to occur to any student who has a grievance or complaint. All files pertaining to a student's grievance/complaint will be maintained by the school for five years. All grievances/complaints should be made in a timely manner in order to facilitate a fair response. For grievances pertaining to academic matters, the student should 1) contact the

Instructor(s) privately in writing; 2) if this outcome is not satisfactorily resolved within three working days then the student should contact the Program Coordinator or Director of Education; 3) if this outcome is not satisfactorily resolved within five working days then the student should contact the School Director.

Administrative grievance/complaints should be addressed directly to the School Director by submitting the grievance/complaint in writing. Every effort will be made to resolve the grievance or complaint at this point. However, if the academic or administrative grievance/complaint has not been satisfactorily resolved within fifteen working days of contacting the School Director, then the student should contact the Vice President of Centura College. Contact of the Vice President should be made by sending the grievance/complaint in writing to: Centura College Corporate, Attention: Vice President, 4455 South Boulevard, Suite 110, Virginia Beach, VA 23452 or by e-mail to vicepresident@centura.edu

Unresolved Complaints

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, (703) 247-4212. A copy of the Commission Complaint Form is available at the school and may be obtained by contacting the School Director.

A student may also choose to contact the State Council of Higher Education for Virginia, 101 North 14th Street, Richmond, VA 23219.

Equal Educational Opportunity Policy

It is the policy of the school that there shall be no discrimination in regard to age, race/color, creed, sex, national origin, religion, or disability as to the admission or other treatment of its students, employees, or prospective students and employees. Such discrimination is also prohibited by federal law. Any complaint alleging failure of this institution to follow this policy should be brought to the immediate attention of the School Director.

Indemnification

The student releases and holds harmless the institution, its employees, its agents, and its representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of bodily injury or property damage, which may be suffered by the student from any cause while enrolled in the school.

ACADEMIC POLICY

Online Delivery System

Our classes are offered within an Internet-based learning environment that hosts both the content of lectures and the resources needed to communicate with teachers and classmates. Our virtual classrooms will be limited to a maximum of 25 students per class in almost every case. Assignments, quizzes, and communication are conducted through intuitive online tools and lessons are supported by textbooks and interactive software. The environment requires a PC running the Microsoft XP Professional operating system, Internet Explorer, and an Internet Service Provider using at least a 56K modem for Internet connectivity.

Faculty/Staff Interaction

Given the unique nature of online learning, faculty/student interaction is critical for success. Online classes offer several opportunities for both student/student and student/faculty interaction. Some methods of interaction include lectures, e-mail, document sharing, threaded discussions, and chat rooms. Faculty log in daily to review, respond, and reply to students within two business days.

Satisfactory Academic Progress (Qualitative & Quantitative)

In order to demonstrate satisfactory academic progress toward completion of a program, a student must maintain a specific overall grade point average and must progress through the program at a specific minimum pace. Satisfactory progress is evaluated at the end of each term, and these standards apply to all students. The qualitative and quantitative evaluations measured at the end of each term are described below.

Required Grades

The minimum cumulative grade point average (CGPA) required for graduation is a 2.0 with a passing grade in every class section. For a program that is 3 or less terms, the minimum CGPA is 2.0 for each term. If a program is longer than 3 terms but one academic year in length or less (as defined by the U.S. Department of Education), the minimum CGPA at the end of the first term is 1.5. The minimum CGPA at the end of the second term is 1.75. The minimum CGPA for the remainder of the program is 2.0. The minimum CGPA required for all programs greater than one academic year is 1.5 at the end of the third term. The minimum CGPA at the end of the fourth term is 1.75, with a minimum CGPA for the remainder of the program of 2.0. If a student receives a failing grade for a class, the class section must be retaken. When a student repeats a class, the second grade will be substituted for the first, for GPA calculation purposes.

Maximum Time Frame

The student must finish his/her certificate, diploma or degree program by attempting no more than 150% of the total credits required for completion of that program. Attempted credits include all credits attempted; transfer credits, repeat courses, withdrawals (official or unofficial), and credits earned without benefit of financial aid. If the

student completes a program and decides to enroll in a new program, Satisfactory Progress measurement will begin with the new program. Any courses transferred in will count toward the academic progress as credits attempted. Developmental coursework is excluded from the calculation. For programs that are less than one calendar year in length, the rate of progress (ROP) will be monitored at the end of each term with the minimum ROP for the first term no less than 50% and no less than 67% for each subsequent term. For programs that are greater than one calendar year, the rate of progress (ROP) will be monitored at the end of each term with the minimum ROP for the first three terms no less than 50%, the fourth term at 62.5%, the fifth term at 65%, and no less than 67% for each subsequent term.

Attendance in any portion of a term will be counted as a term attempted. A student called to immediate active military duty will not have the term from which he or she withdrew counted as an attempt for the purposes of calculating the ROP. If at anytime the school determines that the student is unable to graduate from his/her program without exceeding the maximum time frame, the student will be dismissed from the program.

Attendance Policy

Attendance, as it is defined by the U.S. Department of Education, is not required to be taken by our schools. We do however take classroom attendance at our schools. The School does not require that attendance other than scheduled classroom attendance be taken. The school holds a "census" during each grading period (module) where it is determined if a student should be withdrawn for attendance or other reasons. Since our schools are on a modular system within a term, a student might have scheduled classes within one module while not being scheduled for classes within another module. Subsequently, they would normally remain active students without being required to attend school during these occurrences of non scheduled classes. In order for a student to be designated as a "complete" for F/A purposes a student must be scheduled for, attend and complete a scheduled class within the term. Documentation of the student's completion would be accomplished by the posting of an earned grade (A,B,C,D and F) within the term. A grade of W, I or U would not be an earned grade for this purpose. If the student is not scheduled to attend the first module of a term, but is scheduled to attend a subsequent module within that term, documentation of this fact should be placed within the student file at the beginning of that term or the student could be withdrawn from school, during the first census, for reason of non attendance.

Regular attendance is expected and encouraged. Students are expected to participate during every class session. Students that miss class are still responsible for all work completed in class, assignments listed on the syllabus, and homework announced during class. It is the student's responsibility to initiate make up work. The student will receive a zero for any assignments not made up within the time frame specified by the instructor. Please refer to the syllabus supplement provided by your instructor for further information regarding the attendance policy. In any circumstance, the date of determination to withdraw a student will never be later than either the census date that determined the student to be withdrawn or seven consecutive missed

class days during the student's last scheduled class within the term (quarter/semester), whichever is sooner.

Each semester last fifteen weeks and consists of three grading periods called "modules". Students may attend their online courses at any time 24-7 during a module. Class attendance is recorded on Sunday of each week for attendance within the preceding seven calendar days.

The computer system will record exactly how much time is spent on each of the lessons. Students should log into each class at least once a week at the earliest possible time in order to receive weekly assignments. Coursework and assignments are posted weekly and available for students' use on a 24 hour basis. Although there are no mandatory times that a student must log in, it has been found that an average of 20 hours per week is required for academic success. In the unfortunate event that a student must withdraw from school for any reason, the student must submit a written notification of withdrawal to the school.

If personal time for emergencies is needed, an agreed Leave of Absence can be requested (see Leave of Absence). If there are problems with the student's computer or Internet Service Provider, he or she should call our Help Desk at: 877-281-2121. The student should also notify the School Administration that there are difficulties with the connection.

Probation Policy

If the student has failed to achieve the minimum CGPA requirements or the minimum ROP requirements, the student will be placed on academic probation for one semester of instruction. During this probationary period, the student must maintain satisfactory academic progress by meeting the aforementioned minimum ROP & CGPA for that semester. During this time, the student will remain eligible for financial aid if these conditions are met, and the probationary status will be lifted. Failure to achieve satisfactory progress by the end of the probationary period will result in dismissal from the school. Probation requires the student to be advised of the terms and conditions of the probation in writing and in person.

Appeals and Waivers

A student may appeal a determination that they are not achieving Satisfactory Academic Progress. The student must request the appeal in writing to the School Director. The decision of the School Director is final.

The School Director may grant a waiver of the SAP standards for the following mitigating circumstances: death of a family member, injury or illness, or other special circumstances. During the waiver period the student would not be eligible for Title IV funds. The student will become a cash paying student during the waiver period. At the end of the semester, if the student has regained SAP, they will be placed on probation and become eligible for Title IV funds. If they fail to maintain SAP while on this probation they will be dismissed from school.

Graduation Requirements

In order to qualify for graduation from a degree program, a student must have achieved a minimum cumulative grade point average of 2.0 and have made up all academic deficiencies (incomplete, failures, withdrawals, etc.). In addition, any degree program specific requirement must be met, and all financial obligations to the school must have been satisfied. Upon successful completion of these requirements, each graduate will receive a degree, which will be mailed to their home address.

Explanation of a Credit Unit

Within degree programs on the quarter credit system, 1 quarter credit hour is comprised of 10 lecture hours of instruction, 20 laboratory hours, or 30 externship hours. Within degree programs on the semester credit system, 1 semester credit hour is comprised of 15 lecture hours of instruction, 30 laboratory hours, or 45 externship hours. For quarter credit diploma programs that do not lead to a degree, 1 quarter credit is comprised of 20 hours of lecture or laboratory instruction, or 30 externship hours. For semester credit diploma programs that do not lead to a degree, 1 quarter credit is comprised of 30 hours of lecture or laboratory instruction, or 45 externship hours. Most classes also require homework and additional study outside normal classroom hours.

A class hour is one class period of a minimum of 50 minutes in length in which lectures, demonstration, laboratory, or similar activities take place.

The school does not guarantee transferability of credits to any other college, university, or institution, and it should, therefore, not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

Independent Study Policy

Independent study requires a high level of self-directed learning on the part of the student. It may be used as an option to meet the needs of a student who must complete a course that would not otherwise be offered during the semester or quarter. Additionally, may be used when no other course offerings are available and



graduation would be delayed. Each syllabus for the independent study courses includes comprehensive education objectives and a written outline of the competencies to be achieved through the course. Students should meet with the instructor on a weekly basis. No more than 10% of a program's credit hours may be taken via independent study.

Grading System

Students are graded based upon classroom participation, laboratory and project work, and written and/or skills examinations. The final grade for a course reflects a measurement of performance in achieving the necessary objectives of that course. Students are expected to complete all assignments and take each of the examinations. Program Coordinators will determine the policy regarding assigned work, taking into consideration the nature and objectives of the course.

Scale	Grade	Grade Points	Description
100-90	A	4	Excellent
89-80	B	3	Good
79-70	C	2	Average
69-60	D	1	Poor
59-Below	F	0	Failure
I	I	0	Incomplete
T	T	0	Transfer
W	W	0	Withdrawal
U	U	0	Unauthorized Incomplete (Unofficial Withdrawal)

Final grades are issued at the conclusion of each module (a five week grading period) based upon the following system.

Any student receiving a grade of incomplete for not completing course work must make arrangements to make up the required work within one week of the last scheduled day of class. Failure to do so by such date will result in a failing grade for the course work for which an incomplete grade was received.

A student should realize that final grades for each module, as well as final grades for graduation, represent a weighted average of the student's overall lab and theory grades. All grades reported by the instructor are included in a student's permanent records and are available to them at any time upon request.

Honors and Awards

To graduate with honors, a student must attain a CGPA of 3.5 or above and be recommended by the School Director. Those graduating with a 3.5-3.699 would graduate cum laude; those graduating 3.7-3.849 would graduate magna cum laude; and those who graduate with a 3.85-4.0 will graduate summa cum laude. Such scholastic achievement is so indicated upon the certificate distributed during graduation.

The Richard E. McLeod Memorial Award plaque is presented during the graduation ceremony to the honor student in each career program with both a high overall grade average and an excellent attitude toward work and school. The award recipients are chosen by a panel of instructors at each campus. The Award of Excellence is given at each graduation ceremony to the most outstanding student at each campus. Many factors are considered, including grade point average, overall attitude, and successful personal growth.

Students are instructed in the necessity of being punctual when reporting to work and not missing any work days when they begin their new career. Perfect attendance certificates are awarded to those students who have not been tardy and have not missed any instruction since the first day of class in their respective programs.

Students who are honored at these graduation ceremonies are encouraged to note those honors and awards on their resumes. Employers look for positive behavioral patterns when they make hiring decisions. These behavioral patterns include a positive attitude, a high level of school attendance, and a comprehensive knowledge of technical skills.

Makeup Policy

All work in classes is due by Sunday evening at 11:59 p.m. Eastern time of the week in which it is assigned except for week 5 which is due by Thursday of that week. Any work not submitted by the due date is considered late work, and its grade will be lowered depending upon the lateness of the work. Late work receives one letter grade deduction after Sunday night of the week in which it is assigned. Any late work received after the following Wednesday night at 11:59 p.m. will be deducted two letter grades. Any late work received after Saturday night at 11:59 p.m. following the due date will be deducted by three letter grades. No late work will be accepted beyond Sunday, one week after it is due. If the student experiences any problems with assignments, either technical or academic in nature; he/she should contact the instructor and coordinator before the work is late.

Repeat Policy (Recycle)

Students failing to achieve a passing grade in a class must repeat the class in order to graduate. The failing grade will be averaged into their cumulative GPA at the end of the semester until the class is repeated. The new grade earned will replace the original grade and will be used to calculate the cumulative GPA. Repeated classes are charged to the student at the standard published cost-per-credit rate as documented on a *Student Enrollment Agreement*.

Satisfactory progress must be maintained during the time the class is repeated in order for the student to remain enrolled. Hours offered continue to accumulate for possible refund purposes during any recycle period.

Withdrawal

If a student finds it necessary to withdraw from school before completing their courses, the student is requested to submit written notice

of withdrawal to the School Director. The effective date of the withdrawal will be the date of the written notification. If the student does not submit written notification to the school, the last date of attendance will be the last day of documented academic activity.

Any possible tuition refund and final grade determination are based upon this last date of class attendance or withdrawal notification. It will be necessary to have an exit interview with the School Director or Financial Aid Advisor to resolve all academic and financial matters.

Leave of Absence

In the rare occasion that a student needs to take a temporary break in their education, a Leave of Absence (LOA) may be issued under certain circumstances. There must be a reasonable expectation that the student will return from the LOA in order to qualify for a Leave of Absence (LOA). Per U.S. Department of Education regulations, a Leave of Absence (LOA) may be granted only for one of these four reasons, and the reason must be documented by the school:

- 1) Medical necessity
- 2) Active military duty
- 3) Jury duty
- 4) Employment reasons

The following additional policies must be followed for any student placed on LOA:

- The effective date of an LOA can only be the first day of a student's semester, never a date within the semester.
- Students should always be encouraged to complete all coursework within the semester before going on LOA, as all credits within the semester will be considered "attempted" and will be assigned letter grades as described in the "Grading Procedures" section below.
- A student must request an LOA formally in writing, and it must accompany documentation of one of the reasons listed above.
- Prior to granting the LOA, the school must explain to the student the start and end dates of the LOA, the effects of the LOA on the students' academic progress (GPA, ROP, etc.), the effects of not returning from LOA, and all academic implications of the leave.
- A return date must be agreed upon by the student and the school, stipulating when the student will return to the program.
- The return date for the LOA will always be on the first day of the students' new semester.
- If the student returns on the designated return date, the student enters a new term code and is given a new semester of scheduled classes.
- In the case that a student fails to return from LOA on the date scheduled to return, they will be dropped, using the date the student began the LOA as the last date of attendance (LDA) and the scheduled return date as the date of determination (DOD).
- Prior to granting the LOA, the school must explain to the

student the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period. The student must also be informed that they will be using the "grace period" for return to Title IV during the LOA, and that, when they return from LOA, the grace period will start over.

- When the student returns on the scheduled return date and is scheduled for a new semester of classes, a new financial aid schedule for the new term may be necessary.
- A leave of absence may not be longer than 180 days. A student may be granted more than one leave of absence in the event unforeseen circumstances arise. A student may not exceed 180 cumulative days in a 12 month period. The 12 month period begins on the first day of the student's initial leave of absence.

Dismissal

The school reserves the right to terminate a student's enrollment for failure to maintain required academic progress or the failure to follow school rules and policies. Furthermore, a student may be terminated for inability to meet required financial obligations or behavior inconsistent with professional business standards which may prove to be disruptive to academic progress. In the case of dismissal for disciplinary reasons, the refund policy will be the same as for withdrawals. Such a termination for valid reasons does not relieve the student of the financial obligations to repay all tuition due per the school refund policy.

Administrative Decisions

The school reserves the right to make any necessary changes in the regulations, tuition, or fees upon proper notification of the appropriate regulatory agencies, if required. Any course is subject to cancellation if registrations do not justify continuation of the class. Normally, a minimum of eight students is required for a class to be scheduled. The school reserves the right to make changes in the equipment, textbooks, and curriculum to reflect new technology, to reset class schedules and hours, to consolidate classes, and to change locations.

Hours of Operation

The administrative offices for Centura College Online operate from Monday through Friday. Faculty members may schedule their chat room office hours outside of this range. The school is in session throughout the year except for holidays listed in the official calendar, which is contained in the catalog supplement.

The web resources are hosted on a server that is active 24 hours a day, 7 days a week, year-round. A student may begin training at almost any time of the year on a designated start date. Since the school is in continuous operation throughout the year, it is possible to get started, trained, and on the job sooner. The school reserves the right to revise the time or order of courses offered.

PROGRAMS OF STUDY

Bachelor of Science in Business Management Completion Program 18 Months

Bachelor of Science in Business Management

Individuals who are interested in management and career advancement in business will gain a distinct competitive advantage by obtaining a Bachelor of Science in Business Management. Students who have attained an associate degree in most business or professional degree programs will benefit from the Baccalaureate Completion Degree, as they will be able to excel in their individual field as a manager or supervisor in the contemporary workplace within their field.

Organizations today are increasingly requesting a bachelor degree as part of their minimum educational requirements for their business professionals. This program balances technical, occupationally related, and general education courses in order to provide a well-rounded education for our students.

The technical section of the program is designed to develop the student's core competencies for a successful career in their field. The student receives instruction in project management, and leading office software to create spreadsheets, slide shows, and other visual aids. The occupationally related section of the program is designed to teach the student the language of business and provide them with the knowledge they will need to solve business problems. The student will take courses in ethics, finance, marketing, project management, economics, report writing, decision making, eBusiness, international business, Six Sigma, group dynamics, entrepreneurship, quantitative analysis, cultural diversity, organizational development, and strategic management. The general education section of the program is designed to offer a depth of educational instruction in critical thinking, analytical skills and research abilities. Students will receive instruction in sociology, speech preparation, environmental science, statistics, government, history, geography and art and music appreciation.

Upon successful completion of the program, graduates can pursue supervisory and management positions such as Marketing Manager, Logistics Manager, Management Trainee, Team Manager, Inside Wholesaler, Sales Professional, Public Relations Manager, Office Manager, Administrator, Sales Representative, Regional Sales Manager, Database Specialist, Business Development Manager, Outside Sales Person, or Operations Manager. The student who combines relevant work experience with their bachelor degree will have professional career advancement opportunities available to them such as Manager of Creative Services and Advertising, Property Manager, Executive Sales Manager, Senior Technical Recruiter, Community Relations Coordinator, District Manager, Marketing Director, Director of Marketing and Product Management, or Federal Government Business Development Representative. Obtaining a baccalaureate degree will provide the student with a wealth of opportunities in a wide range of careers.

Business Courses		Credit Hours
BU3320	Organizational Development for Managers	3.0
BU3330	Principles of Macroeconomics	3.0
BU3340	International Business	3.0
BU3342	Marketing Approaches in 21st Century	3.0
BU3350	Professional Ethics	3.0
BU3360	E-Business	3.0
BU4320	Strategic Management	3.0
BU4330	Principles of Microeconomics	3.0
BU4350	Project Management	3.0
BU4360	Financial Management	3.0
BU4370	Quantitative Analysis	3.0
BU4390	Interdisciplinary Capstone Course	3.0

Information Technology Courses

IT3375	Advanced Computer Applications	3.0
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Students will take 21 additional credit hours from the following General Education courses, assuring at least one course is taken in each of these areas: quantitative analysis, written communication, social sciences, and fine arts. Not all electives are available at all campuses.

General Education Courses

GE3300	Modern Sociological Studies	3.0
GE3310	Speech and Communication Strategies	3.0
GE3320	Statistics	3.0
GE3330	Environmental Science	3.0
GE3340	Historical Movements in Art	3.0
GE3341	Historical Movements in Classical Music	3.0
GE4300	Politics, Popular Culture & Public Policy	3.0
GE4301	Modern Global History	3.0
GE4310	Advanced Expository Writing	3.0
GE4330	Regional Geography of the World	3.0

Total **60.0**

Associate of Applied Science Degree in Business

The Associate of Applied Science Degree in Business offers three different concentrations: a concentration in Computer Administration, Computer Support, and Management. These concentrations are designed to provide the student with all of the skills and knowledge they will need to compete in today's business marketplace. This program also prepares students to become entry-level professionals in the specific field, and prepares the student with significant business skills, management techniques, and administrative practices associated with the contemporary business and technical environment.

The student may have the opportunity to work in a busy computerized office setting, or in an organization dependent on a computerized work place, or in retailing. The student will also have the opportunity to work with a diverse group of people. As a member of a management team, they may be responsible for ensuring that other employees of the organization and its customers receive satisfactory service and quality; answer customers' questions and handle complaints; oversee the work of associates; provide day-to-day oversight of a department; and establish and implement policies, goals, objectives, and procedures. The student will be taking courses that will prepare them for all of these responsibilities and more. A career in today's business environment can be a rich and rewarding one.

Business students will be trained in basic computer literacy while learning some of the most popular software packages in word processing, spreadsheets, database management, and presentations. The education will be rounded out with general education courses in written and oral communication, literature, mathematics, and psychology.

Upon graduation, students will be qualified for an exciting job in today's business arena. They will be qualified for an entry-level position such as Help Desk Manager, Support Services Manager, Computer Support Manager, Office Manager, Assistant Store Manager, Department Manager, Retail Supervisor, Desktop Publisher, Customer Service Manager, or Retail Store Manager. Because of the strong background in management skills in this program, the possibilities are not limited to any one business field. The students may also qualify for an entry level managerial position in many different industries. The opportunities are everywhere for a prosperous future in the business marketplace.

Not all programs are taught at this campus.

Associate of Applied Science Degree in Business with a Concentration in Computer Administration

18 Months

Computer Administration Courses	Credit Hours
BU1320 Business Foundations	3.0
BU1330 Principles of Management	3.0
BU1340 Accounting I	3.0
BU2350 Human Resource Management	3.0
BU2360 Customer Service	3.0
BU2390 Business Plan Development	3.0

Information Technology Courses	
IT1310 Electronic Keyboarding	3.0
IT1320 Computer Concepts	3.0
IT1330 Word Processing	3.0
IT2310 Spreadsheets I	3.0
IT2311 Spreadsheets II	3.0
IT2320 Database Management	3.0
IT2350 Digital Media	3.0
IT2340 Web Page Development	3.0

Career Development Courses	
CD1300 Success in Career Development	3.0

Students will take 15 credit hours from the following General Education courses, assuring at least one course is taken in each of these areas: quantitative analysis, written communication, and social sciences. Not all electives are available at this campus.

General Education Courses	
GE1300 Critical Cognition	3.0
GE1310 English Composition	3.0
GE1311 Communication Studies	3.0
GE1320 Mathematics	3.0
GE2300 Psychology	3.0
GE2301 Sociology	3.0
GE2302 Human Factors	3.0
GE2310 Comparative Literature	3.0
GE2320 Algebra	3.0
Total	60.0

**Associate of Applied Science Degree in Business
with a Concentration in Computer Support**

18 Months

**Associate of Applied Science Degree in Business
with a Concentration in Management**

18 Months

Computer Support Courses	Credit Hours
BU1320 Business Foundations	3.0
BU1330 Principles of Management	3.0
BU1340 Accounting I	3.0
BU2350 Human Resource Management	3.0
BU2390 Business Plan Development	3.0
Information Technology Courses	
IT1310 Electronic Keyboarding	3.0
IT1320 Computer Concepts	3.0
IT1330 Word Processing	3.0
IT2330 Computer User Support	3.0
IT2350 Digital Media	3.0
IT2360 Visual Basic	3.0
IT2370 Programming in C	3.0
IT2371 Programming in C Lab	1.5
IT2380 Computer Networking	3.0
IT2381 Computer Networking Lab	1.5
Career Development Courses	
CD1300 Success in Career Development	3.0

Students will take 15 credit hours from the following General Education courses, assuring at least one course is taken in each of these areas: quantitative analysis, written communication, and social sciences. Not all electives are available at this campus.

General Education Courses	Credit Hours
GE1300 Critical Cognition	3.0
GE1310 English Composition	3.0
GE1311 Communication Studies	3.0
GE1320 Mathematics	3.0
GE2300 Psychology	3.0
GE2301 Sociology	3.0
GE2302 Human Factors	3.0
GE2310 Comparative Literature	3.0
GE2320 Algebra	3.0
Total	60.0

Business Courses	Credit Hours
BU1320 Business Foundations	3.0
BU1330 Principles of Management	3.0
BU1340 Accounting I	3.0
BU2320 Accounting II	3.0
BU2330 Sales & Retail Management	3.0
BU2340 Principles of Marketing	3.0
BU2350 Human Resource Management	3.0
BU2360 Customer Service	3.0
BU2370 Introduction to Economics	3.0
BU2380 Introduction to International Business	3.0
BU2390 Business Plan Development	3.0
Information Technology Courses	
IT1310 Electronic Keyboarding	3.0
IT1320 Computer Concepts	3.0
IT1330 Word Processing	3.0
Career Development Courses	
CD1300 Success in Career Development	3.0

Students will take 15 credit hours from the following General Education courses, assuring at least one course is taken in each of these areas: quantitative analysis, written communication, and social sciences. Not all electives are available at this campus.

General Education Courses	Credit Hours
GE1300 Critical Cognition	3.0
GE1310 English Composition	3.0
GE1311 Communication Studies	3.0
GE1320 Mathematics	3.0
GE2300 Psychology	3.0
GE2301 Sociology	3.0
GE2302 Human Factors	3.0
GE2310 Comparative Literature	3.0
GE2320 Algebra	3.0
Total	60.0

**Associate of Applied Science Degree in
Paralegal Law**

**Associate of Applied Science Degree in
Paralegal Law
18 Months**

The Associate of Applied Science Degree in Paralegal Law provides a graduate with the education and practical skills needed for an important position in today's busy legal profession. This program also prepares students to become entry-level professionals in the specific field, and prepares the student with significant business skills, management techniques, and administrative practices associated with the contemporary business and technical environment.

Paralegals work in a variety of positions including an attorney office, local, state or federal court or in the business world. They also are involved in a wide variety of law specialties including real estate, family, estate planning, injury, civil and criminal law to name just a few.

The computer has become a critical asset in today's legal environment, and is used as both a document preparation and research tool. Legal software programs are increasingly used to search legal literature, identify pertinent references for legal documents, and provide document formats. The students will conduct legal research using both a computer and the more traditional law library, and prepare a variety of legal documents. Students will have access to the most up-to-date computer software and legal references for these demanding studies.

Paralegal students will learn the day-to-day operating procedures of a busy legal office and practice in a controlled atmosphere, the many functions of this dynamic profession. The educational experience will be rounded out with general education and computer courses that will prepare them for the challenges of the future. Studies in critical reading, communications, psychology, mathematics, and a variety of computer related courses will give students a head start in this exciting field.

During the final module of study, students will participate in an externship program that will provide them with real world job experience in the legal environment. This experience will be invaluable to students as they will be able to start a new job in the legal profession with a solid background and documented work experience.

Upon graduation, students will be qualified for entry-level positions as a paralegal or legal secretary in the legal profession. Legal clinics, banks, human resource departments, insurance companies, health care facilities, and government agencies all actively seek qualified paralegals.

Legal Courses	Credit Hours
PL1300 Intro to Legal Studies	3.0
PL1301 Legal Research & Writing	3.0
PL1302 Personal Injury Litigation & ADR	3.0
PL2300 Real Estate Law	3.0
PL2301 Trial Prep & Evidence	3.0
PL2302 Business Law	3.0
PL2303 Bankruptcy Law	3.0
PL2304 Criminal Law	3.0
PL2305 Wills and Trusts	3.0
PL2306 Family Law	3.0
PL2307 Paralegal Case Study	3.0
or	
PL2308 Paralegal Externship	3.0

Information Technology Courses	
IT1310 Electronic Keyboarding	3.0
IT1320 Computer Concepts	3.0
IT1330 Word Processing	3.0

Career Development Courses	
CD1300 Success in Career Development	3.0

Students will take 15 credit hours from the following General Education courses, assuring at least one course is taken in each of these areas: quantitative analysis, written communication, and social sciences. Not all electives are available at this campus.

General Education Courses	
GE1300 Critical Cognition	3.0
GE1310 English Composition	3.0
GE1311 Communication Studies	3.0
GE1320 Mathematics	3.0
GE2300 Psychology	3.0
GE2301 Sociology	3.0
GE2302 Human Factors	3.0
GE2310 Comparative Literature	3.0
GE2320 Algebra	3.0

Total	60.0
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**Associate of Occupational Science Degree in
Criminal Justice**

The Associate of Occupational Science Degree in Criminal Justice will provide highly motivated individuals seeking a career in criminal justice, the advantage needed to find a job in this exciting field. This program also prepares students to become entry-level professionals in the specific field, and prepares the student with significant business skills, management techniques, and administrative practices associated with the contemporary business and technical environment. This program provides students with a solid foundation and breadth of understanding in the areas of law, courts, corrections, security, and law enforcement. This understanding, together with the technical skills required in various specialized employment areas, will serve to build a successful career in any of a number of criminal justice fields.

This degree program will include study in basic computer literacy, and will be introduced to computerized systems used in police operations, sheriffs departments and corrections. The education will be rounded out with general education courses in written and oral communication and mathematics. Course study in composition will provide the skills needed to write effective field notes, investigative and interviewing reports for presentation as evidence in a court of law.

The program will provide students with a broad spectrum of coursework in corrections, law enforcement, terrorism, private security, and investigations. The program is designed to prepare students for a variety of careers in the criminal justice field in both the public and private sector. Upon successful completion of the program, graduates can pursue entry level employment as police officers, sheriff's deputies, jailers, private security officers, homeland security officers, or other positions involved in public safety.

**Associate of Occupational Science Degree in
Criminal Justice
18 Months**

Criminal Justice Courses		Credit Hours
CJ1390	Introduction to Criminal Justice	3.0
CJ1391	Introduction to Private Security	3.0
CJ1392	Introduction to Corrections/Juvenile Delinquency	3.0
CJ1393	Constitutional Law	3.0
CJ1394	Courts and the Criminal Justice System	3.0
CJ2390	Criminal Evidence and Investigations	3.0
CJ2391	Criminal Law and Procedures	3.0
CJ2392	White Collar & Organized Crime/Gang Violence	3.0
CJ2393	Police Ops & Adm. & Community Policing	3.0
CJ2394	Terrorism and Homeland Security	3.0
CJ2395	Criminal Psychology and Criminology	3.0
CJ2396	Victimization	3.0
CJ2397	Criminal Justice Case Study	3.0

Information Technology Courses		
IT1310	Electronic Keyboarding	3.0
IT1320	Computer Concepts	3.0
IT1330	Word Processing	3.0

Career Development Courses		
CD1300	Success in Career Development	3.0

Students will take 9 credit hours from the following General Education courses, assuring at least one course is taken in each of these areas: quantitative analysis, written communication, and social sciences. Not all electives are available at this campus.

General Education Courses		
GE1300	Critical Cognition	3.0
GE1310	English Composition	3.0
GE1311	Communication Studies	3.0
GE1320	Mathematics	3.0
GE2300	Psychology	3.0
GE2301	Sociology	3.0
GE2302	Human Factors	3.0
GE2310	Comparative Literature	3.0
GE2320	Algebra	3.0
Total		60.0

**Associate of Occupational Science Degree in
Medical Assisting with a Concentration in Management**

The Associate of Occupational Science Degree in Medical Assisting with a concentration in Management is designed to provide the student with all of the relevant management, administration, and technological skills to meet the demands of the current and emerging health care system. This program also prepares students to become entry-level professionals in the specific field, and prepares the student with significant business skills, management techniques, and administrative practices associated with the contemporary business and technical environment. The student will be prepared for employment in medical offices, health clinics, hospitals, and other health care environments.

The courses taken in this program prepare them for a rewarding career in the health services field. Our highly skilled faculty bring real world experience to the classroom, providing them the training needed for insurance coding for professional services, computerized billing, records maintenance, monitoring accounts payable and accounts receivable, computerized applications, medical transcription, and medical office management. Through hands-on training and online simulation in modern, well-equipped office technology labs, the student will learn to develop effective relationships with patients; perform office activities such as scheduling appointments, billing patients, and preparing patient medical charts and reports; produce documents using word processing and spreadsheet software; transcribe medical dictation; and prepare and process health insurance forms. The student will also receive advanced training in billing and insurance that will prepare them to become certified in billing and insurance coding. The student will learn advanced computer skills in scheduling and e-mail management. The program also includes management skills in supervision and team management. They will also be trained to provide basic first aid.

Upon graduation, students will be qualified for an exciting and rewarding job in the health care field. They will be qualified for an entry level position such as Medical Office Manager, Medical Insurance Manager, Medical Records Manager, Head Medical Insurance Coder and Biller, Medical Collections Manager, Medical Insurance Benefits Manager, or Medical Insurance Claims Manager. Doctor's office, medical clinic, hospital, and other health care facilities are all seeking trained Medical Assistants. The future is bright in the ever growing health care industry.

Students must obtain a grade of 2.0 or above in each medical class beginning with an MA course code, or the class must be retaken prior to graduating from the medical assistant.

**Associate of Occupational Science Degree in
Medical Assisting with a Concentration in Management
18 Months**

Medical Administration Courses	Credit Hours
MA1300 Anatomy & Physiology I	3.0
MA1301 Anatomy & Physiology II	3.0
MA1302 Medical Assisting Role I	3.0
MA1303 Medical Assisting Role II	3.0
MA1304 Math for the Health Care Professionals	3.0
MA1305 Principles of Pharmacology	3.0
MA1306 Billing & Insurance	3.0
MA1307 Medical Coding	3.0
MA1308 Advanced Coding	3.0
MA2300 Medical Office Procedures	3.0
MA2306 Medical Office Software	3.0
MA2307 Medical Records Management	3.0
MA2308 Medical Assistant Case Study	3.0
MA2309 Medical Assistant Capstone	3.0
Business Courses	
BU1330 Principles of Management	3.0
Information Technology Courses	
IT1330 Word Processing	3.0
Career Development Courses	
CD1300 Success in Career Development	3.0
General Education Courses	
GE1300 Critical Cognition	3.0
GE1310 English Composition	3.0
GE1311 Communication Studies	3.0
GE1320 Mathematics	3.0
GE2300 Psychology	3.0
GE2301 Sociology	3.0
GE2302 Human Factors	3.0
GE2310 Comparative Literature	3.0
GE2320 Algebra	3.0
Total	60.0

Students will take 9 credit hours from the following General Education courses, assuring at least one course is taken in each of these areas: quantitative analysis, written communication, and social sciences. Not all electives are available at this campus.

**Associate of Occupational Science Degree in
Computer Network Management**

The Computer Network Management Degree is designed to provide students with skills and knowledge that will increase their workplace competence and advantage in administering computer networks. This program also prepares students to become entry-level professionals in the specific field, and prepares the student with significant business skills, management techniques, and administrative practices associated with the contemporary business and technical environment.

Through a balanced training program covering preparation for some of the most sought after certifications in computer technologies, they will receive training in systems administration, as well as LAN/WAN terminology and administration. The student will be ready to manage and maintain the complex computing environment of medium to large sized organizations. Early in the program, they will even work on components of a personal computer which will provide them with the perfect learning tool for the remainder of the program. They will also learn how to use one of the most popular application software suites.

The education will be rounded out with general education courses in communication, mathematics, and psychology. This balanced learning approach provides an appropriate skill set for computer networking and enhances administration potential.

Having the associate degree and being prepared for industry certification training, graduates of this comprehensive educational program possess the knowledge and skills necessary to obtain employment as an entry level Systems Administrator, LAN/WAN Administrator, Network Administrator, Network Operations Analyst, Systems Technician, Technical Support Specialist, Information Systems Administrator, or Computer Technician. They will have the skills to successfully manage and troubleshoot system environments running on the Windows operating system. As a program graduate, the student will be qualified to test for various industry certifications including the Microsoft Certified Systems Administrator (MCSA), and the CompTIA A+, Security + and Network+ certification.

**Associate of Occupational Science Degree in
Computer Network Management
18 Months**

Computer Technology Courses	Credit Hours
CN1210 Computer Applications for Networkers I	3.0
CN1215 Computer Applications for Networkers II	1.5
CN1320 PC Essentials	3.0
CN1330 PC Technician	3.0
CN1340 TCP/IP	3.0
CN1341 TCP/IP Lab	1.5
CN1350 Network Administration and Technical Support	3.0
CN1351 Network Administration and Technical Support Lab	1.5
CN2310 Network Routing	3.0
CN2311 Network Routing Lab	1.5
CN2320 Network Security	3.0
CN2321 Network Security Lab	1.5
CN2330 Implementing a Windows Operating System	3.0
CN2340 Implementing a Windows Server – Level I	3.0
CN2341 Implementing a Windows Server – Level I Lab	1.5
CN2350 Implementing a Windows Server – Level II	3.0
CN2351 Implementing a Windows Server – Level II Lab	1.5
CN2360 Managing a Windows Network	3.0
CN2361 Managing a Windows Network Lab	1.5
CN2370 Unix Operating Systems	3.0

Career Development Courses	Credit Hours
CD1300 Success in Career Development	3.0

Students will take 9 credit hours from the following General Education courses, assuring at least one course is taken in each of these areas: quantitative analysis, written communication, and social sciences. Not all electives are available at this campus.

General Education Courses	Credit Hours
GE1300 Critical Cognition	3.0
GE1310 English Composition	3.0
GE1311 Communication Studies	3.0
GE1320 Mathematics	3.0
GE2300 Psychology	3.0
GE2301 Sociology	3.0
GE2302 Human Factors	3.0
GE2310 Comparative Literature	3.0
GE2320 Algebra	3.0
Total	60.0

COURSE DESCRIPTIONS

BU1320 Business Foundations

In this course the students will receive an introduction to the various outlets that make up the business environment and its practices. The objectives of this course are to expose the student to business terms and application throughout business organizations and the economy. Topics will include: economics, forms of business, leadership/management, entrepreneurship, ethics, global markets, production/marketing/distribution/advertising products, financing and investing, and legal issues associated with business.

BU1330 Principles of Management

In this course, students will learn the principles of supervision and management. This course focuses on skills needed to be a good supervisor/manager such as: communication, leadership, organization, and problem-solving skills. Various team projects will be completed throughout the course to put into practice the skills being covered. Students will study the development of management during the Industrial Revolution; and the technological changes brought on by the twenty-first century. Finally, the course will look at motivating and appraising employees; improving productivity; and how to run a safe and healthy work environment.

BU1340 Accounting I

In this first half of this course, the student will be introduced to accounting principles and their application to various businesses. This course builds a conceptual understanding of the accounting equation through problems and exercises. The student learns to open, maintain, and close a simple set of accounting records. Additional topics include: accounts receivable, accounts payable, cash receipts, cash payments, and banking procedures. In the second half of this course, student expands his/her knowledge of accounting fundamentals and more complex accounting principles, including payroll preparations, accruals, deferrals, financial statements, reporting standards, and accounting for accounts receivable and uncollectible accounts notes payable, notes receivable, statement analysis, and statement of cash flows. The use of computerized accounting software package is emphasized.

BU2320 Accounting II

In this extension of Accounting I the student expands his/her knowledge of accounting fundamentals and more complex accounting principles, including payroll preparations, accruals, deferrals, financial statements, reporting standards, and accounting for accounts receivable and uncollectible accounts notes payable, notes receivable, statement analysis, and statement of cash flows. The use of computerized accounting software package is emphasized and an integral part of the classroom instruction.

BU2330 Sales and Retail Management

In this course, the student will be presented with the basic information necessary to successfully manage in a retail/sales occupation. Students will take a closer look at topics including: store based retailing; electronic retailing; retail marketing strategy; integrated retail logistics; information systems; pricing; the retail promotion mix; managing the store; store layout design and visual merchandising. Students will also learn the skills needed to be

successful in a sales career; and how to build and maintain a staff in a sales environment.

BU2340 Principles of Marketing

In the course, the student will examine the basic marketing fundamentals. Marketing strategies and proven practices will be discussed and marketing cases will be presented. Emphasis will be placed on in-store promotion, visual merchandising, and advertising fundamentals. Selling fundamentals will also be explored as a means to marketing initiatives revolving around the impact of consumer behavior on marketing elements. The course culminates with individual student projects including the development of a comprehensive marketing plan.

BU2350 Human Resource Management

In this course, the student will examine the principles of human resource management as they apply to the modern work environment. Specific duties of the human resource manager will be studied including procedures used in selection, training, promotion, wages, and absenteeism situations.

BU2360 Customer Service

The student will learn effective techniques in customer relations with oral and written communications. The student will also learn effective techniques in answering customer questions via telephone and in person.

BU2370 Introduction to Economics

An exploration, awareness, and understanding of the economic forces that affect the business environment are explored in this course. An analysis and application of consumer issue principles to the solutions or problems of both individual and society. To develop attitudes, knowledge, and practices which will enable the student to become more knowledgeable of the role economics plays in both personal and business environments.

BU2380 Introduction to International Business

This course gives you an introduction to the essentials of international business and the environmental forces that have an impact on it. Topics include the economic, cultural, legal and political environment and the international management, marketing, finance, exporting and importing functions.

BU2390 Business Plan Development

In this capstone course, the student will demonstrate the ability to apply business concepts and software applications learned throughout the program. The student will (1) choose a business; (2) develop the business plan for the chosen business; (3) present the final plan in a WORD document and (4) present an overview of the plan in a PowerPoint presentation to the class instructor for review and grading. This course stresses the importance of having a business plan that guides the business to raise capital for start-up and/or expansion; monitors the company's progress and helps plan for the future.

BU3320 Organizational Development for Managers

In this course students will take a focused look at the critical decisions behind work processes such information exchange, organizational learning, innovation, collaboration, and their rel-

evance to performance. Students will analyze different types of organizations, how they function, and how they use organizational development to achieve greater performance levels. Topics will include a study of individual and organizational decision-making, IT systems used to support management control, the influence of organizational culture and ethical leadership, anticipating, adapting to, and implementing successful change, and utilizing power and politics to influence collaboration. Students will examine the organizational development process from anticipating change, to developing individuals and teams, to the final product of developing a successful organization.

BU3330 Principles of Macroeconomics

In this course students will be introduced to macroeconomic theories and how they apply to government policy. Topics will include macroeconomic variables such as price levels and employment, gross domestic product, government fiscal and monetary policy, and international finance and trade.

This course is designed as a further study in the science of economics. Students will gain a greater understanding of their own government's policies in addition to achieving a greater understanding of world financial institutions, trade and economic growth.

BU3340 International Business

In this course students will be introduced to the nature and scope of international business, trade and investment. Students will take an in-depth look at sociocultural, economic, political, legal and financial forces, international institutions, the international monetary system, export and import practices, and international competitive strategy.

This course is designed as an introduction into the field of international business. Students will be introduced to the prevalence of international business operations by U.S. companies as well as U.S. investment and development by foreign-owned companies. Major world trading partners, the effects of globalization, and the International Monetary System will be examined, and students will become acquainted with the complexities of and learn to manage the operations of an international company.

BU3342 Marketing Approaches in the 21st Century

This course is designed as an in-depth study of direct marketing. Students will be introduced to the major elements of the discipline and will advance their study through directed research on contemporary marketing issues. Students will be guided to apply their knowledge through practical marketing assignments and advanced discussions of legal and ethical issues in direct marketing. In this course students will be introduced to the latest trends and innovations in direct marketing. Topics will include eMarketing, web advertising, direct mail marketing, database marketing and buzz marketing.

BU3350 Professional Ethics

This course is designed to teach students the pertinent elements of business ethics and how they relate to management regulation pertaining to harassment, discrimination and workplace diversity issues. The cultural and sociological factors that influence these

elements will be discussed and students will be introduced to The Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Fair Labor Standards Act and the Rehabilitation Act. Students will further examine the consequences and employer liability of breaking these laws. Finally students will be shown how as managers they can prevent these problems, manage situations as they arise, and limit liability in the event that a situation does occur. Topics will include diversity-related legislation, the relevance of diversity to business, and managing a diverse staff.

BU3360 E-Business

In this course students will examine the practice of conducting business on the Internet through buying, selling, meeting customer needs, and collaborating with other businesses. Topics will include eBusiness infrastructure, strategy, knowledge management, and the significance of this form of commerce. This course is designed as an introduction to the massive opportunities available for organizations in eCommerce and eBusiness. Students will be given an introduction to the subject, and will be given a thorough overview of the primary elements.

BU4320 Strategic Management

In this course students will be introduced to the need for and the processes of strategic management and how these processes relate to the Internet. Topics will include competitive advantage, analyzing the external and internal environments, global considerations, innovations, and implementation. Students will examine the practice of conducting business on the Internet through buying, selling, meeting customer needs, and collaborating with management; and the significance of this form of commerce.

This course is designed to teach students the pertinent elements and dynamics of strategic management. Students will be taught the basic principles as well as contemporary trends in the discipline. Current organizations will be studied based on their successes and failures and students will apply what they have learned through the use of case studies. Students will be guided through planning strategies at all levels of management within an organization.

In this course the student will be introduced to Six Sigma, a contemporary system for improving organizational process quality. The course objectives are to illustrate the main themes and processes of Six Sigma and address why it has become so widely implemented. The student will also be introduced to Design for Six Sigma (DFSS), and Six Sigma Process Management.

BU4330 Principles of Microeconomics

In this course students will analyze the economic behavior of consumers and organizations and their affect on the distribution and allocation of resources. Topics will include supply and demand, equilibrium prices, elasticity, factors of production, opportunity cost, price controls, and market structures.

This course is designed as an introduction to the science of economics. Students will examine how limited resources are allocated in order to satisfy unlimited wants. This course will focus specifically on the microeconomic part of economic analysis with emphasis on individual decision making and the small parts of the economy.

BU4350 Project Management

In this course students will study contemporary integrative project management. Topics will include defining characteristics of a project, the four phases of development, selection and prioritization of projects, successful implementation, managing multiple projects and successful time management.

This course draws from students' advanced abilities in project management, and provides a mastery of contemporary project management software to facilitate administration of projects within an office environment. The course provides students with the technical skills needed to successfully manage projects, report to upper level management, and increase project team productivity, utilizing the leading project management office software suite. Students will develop a project plan, track task and project progress, report on project status, troubleshoot resource, budget and scheduling problems and reassign resources as needed for successful project completion.

BU4360 Financial Management

In this course students will be taught the elements of managerial finance. Topics will include cash and capital budgeting, corporation analysis, budget planning and reporting, working capital management, auditing, cost of capital, long-term sources of funds, and stock market budgeting.

This course is designed to provide students with the fundamental concepts and vocabulary needed to understand and work with financial issues. Students will gain an understanding of and appreciation for financial statements, reports and budgets. Upon completion of this course students should be able to apply their understanding to the creation of pertinent financial statements, reports and budgets and be able to analyze the financial health of an organization.

BU4370 Quantitative Analysis

In this course students will be introduced to the importance of data analysis in managerial decision making and forecasting. Topics will include the Quantitative Analysis approach, QA models, probability analysis, just-in-time inventory, and statistical quality and process control.

This course is designed as an introduction to the use of quantitative analysis in managerial decision making. The student will learn the complexities involved in analyzing and applying quantitative data as well as the methods and models available to do so. Emphasis is placed on the concepts and processes so that students will be able to apply them in the workplace.

BU4390 Interdisciplinary Capstone Course

This course is designed to provide the student an opportunity to apply the competencies they have gained in Business Management throughout their Baccalaureate program to practical business situations. Students will be presented with business problems and cases and they will develop solutions for those scenarios based on planning, directing, organizing, and controlling. Students will look at a major company or companies from a number of different key foci, offering recommendations for improvement and solutions to real-life issues based on knowledge acquired throughout

the program. This will involve internet-based research using the online library facilities, applying critical thinking skills and utilizing business report writing skills previously learned. Students will also have an opportunity to explore a particular area of interest through the completion of a term paper. Because every business need is unique and different, the design of this case study is intended to be flexible enough to allow the student to gain valuable experience in their field of interest, yet stay within the guidelines of the disciplines being tested.

CD1300 Success in Career Development

The Career Development course is designed to provide the student with knowledge, skills, and tools necessary for successful job search, upon completion of the program and in the future. The student will learn to use the appropriate written and oral communication skills to prepare to enter the workplace. Additionally, the student will learn to use the correct interpersonal skills for interviewing techniques and then demonstrate these skills. During the course, the student will participate in mock interviews, perfect a professional resume, practice letters of application, and use job search technology to become a successfully-employed professional.

CJ1390 Introduction To Criminal Justice

This course will introduce the student to the criminal justice system, law enforcement, the courts, and corrections as they exist in the United States today. It examines the history of the law enforcement, defines the roles, styles and functions of law enforcement and discusses current issues and ethical consideration in the law enforcement field. In addition, the course will explain the administration of justice, the role of corrections in the criminal justice system, and the important field of juvenile justice in America.

CJ1391 Introduction To Private Security

This course will explore the history of private security, its importance in the modern society, legal authority and limitations, and the recent developments in state and federal regulatory controls. It will also examine the various segments of this industry and important role of private security in Homeland Security.

CJ1392 Introduction to Corrections/ Juvenile Delinquency

This course explores juvenile delinquency from both a sociological and development viewpoint. It discusses the causes of juvenile delinquency, the relationship of drugs and gangs to this problem, the juvenile justice system, and juvenile corrections, community treatment and institutionalization. In addition, this course will cover a diverse range of subjects related to corrections, such as jails and prisons, intermediate sanctions, inmate populations and their legal rights, security and the management of capital punishment.

CJ1393 Constitutional Law

This course will introduce the student to the important subject through an overview of the history of law, the effect of the constitution on the powers of the three branches of the federal government, and state governments and the federal constitution. In addition, civil freedoms and liberties such as equal protection under the law, due process of the law and the relationship between constitutional law and the criminal justice system will be discussed.

CJ1394 Courts and the Criminal Justice System

This course will incorporate the functions of the various court systems and how these courts fit into the overall criminal justice system of the United States at the state and federal level. In addition, the course will discuss the procedures for disclosing and suppressing evidence, the selection of juries, the functions of appellate courts and the basic principles of court organization.

CJ2390 Criminal Evidence and Investigations

This course will introduce the student to the legal responsibilities of police officers investigating, violent and nonviolent crimes, sex offenses, motor vehicle crimes, arson, bombings, as well as computer and hate crimes. In addition, it will teach the student the legal impact of effective report writing, and presentation of evidence in a court of law.

CJ2391 Criminal Law And Procedures

This course will emphasize the legal authority and limitations placed on law enforcement officers when involved in a number of day-to-day activities including searches, arrests, gathering evidence, interrogations, and confessions of guilt. Special attention is paid to the entrapment and the exclusionary rule as well as legal concepts such as: mens rea, actus reus, complicity, accomplice, conspiracy, and corpus delicti.

**CJ2392 White Collar and Organized Crime/
Gang Violence**

This course will combine a number of views of white collar and organized crime along with the theories as to why and how a crime of this type exists within a society ruled by laws. It will discuss the principal ethical, geographical and activity related organized criminal elements as well as business of organized crime. In addition, this course will show the identification of gangs and gang members and criminal activities by gangs with emphasis on illegal drugs. Students will learn the different types of graffiti, tattoos, hand signs, and general locations of the more prominent and violent gangs in America.

**CJ2393 Police Operations, Procedures, &
Administrations & Community Policing**

This course explores the goals, missions and tasks of policing in America, the importance of communications in the effective accomplishment of the daily tasks of police officers, and the procedural guidelines for responding to the numerous calls a police officer receives daily. In addition the course discusses the police functions and responsibilities in responding to violations of controlled substances laws, and the legal and ethical issues involved in the use of force. It will describe the evolution of community policing, the conflicting viewpoints between police and the community regarding law enforcement with the concept of proactive policing with community involvement. Also discussed are the policing programs in the community for safe neighborhoods, combating drugs and gangs, and prevention of violence and terrorism

CJ2394 Terrorism and Homeland Security

This course offers an in-depth definition of terrorism, examines several national and international groups that use terrorism to further their purpose, and discusses the organization, authority and resources

of the Department of Homeland Security. This course will also define the balance between the needs of national security and the constitutional guaranteed of civil liberties in the United States.

CJ2395 Criminal Psychology and Criminology

This course will discuss the concepts of crime, law and criminology and the six theories of crime causation as well as crime typologies. In addition, this course will discuss the special relationships between forensic psychology and the criminal justice system and the roles of forensic psychologist in investigating a criminal case, preparing material for trial, jury selection and providing expert testimony.

CJ2396 Victimization

This course explores the history of treatment of victims by the criminal justice system, how a victim can actually contribute to the crime problem in America, factors of cooperation and conflict between a victim and the criminal justice system, and special categories of victims.

CJ2397 Criminal Justice Case Study

This course is designed to provide an overall application experience in the Criminal Justice field. The student will be assigned a case and will take that case from beginning to end. The student will work independently on most of the case with suggestions made by the instructor.

CN1210 Computer Applications for Networkers I

The student will learn the basic features of the electronic keyboard with emphasis on building speed and accuracy. The student will learn the keyboard, and progress is charted each week.

CN1215 Computer Applications for Networkers II

The student will learn to use the leading office software suite. This course is an introduction to the use of a word processing application, a spreadsheet application, a presentation application, an email management application, and a database management application. The student will learn the basics of each of these applications.

CN1320 PC Essentials

This course is designed as an entry-level course that validates knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance, with additional elements of security and soft skills.

CN1330 PC Technician

This course continues the trend started in PC Essentials with an emphasis on installation and troubleshooting PCs and Operating Systems. The student will build their own personal computer as part of this course.

CN1340 TCP/IP

This course is designed to provide students with the basic operational aspects of a TCP/IP based network. The student will be able to take an active role in administering a network infrastructure that uses TCP/IP, either as its only protocol, or in concert with other protocol suites.

CN1341 TCP/IP LAB

This course provides the hands-on labs to accompany CN1340. In particular learning binary mathematics for Subnet Masking and creating subnets. Use of protocol analyzers, how to establish security, and troubleshooting and configuring TCP/IP.

CN1350 Network Administration and Technical Support

The course covers a broad range of networking-related topics, including protocols, topologies, transmission media, and network operating systems. Also covered are the elements of network design, maintenance, security, troubleshooting and other topics relevant to local and wide area networks. Students will gain a basic understanding of how to design, install, maintain, upgrade, and troubleshoot peer-to-peer and client-server networks. Lecture combined with instructor-led lab work should cause the elements to come to life through the many real-world exercises provided during the course of instruction. Most important, though, is the emphasis on gaining basic skills to start the student who desires a career in network administration on the road to success.

CN1351 Network Administration and Technical Support

This course continues CN1350 and provides the necessary hands-on labs to reinforce what was learned in CN1350. Besides learning how to design and install networks the students will learn how to build and test network cables and how to set up wireless networks.

CN2310 Network Routing

This course is designed to teach students the fundamentals of the hardware devices that form the foundation of the networks, Intranets, Extranets and Internet. The use and application of bridges, routers and switches are covered, switching techniques and communication protocols. This course prepares the student to take the CCNA certification exam.

CN2311 Network Routing Lab

This course is designed to supplement CN2310. Hands-on labs will be used to reinforce material covered in CN2310, including utilizing Cisco IOS to configure labs and switches.

CN2320 Network Security

The main goal of this course is to provide students with a fundamental understanding of network security principles and implementation. Students will learn about the technologies used and principles involved in creating a secure computer networking environment. Students will learn about the authentication, the types of attacks and malicious code that may be used against a network, the threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. Further, students will learn about intrusion detection systems, firewalls, and physical security concepts. In addition, security policies, disaster recovery, and computer forensics are covered. Aside from learning the technologies involved in security, students will understand the daily tasks involved with managing and troubleshooting those technologies.

CN2321 Network Security Lab

This course is designed to give the students hands-on lab work to reinforce the principles learned in CN2320

CN2330 Implementing a Windows Operating System

This course is designed to provide students with the skills and knowledge necessary to install and configure Windows XP Professional on stand-alone computers that are part of a work-group or domain. In addition, this course enables the students to optimize performance and implement disaster recovery.

CN2340 Implementing a Windows Server Level I

This course is the first half of a two-part curriculum that has been created to prepare a network professional to have the ability to manage a network running Windows Server 2003. It offers solutions for configuring, administering, and troubleshooting elements ranging from user accounts to server security.

CN2341 Implementing a Windows Server Level I Lab

This course is the lab portion to accompany CN2340 Implementing a Windows Server Level I. The student will install and configure Server and create and manage accounts. Setup the Network file system and manage storage.

CN2350 Implementing a Windows Server Level II

This course is the second half of a two-part curriculum that has been created to prepare a network professional to have the ability to manage a network running Windows Server 2003. It offers solutions for configuring, administering, and troubleshooting elements ranging from user accounts to server security.

CN2351 Implementing a Windows Server Level II Lab

This course is the lab portion of the second half of a two-part curriculum that has been created to prepare a network professional to have the ability to manage a network running Windows Server 2003. It offers solutions for configuring, administering, and troubleshooting elements ranging from user accounts to server security.

CN2360 Managing a Windows Network

This course is designed for students who will focus on performing desktop and server installation and configuration tasks, and network and operating system management tasks in a Windows environment. The course deals with troubleshooting tasks, hardware and software installations, configurations, upgrades, and some network and system operations tasks.

CN2361 Managing a Windows Network Lab

This course is the lab portion of course 2360. It is used to reinforce the principles learned in the lecture portions of Managing a Windows Network.

CN2370 Unix Operating Systems

This course is designed to prepare students to take the Linux + certification exam. Topics include: introduction to Linux, using Linux text editors, configuring network services and troubleshooting.

GE1300 Critical Cognition

This course begins with a survey of critical researching methods, analytical evaluating tools, and strategic study techniques. It then guides students in mastering critical reading abilities by studying context, social impact, internal and external logic, and synthesis of culturally significant texts. Students will examine effective means of critical and creative thinking within the humanities and society, studying literature, reference material, textbooks, speeches and papers, and other texts, addressing logic and persuasion, absolute vs. relative values, and intercultural conflict.

GE1310 English Composition

In this course, students learn to identify and employ a mature writing process, engaging in writing as a process; peer collaboration; exploration of audience, purpose, tone, and genre; and Implementation of Internet and bibliographic research sources. The course focuses on audience awareness within various types of writing projects including essays, technical instructions, formal letters, and reports. The course emphasizes organizing and composing, arguing, editing and proofreading, and page formatting.

GE1311 Communication Studies

This course focuses on both the study and the practice of effective communication within academic, professional, social, and personal situations. The course begins by investigating strategies for working effectively through and with other people; topics include relationship skills, communication and miscommunication, group team-building, transactional analysis, organizational change, and diversity. The course then challenges students with the preparation and delivery of speeches and discussions within a variety of oral communication contexts. Students will develop techniques including composition of oral arguments, development of visual and technological aids, poise, posture, direct eye contact, and articulation.

GE1320 Mathematics

The student will apply finite mathematical operations, analysis, and logic to processes and problems, employing real numbers, rational numbers & expressions, algebraic formulae & equations, statistical data collection, analysis & display, percents, ratios & proportions, and problem solutions.

GE2300 Psychology

This course examines the principles and functions of human behavior and psychology. The course begins with an investigation of how humans respond to practical problems and stimuli such as sensation, perception, memory, stress, personality, and intelligence. Students then investigate psychological concepts such as perception, learning, motivation, emotion, communication, and attitude. Students will engage in research, discussion, examination, and written assessment of their understanding of human behavioral and psychological responses to the world around them.

GE2301 Sociology

This course investigates principles and complexities of a socially evolving culture. The course begins with research and discussion into theories of culture, social structure, group relations, deviance, social stratification, and social institutions. Students will then apply those principles to wider discussions of global inequality, race and ethnicity, gender, and religion. Students will engage in

research, discussion, examination, and written assessment of their understanding of sociological significance of the world's diversity of worldviews, cultures, traditions, and social assumptions.

GE2302 Human Factors

This course will cover the main topics and issues current in the field of human factors in aviation maintenance. After being given an introduction and historical background in the HF field, students will learn about human performance and limitations, the work environment, factors affecting performance and work activities, the importance of communication, human error and error models and hazards at work. All principles are given their context in the aviation maintenance field with emphasis throughout on real-life examples. Students will learn via online discussion board and chat room activities, quizzes, individual and group projects and learn from their peers in an interactive online classroom setting.

GE2310 Comparative Literature

In this course, the student will read and analyze significant works of British, American, and world literature, emphasizing the ideas and characteristics that embody the literatures of those regions. The student will critically read, research, and write about the cultural, social, and literary significance of these texts within the contexts in which they were written, and they will examine how the features of each region and historical time-frame impacted the literary works developed there. Critical essays and examinations will require the students to compare literature from America, Great Britain, and other regions of the world in order to assess the key relationships between these bodies of literary work.

GE2320 Algebra

This course develops students' advanced mathematical skills and problem-solving abilities in the area of algebra. The students will be introduced to set theory, real number properties, integers, order of operations, exponents, linear equations and inequalities in one unknown with applications, Cartesian coordinates of linear equations, polynomials, factoring, rational expressions, linear equations in two unknowns, radicals, and quadratic equations with applications, functions, and systems of linear equations. Students continue to develop their understanding and synthesis of the logic and function of mathematical reasoning.

GE3300 Modern Sociological Studies

This course investigates the major contemporary sociological perspectives: Functionalism, Conflict, Symbolic Interactionism and Postmodernism. Students will learn how these perspectives explain and affect global socialization and stratification, social structure and interaction and national and global inequality. Student will examine not only American culture, but will be given a global perspective on issues such as: ethnic diversity and racial prejudice, collective behavior and groups and various social institutions such as families, politics and the economy. Students will be further guided to assess the impact of sociological forces on social policy issues, such as affirmative action, marriage and divorce and governmental regulation of the economy.

In this course students will be given the opportunity to study modern sociological perspectives and how these perspectives relate to societies and groups in the 21st century.

Topics covered will include culture and socialization, social structure and interaction, and application to modern social issues such as: social inequality, social dynamics and change and various social institutions such as families, politics and the economy and education.

GE3310 Speech and Communication Strategies

This course draws from students' mastery of written and oral communications developed in first and second year writing, speaking and career development courses. Students focus on effective communication strategies in speech writing. They will study contemporary theories of communication with examples from several famous 20th Century speeches, as well as understand the social and psychological processes that influence successful communication. In addition, students will master the main communication techniques necessary for effective public speaking, and will use this mastery to compose their own speeches.

GE3320 Statistics

This course draws from students' mastery of general mathematical proficiency and their understanding of quantitative research as pertinent in decision making and reporting in the contemporary workplace. Students will perform statistical mathematical computations and analyze the use of data analysis and comparison across a broad range of disciplines. Additionally, they will apply their knowledge of quantitative principles in order to make valid inferences about population characteristics through the use of sampling, evaluate claims about a population through the use of hypothesis testing, and gain necessary situational information for decision making through the use of simulation.

GE3330 Environmental Science

In this course students will be introduced to how environmental issues affect the earth and its many ecosystems. Topics will include: renewable resources and energy, the affect of government policies and human activities on the environment, and long-term preservation of the environment.

GE3340 Historical Movements in Art

In this course students will examine the major historical movements in art from the Middle Ages to the 20th Century. Emphasis will be laid on assessing the impact and significance of historical events, social movements and ideological values on the range and diversity of artistic expression in painting, sculpture and architecture. Students will be required to produce an in-depth research paper on a topic or artist of their choice, which demonstrates the student's synthesis of artistic expression within social, historical and ideological contexts.

GE3341 Historical Movements in Classical Music

In this course students will examine how social, historical and intellectual movements have shaped the production and expression of classical music from the 15th to the 20th Centuries. Emphasis will be laid on the geographical, societal and ideological contexts in which classical composers worked and how these influenced the range and diversity of their music. Students will be required to produce a research paper on a topic or composer of their choice, which demonstrates the student's synthesis of musical production within geographical, historical and social contexts.

GE4300 Politics, Popular Culture & Public Policy

This course builds on students' understanding of the American governmental and political system and their advanced comprehension of macroeconomic decision making. It is designed to develop students' abilities to evaluate political structures, processes and ideologies and assess the underlying political dimensions of topical issues. Students will analyze the effects and influence of popular culture, special interest groups, and the political machine on current public policy, governmental control and bureaucratic regulation in America. Conversely, they will also evaluate the impact of government: how individual features of government affect its responsiveness to different groups

GE4301 Modern Global History

In this course students will examine key political, economic, social, and cultural twentieth-century world events that have helped to define the world we know today. Events studied will be appropriately tied to the world region in which they occurred, giving the student a more thorough understanding of the historical relevance.

This course is designed to give students a solid foundation in the main historical movements of the 20th Century and how they connect together in shaping our modern world. Students will learn about main historical events and movements both chronologically and by major world regions, and learn, via reflective papers and discussions to assess the significance of these events and also how they connect together in shaping our present

GE4310 Advanced Expository Writing

Writing has been used as an agent of discovery, healing, and investigation of personal meaning for centuries. This course focuses on reading, writing, and crafting essays, travel narratives, immersion projects, and journalistic documentaries, in order to create meaning through writing. Drawing from constructivist theories of language, the course engages students in reading key non-fiction authors from literary history, and students will model those texts as they craft internally- and externally-investigative texts of their own.

GE4330 Regional Geography of the World

In this course students will examine the physical, economic, cultural, and geopolitical aspects of the world's major regions. Students will be given the geographic profile of each region including the area and population, physical geography and human adaptations, in addition to expanding their study to understand the geographical context of pertinent topics such as trading blocs and terrorism.

This course is designed to teach students about the world that they will be working in from a geographical and geopolitical perspective. Students will gain a better understanding of major countries, regions and trading blocs as they analyze the geography, politics, resource abundance and scarcity, poverty and prosperity and ethnic tensions and terrorism of the areas.

IT1310 Electronic Keyboarding

The student will learn the features of the electronic keyboard with emphasis on building speed and accuracy and on employing style in products created. Diagnostic tests include timed writings given weekly to chart progress. The instructor will continue to work closely with the student to custom design his/her production work.

IT1320 Computer Concepts

The student will be introduced to the function and operation of the hardware components of microcomputer systems, including instruction in simple day-to-day operations of typical computer peripherals. The student will then learn the command structure of the microcomputer operating system most frequently encountered in the working world. Topics include: using the various features of the desktop, formatting disks, creating folders, managing files, using the calculator, controlling printing features, and copying, moving, exchanging, and sharing data. Lastly, the student will learn the basics in internet use, e-mail, file transfer protocol, and the differences between browsers and search engines.

IT1330 Word Processing

The student will learn to use five computer software applications from the leading office software suite. The main focus of the course concentrates on the mastery of word processing, covering topics from basic word processing; to working with paragraph formatting, margins, and tabs; to advanced editing; to page formatting; to tables and columns; and to advanced topics such as templates, wizards & mail merge. The remaining portion of the course provides the student a working familiarity in the use of spreadsheets, presentations, and scheduling applications.

IT2310 Spreadsheets I

The student will learn in detail the use of a spreadsheet application from the leading office software suite. This is a complete spreadsheet course that covers topics from creating a simple spreadsheet; to using formulas; to creating charts; to creating templates and macros; to linking workbooks.

IT2311 Spreadsheets II

This course is designed to build upon skills learned during IT2310. The student will master commands and features, create charts, use multiple worksheets, link workbooks, manage lists, and create & use macros and templates. Lastly, the student will understand the use of database features in a spreadsheet application.

IT2320 Database Management I

The student will learn to use a database management application from the leading office software suite. This is a complete database management course that covers topics from creating a simple database; to adding forms and reports; to designing queries; and building tables, forms, and reports. The student will also learn the concepts and uses of a popular scheduling and email software package. This is a complete scheduling and email management component that covers topics from composing, sending, and reading email; to using the Calendar to schedule appointments; and to working with distribution lists.

IT2330 Computer User Support

The student will learn effective techniques in customer relations with oral and written communications. The student will also learn effective techniques in answering customer questions via telephone and in person. The student will learn the skills and knowledge in a wide range of topics that an entry-level computer support specialist will be expected to know. Topics will include help desk operations, troubleshooting computer problems, and common support problems.

IT2340 Web Page Development

In this course the student will learn how to develop Internet web pages utilizing Hypertext Markup Language (HTML). This is a complete HTML course that covers topics from creating a simple web page; to linking Web pages; to utilizing both graphics and text on the Web page. The student will then learn to use an Internet web page design software application suite, covering the topics of creating a web site; using templates and themes; using tables, creating forms and applying advanced effects to graphics.

IT2350 Digital Media

In this course the student will learn to use a leading computer desktop publishing and image editing applications suite for graphics and desktop publishing. Students will also learn how to use a digital camera and a digital scanner. The desktop publishing portion of the course addresses the production of various business publications, including the creation of presentations, tables, & graphs and the importation of graphics. The digital graphics portion of the course covers topics from the basic creation of a digital image; to modifying and blending colors; to using various visual effects; to editing and enhancing photographic & computer graphics for graphic design.

IT2360 Visual Basic

In this course the student will learn how to program using Visual Basic. The student will be introduced to flowcharting, assignment, decisions, loops, and other basic programming constructs. The student will also learn various debugging techniques.

IT2370 Programming in C

In this course the student will learn how to program using the C ++ language. Students will go through the complete programming cycle from flowcharting, to writing, to coding, to compiling, to running, and finally to debugging the program. Students will write several programs during the course.

IT2371 Programming in C II (LAB)

In this lab portion of the course, course the student will learn "hands-on" how to program using the C ++ language. Students will go through the complete programming cycle from flowcharting, to writing, to coding, to compiling, to running, and finally to debugging the program. Students will write several programs during the lab sessions

IT2380 Computer Networking

In this course, the student will become familiar with the different types of network setups employed in the business field today. The student will learn the operation of each type and discuss the advantages and disadvantages of each. The student will learn the theory of data communications software; different types of protocol; interfacing; how to install the software; and how to determine the hardware requirements necessary. Additionally, the student will learn the various types of operating systems, multi-user software, and single-user software effect the hardware requirements for different systems including multimedia environments.

IT3375 Advanced Computer Applications

This course is designed to provide the student with a comprehensive and sophisticated understanding of the functions of spreadsheets software, database management, presentation software

and contemporary scheduling and email management software. Students will navigate through leading office software system to build their proficiency with electronic spreadsheets, database files, advanced technological presentations and virtual scheduling and email software packages. The student will be able to successfully create charts, create and use templates and macros, create database files, master the leading virtual scheduling and email software packages and perform functions which will produce presentation applicable to the real-world business environment using the slide show functions of animation, the use of insertion techniques such as graphics, color and shapes, and customization techniques necessary to enhance their presentations.

MA1300 Anatomy and Physiology I

Anatomy and Physiology I introduces an overview of human anatomy and physiology. Emphasis will be placed on the components of the foundation of medical terminology, while focusing on the primary structures and functions of the body; beginning with the smallest unit to the most complex body system. The learning process will focus on the integumentary, musculoskeletal and respiratory systems as well as medical terminology.

MA1301 Anatomy and Physiology II

Anatomy and Physiology II will continue to focus on the primary structures and functions of the human body. Emphasis will be placed on the neurological, endocrine, lymphatic, gastrointestinal, urological, and reproductive systems along with medical terminology.

MA1302 Medical Assistant Role I

Medical Assistant Role I is designed as an introduction into the field of medical assisting with focus placed on the physician's office or clinic. Emphasis will be placed on the basic concepts of developing professional behavior, enhanced communication skills, the history of the medical assistant, credentialing in the medical assisting profession, legal and ethical issues in the medical practice including the Health Insurance Portability and Accountability Act (HIPAA), and the types of medical specialties and specialists they will encounter while working in the medical field.

MA1303 Medical Assistant Role II

Medical Assistant Role II is designed as an introduction into the field of medical assisting with focus placed on the physician's office or clinic. Emphasis will be placed on the basic concepts of obtaining vital signs, nutritional assessment, Electrocardiograph (ECG), Pulmonary Function Testing, First Aid and Cardio Pulmonary Resuscitation (CPR).

MA1304 Math for the Health Care Professional

Math for the Health Care Professional focuses on mathematics skills for the health care professional with respect to most real number operations, measurement and conversion in the English and metric systems, proportion and percent utilization, and medically related word problem applications. Emphasis will be placed on mathematical skills and problem solving abilities within the context of algebraic, measurement, graphical, and tabular methods.

MA1305 Principles of Pharmacology

Principles of Pharmacology will introduce the concepts necessary for safe administration of medications to individuals across the

life span. Emphasis will be placed on drug classifications, measurement and dosage calculation, and various types of medication therapies. Additional focus will be placed on the fundamentals of medication administration and the drugs that are used to treat the most common diseases and disorders.

MA1306 Billing and Insurance

Billing and Insurance will focus on an in-depth understanding of insurance claim forms, claims processing and coding for major medical carriers. Emphasis will be placed on plan options, payer requirements, state and federal regulations, abstracting of source documents, accurate completion of claims, and coding of diagnostic procedures and services.

MA1307 Medical Coding

Medical Coding will offer an introduction to Computer Procedural Terminology (CPT) codes and insurance forms which enable health care providers to effectively communicate with insurance companies about the procedures and services provided to patients. Emphasis will be placed on medical terminology, the body systems, classification of diseases and reimbursement.

MA1308 Advanced Coding

Advanced Coding is designed to focus on advanced topics in coding for medical billing and insurance. Emphasis will be placed on how to determine accurate codes for medical diagnoses, procedures, and services performed by physicians and recognized licensed non-physician providers. The learning process will continue to focus on the required auditing duties related to physician practice management and coding to maintain compliance with payer reimbursement policies and governmental regulations as well as Medicare/CMS guidelines.

MA2300 Medical Office Procedures

Medical Office Procedures will focus on skills needed for the daily operation and management of a typical medical office. Emphasis will be placed on how to efficiently utilize the modern medical office equipment such as copiers, fax machines, computer and postage machines. Additional focus will be placed on how to schedule appointments, use appropriate telephone techniques and maintain interpersonal client relations.

MA2306 Medical Office Software

Medical Office Software focuses on the use of a popular medical administrative software package through simulation. Emphasis will be placed on learning to input patient information, schedule appointments, and generate several types of reports.

MA2307 Medical Records Management

Medical Records Management will focus on the systematic control of patient records beginning with creation and advancing to record storage. Emphasis will be placed on filing, retrieval, record processing, assembly, analysis and the Health Insurance Portability and Accountability Act (HIPAA) regulations as they relate to the security and privacy of medical records.

MA2308 Medical Assistant Case Study

The Medical Assistant Case Study focuses on the Medical Office environment using computer simulation. Current medical office

software will be used to make the experience relevant and applicable to today's medical office practices. The principles learned in this course are not limited to any particular software. Centura College does not endorse any specific brand of software. This course emphasizes the important skills necessary for the role of a Patient Services Specialist handling computerized scheduling, billing and coding for a medical group.

MA2309 Medical Assistant Capstone

Medical Assistant Capstone will focus on preparing for the Certified Medical Assistant (CMA) and Registered Medical Assistant (RMA) examinations. Emphasis will be placed on reinforcing administrative knowledge and skills necessary to function in the role of a medical assistant.

PL1300 Intro to Legal Assisting

Students will learn the practical aspects of being a legal assistant/paralegal, rather than the theoretical, and how the legal assistant/paralegal fits into the legal team working in association with attorneys. Students will learn about ethical issues in the legal profession and ways on how to proceed and act in particular instances. The student will gain the abilities necessary to become invaluable to attorneys in the area of document acquisition, control, and management. Students will learn step-by-step procedures in the intricacies of document production and organization and will also acquire the skills required to manage a law office with emphasizes on the view that a law office functions as a team in serving the client's needs.

PL1301 Legal Research & Writing

Students will be introduced to basic legal research utilizing the law library and the computer. The course offers an in-depth knowledge of legal analysis and writing and students will be taught how to use correct legal citation forms. Students will additionally learn how to draft case briefs, legal memoranda, legal correspondence, legal court briefs and an appellate brief.

PL1302 Personal Injury Litigation & ADR

In this course the student will learn the elements of diverse torts and how the law allows for legal action to be processed for a remedy. It will also include the process of a legal claim from the initial contact with the client, the filing of a lawsuit to the disposition of an action. The student will become knowledgeable of all torts and how it can be intertwined with medical procedures. In addition, the student will learn the five prevalent forms of ADR: arbitration, mediation, summary jury trial, and moderated settle conference as well as the techniques for using each ADR method to resolve disputes.

PL2300 Real Estate Law

In this course the student will review aspects of abstracting title real estate, recordation of land transactions, liens, grantor-grantee indices, warranties, covenants, restrictions, dower and courtesy rights, and easements. In addition, they will study the property to include a survey of the more common types of real estate transaction such as deeds, contracts, leases and deed of trust. Emphasis is placed on drafting problems involving these various instruments.

PL2301 Trial Prep & Evidence

Students will be introduced to both civil and criminal evidence, with an emphasis on civil evidence rules and procedures. Topics

include: kinds, degrees and admissibility of evidence and methods and techniques of acquisition, trial notebook, pretrial orders, use of interrogatories, depositions, and other discovery tools. Emphasis will be placed on the Federal Rules of Evidence and State Rules of Evidence for the students' jurisdiction.

PL2302 Business Law

In this course the student will learn facets of the law as it applies to the business world. The student will develop a basic understanding of the uniform commercial code relating to business organization, bankruptcy, and personal and real property. Topics covered include: contracts, warrants, title, consideration, performance, parties, subject matter, remedies for breach, torts, sales, negotiable instruments, consumer protection, and statute of limitation. Students will also study the fundamentals of corporate law. Topics include: capitalization, articles of incorporation, by-laws, tax returns, reports, financial statements and minutes, officers, employment contracts, and special problems.

PL2303 Bankruptcy Law

This course is designed to give the student an understanding of the United States Bankruptcy Code and the related rules and procedures, and the role of the paralegal in assisting attorneys in bankruptcy practice. Students will be presented with an overview of the Federal Bankruptcy Code, the procedural rules and substantive laws that govern bankruptcy proceedings, and be assigned bankruptcy tasks that are customary in an actual bankruptcy law practice.

PL2304 Criminal Law

In this course the student will learn the criminal section of the U.S. legal system. The student will explore the essential elements that constitute a criminal offense as defined by legal statutes. Topics covered include: crimes against the person; crimes against the public; inchoate offenses; and defenses for criminal offenses.

PL2305 Wills, Trusts & Estates

The student will learn the legal concepts as associated with Wills, Trusts and Estate Law. The student will also be introduced to Estate Planning and Probate Administration. The student will receive practical application of what they have learned by preparing a Will and a Trust.

PL2306 Family Law

This course is designed to give the student an understanding in divorce, Juvenile & Domestic Relations Court matters, adoption, annulments, suits to affirm marriages, and suits for separation and maintenance.

PL2307 Paralegal Case Study

The student will be presented with the facts of a major law case and will be required to do all of the appropriate research to complete all of those portions of the case that a legal assistant for a law firm would do. This course is only offered to those students who have a viable excuse for not taking an externship. (This course is not taken if a student takes PL2308)

PL2308 Paralegal Externship

The student will apply the knowledge and skills acquired during the classroom portion of the program in a legal office in the community. The student will gain practical experience in all areas of paralegal utilization.

NOTES

A

Academic Policy 10
 Academic Progress 10
 Acceptance Notification 2
 Accrediting Commission of Career Schools and Colleges of
 Technology (ACCSCT) 3,9
 Administrative Decisions 13
 Admissions 2, 7
 Advanced Academic Standing 2
 Advising 7
 Appeals 11
 Application for Re-Admission 3
 Application for Transfer Credit 2
 Approvals 3
 Associate of Applied Science Degree in Business with a Concen-
 tration in Computer Administration 15
 Associate of Applied Science Degree in Business with a Concen-
 tration in Computer Support 16
 Associate of Applied Science Degree in Business with a Concen-
 tration in Management 16
 Associate of Applied Science Degree in Paralegal Law 17
 Associate of Occupational Science Degree in Computer Network
 Management 20
 Associate of Occupational Science Degree in Criminal Justice 18
 Associate of Occupational Science Degree in Medical Assisting
 with a Concentration in Management 19
 Attendance Policy 10

B

Bachelor of Science in Business Management Completion
 Program 14
 Books 7

C

Cancellation Policy 5
 Career Services 3, 7, 8
 Complaint Resolution 9
 Course Descriptions 14
 Course Substitutions 3
 Credit Hour Conversion 3
 Cum Laude 12
 Cumulative Grade Point Average (CGPA) 10, 11, 12

D

Date of Determination (DOD) 13
 Delivery of Books 7
 Delivery System 10
 Disciplinary Action 8
 Dismissal 5, 8, 9, 11, 13

E

Educational Objectives 1
 Enrollment Agreement ii, 2, 5

Equal Educational Opportunity Policy 9
 Equipment 7
 Explanation of a Credit Unit 11

F

Faculty 7, 8, 9, 10, 19
 Failure To Enter 5
 Federal Family Education Loan Programs 3, 4
 Federal Pell Grants 4, 6
 Federal Perkins Loans 6
 Federal Subsidized Stafford Loan 4
 Federal Supplemental Education Opportunity Grant (FSEOG) 4
 Federal Title IV 3
 Federal Unsubsidized Stafford Loan 4
 Financial Aid 3-6

G

GED Certificate 2
 Grading 13
 Graduation 2, 11
 Graduation Requirements 11
 Grants 3, 4, 6
 Grievance 9

H

Help Desk 7, 11, 15
 History of Centura College 1
 Home Schooling 2
 Hours of Operation 13

I

Indemnification 9
 Independent Study Policy 11
 Institutional/State Refund Policy 6
 International Credits 2
 Internet Service Provider 7, 10, 11

L

Leave of Absence (LOA) 11, 13
 Library 8
 Loans 3, 6

M

Magna Cum Laude 12
 Makeup Policy 12
 Memberships 3
 Military Tuition Assistance 4
 Mission Statement 1

N

National Association of Credential Services, Inc. (NACES) 3

O

Objectives 1
Online Delivery System 10
Orientation 7

P

Parent Loan for Undergraduate Students (PLUS Loan) 4
Payment Plans 5
Pell Grants 4, 6
Philosophy 1
PLUS Loan 4
Postponement 6
Probation Policy 11
Programs of Study 13

R

Rate of Progress (ROP) 10, 11, 13
Re-Admission 3
Refund Policy 6
Refunds 5, 6
Rehabilitative Services 3, 5
Repayment 3, 4
Repeat Policy (Recycle) 12
Requirements 2, 11
Responsibilities 7
Return of Title IV Funds 6
Rights 7

S

Satisfactory Academic Progress (SAP) 4, 5, 11
scholarships 3, 4
School Philosophy 1
Software 2, 5, 7, 10, 15, 17, 19, 20
State Council of Higher Education for Virginia (SCHEV) 3
State Refund Policy 6
Student Conduct 9
Student Disciplinary Action 8, 9
Student Portal 8
Student Services 7
Students Rights and Responsibilities 7
Subsidized Federal Family Education Loan 4
Summa Cum Laude 12
Suspension 9

T

Technical Support Help Desk 7
Termination Policy 5
Textbooks 5
Title IV 3, 6, 11
Transcript Evaluation 3
Transcripts 2, 8
Transfer Credit 2
Tuition 4, 5
Tutoring 7, 8

U

U.S. Department of Education 3
Unresolved Complaints 9
Unsubsidized Federal Family Education Loan 4

V

Veterans 3, 4, 5
Veterans Benefits 5
Virginia Committee on Veterans Education 3, 5
Virginia Department of Education. 9
Virginia Department of Rehabilitative Services 3, 5
Virtual Library 8

W

Waivers 11
Web Resources 13
William D. Ford Direct Subsidized Loan Program 4
William D. Ford Unsubsidized Direct Loan 4
Withdrawals 5, 12
Workforce Investment Act (WIA) 3