University Catalog

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FROM THE CHAIRMAN

Hallmark University is engaged in one of the most exciting facets of education in this modern age - the technology of today and the future. The needs of today’s society for highly skilled personnel in the fields of information technology, business, aviation, nursing, and allied health are being met by Hallmark University graduates all over the world, who have come to us from over 50 countries.

Hallmark University is a private non-profit institution of higher education offering, associate, bachelor and master’s degrees that focus on integrating theory, concepts, and applications. Through the teaching and learning process, students achieve intellectual, personal, and cultural growth. Hallmark University is dedicated to providing students from diverse backgrounds with the foundation to meet the needs of business and society.

The standards of excellence that the staff and students at Hallmark University pursue can be your goal also as you prepare for a rewarding new career at Hallmark University. Our modern facilities and equipment complement our faculty with a broad range of experience to provide you with in-depth and industry-specific training. Our courses are designed using advanced instructional development and delivery systems to ensure that students have the opportunity to strive for the highest possible skill levels in their chosen careers.

Finally, and most importantly, our objective for every Hallmark University graduate is that each one should be a true professional – personally responsible, developed in character, and skilled, both academically and technically. Let us at Hallmark University help you achieve your own high level of personal and professional accomplishment in the career field you select.

Our desire is that when you graduate from Hallmark University, you know not only just how to make a better living, but also how to live better.

RICHARD H. FESSLER
Chairman
HISTORY OF THE INSTITUTION

Hallmark University was founded in 1969 as Hallmark Aero-Tech. Cofounder, Richard Fessler, started our University with the primary purpose of serving students, industry, and the community. The university continues to operate today on the original four core values established by Mr. Fessler: Excellence, Effectiveness, Efficiency, and Integrity.

Our first campus was located at San Antonio’s historic Stinson Municipal Airport and the first program approved was Aviation Maintenance Technology, offered as a diploma program. On September 18, 1969 the doors opened to eight pioneering students who paved the way for the many thousands of proud Hallmark alumni that have followed.

The University first gained institutional accreditation in the early 1970s and in 1974 Richard Fessler became President and led in that capacity through 1999. His vision and commitment to quality education led the expansion of the university into numerous fields of training including Business and Electronic Engineering. In 1982 Hallmark became the first private career school in the State of Texas to be awarded Associate degree-granting authority. This expansion of offerings and a growing enrollment led to the addition of two beautiful new campuses which continue to serve the university today.

In the mid-1990s, Hallmark Aero-Tech became The Hallmark Institutes and in 2000 Richard Fessler assumed the position of Chairman and Joe Fisher became President. Throughout the early 2000s Hallmark expanded its program offerings to include Allied Health and Information Technology degrees and in 2007 Hallmark Institute became Hallmark College. In 2008 Hallmark College was one of the first career colleges in Texas to offer Bachelor’s Degrees and in 2012 received authorization to offer programs at the Master’s Degree level. On February 1, 2015, Hallmark College became Hallmark University.

In order to secure the University’s mission for future generations, Hallmark University transitioned to a non-profit institution on January 1, 2013 and is governed by a Board of Trustees dedicated to our founding principles and core values. Student, industry, and community needs continue to be the focus of Hallmark University and today equips professionals with Associate’s, Bachelor’s and Master’s degree training in Aviation, Business, Information Systems, Global Management, Medical Assisting and Registered Nursing.

PURPOSE STATEMENT

To nurture the discovery and development of one’s greater purpose through education consistent with biblical truth.

MISSION STATEMENT

We change individual lives by developing superior skills, knowledge and character.

UNIVERSITY SEAL

The Hallmark University Seal, designed by a dedicated committee of faculty and staff, was created during Hallmark’s forty-fifth anniversary year, when Hallmark College became Hallmark University. It is inspired by the opening sentence of our Mission Statement: “We change individual lives by developing superior skills, knowledge and character, hallmarked by excellence and integrity.”

The outer ring of the seal displays the name of the university and the date of the institution’s founding in 1969. At its center is a star, representing the Lone Star of Texas, superimposed on a cross which testifies that this University is a Christian organization. The academic laurels signify our commitment to the standards of higher education and academic achievement. The inner circle immediately below Hallmark University is inscribed with the Latin words “Conscientia” for knowledge, “Artis” for skills, and “Virtus” for character. The links, or chains, on the inner part of the seal indicate our obligation and responsibility to develop all three of these virtues in our graduates.

EDUCATIONAL PHILOSOPHY

Hallmark University offers academic programs targeted at industries with strong demand for a highly skilled and professional workforce. Each program is developed collaboratively with industry through Program Advisory Committees to assure that graduates meet precise and valued criteria needed by the employer, including critical thinking and a foundation for life-long learning.

A Hallmark University education is delivered, regardless of program, using an active, collaborative and real-world learning environment designed to create a ready for work graduate. Courses are offered on a full-time, year-round schedule in order to significantly reduce the time to graduation and employment.

Hallmark University is committed to developing the whole person, emphasizing integrity, dependability, leadership, service, stewardship, effective communication, and agility. Together with superior and applicable knowledge and skills, these character traits provide industry with a valuable human resource and provide the graduate with excellent professional opportunity.
APPROVALS AND ACCREDITATIONS

- United States Department of Education
- Texas Higher Education Coordinating Board
- Approved for participation with the following Federal programs: Direct Loan, Perkins Loan, Pell Grant and Supplemental Education Opportunity Grant (FSEOG).
- Certified by the Federal Aviation Administration as an Aviation Maintenance Technician School (FAR Part 147) BJ2T718K – Satellite Campus
- Texas Workforce Commission exempt under Texas Education Code, Section 132.002(a)(8)
- Texas Veterans Commission
- American Council on Education
- American Medical Technologists (AMT)
- Approved for the training of veterans and veterans eligible under the GI Bill: Chapter 30 (Montgomery (G. I. Bill); Chapter 31 (Disabled Veterans); Chapter 32 Veterans Program (VEAP); Chapter 33 (Post 9/11 G. I. Bill); Chapter 34 (G.I. Bill); Chapter 35 (Survivors/Dependants, Education Assistance); Chapter 106 (Military Reserves)
- Servicemembers Opportunity Colleges Degree Network System (DNS) participant
- Department of Assistive and Rehabilitative Services (DARS)--Texas
- Texas Workforce Commission for TAA/NAFTA-Trade Adjustment Assistance Training Program
- Texas Workforce Solutions: Workforce Innovation and Opportunity Act (WIOA), Eligible Training Provider Certification System (ETP); Youth Opportunity Grant (Y0), Certified Youth Training Provider
- Assessment Technologies Institute, Pearson VUE, College Board, and PSI/Lasergrade, National Bookkeepers Association (NBA), and National Health Career Association authorized test center.
- Memberships: Alpha Beta Kappa – National Honor Society in Arts, Sciences and Trades; Professional Aviation Maintenance Association; Aviation Technical Education Council; Higher Education Transfer Alliance (HETA)
- Information Technology (IT) Academy, VMware Academic Program, CompTIA Authorized Academy, EC-Council, and CISCO Networking Academy
# PROGRAMS OF STUDY

## MAIN CAMPUS

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>Weeks</th>
<th>Weeks</th>
<th>Weeks</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Day</td>
<td>Evening</td>
<td>Online</td>
<td>Hours</td>
</tr>
</tbody>
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### SCHOOL OF ALLIED HEALTH

<table>
<thead>
<tr>
<th>Program</th>
<th>Weeks</th>
<th>Weeks</th>
<th>Weeks</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant, AAS</td>
<td>63</td>
<td>N/A</td>
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### MARTHA FESSLER SCHOOL OF NURSING

<table>
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<tr>
<th>Program</th>
<th>Weeks</th>
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<th>Weeks</th>
<th>Credit</th>
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<tbody>
<tr>
<td>Nursing, BS (Completion Degree)</td>
<td>63</td>
<td>63</td>
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<td>60</td>
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### SCHOOL OF BUSINESS

<table>
<thead>
<tr>
<th>Program</th>
<th>Weeks</th>
<th>Weeks</th>
<th>Weeks</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Business Administration, AS</td>
<td>63</td>
<td>63</td>
<td>63</td>
<td>63</td>
</tr>
<tr>
<td>Business Administration, BS</td>
<td>126</td>
<td>126</td>
<td>126</td>
<td>120</td>
</tr>
<tr>
<td>Business Management, BS</td>
<td>126</td>
<td>126</td>
<td>126</td>
<td>126</td>
</tr>
<tr>
<td>Concentrations:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthcare Management</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Information Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aviation Maintenance Management, BS (Completion Degree)</td>
<td>N/A</td>
<td>N/A</td>
<td>90</td>
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<td>Master of Business Administration, Global Management, MBA</td>
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<td>N/A</td>
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### SCHOOL OF INFORMATION TECHNOLOGY

<table>
<thead>
<tr>
<th>Program</th>
<th>Weeks</th>
<th>Weeks</th>
<th>Weeks</th>
<th>Credit</th>
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<tbody>
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<td>Information Technology-Microsoft, AAS</td>
<td>63</td>
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<td>Information Systems, BS</td>
<td>126</td>
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<tr>
<td>Cyber Security, BS</td>
<td>126</td>
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<td>126</td>
<td>120</td>
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## SATELLITE CAMPUS

<table>
<thead>
<tr>
<th>Program</th>
<th>Weeks</th>
<th>Weeks</th>
<th>Weeks</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE OF AERONAUTICS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airframe Technology, AAS</td>
<td>44</td>
<td>55</td>
<td>N/A</td>
<td>60</td>
</tr>
<tr>
<td>Powerplant Technology, AAS</td>
<td>44</td>
<td>55</td>
<td>N/A</td>
<td>65</td>
</tr>
<tr>
<td>Airframe Technology/Powerplant Technology, AAS</td>
<td>60</td>
<td>91</td>
<td>N/A</td>
<td>96</td>
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</tbody>
</table>
Hallmark University has developed a structured program designed to engage and deepen the understanding of certain character traits within our students, faculty and staff through the Hallmark Character Education Program (HCEP). Through research with employers, Department of Labor Soft Skills material, and writings on the subject, Hallmark identified seven traits to capture the broad range of desired professional behavior. (What is defined as “Character” here may be called “Leadership” or “Soft Skills” by others.)

- **Integrity** – Integrity exhibits self-control, does the right and good thing regardless of who is watching or if it’s deserved, and always seeks and speaks the truth to build and not tear down.
- **Dependability** – Dependability always follows through with commitments by showing up, completing assignments on time, and finishing identified goals such as school. Dependability never gives up and does whatever it takes to achieve a goal.
- **Leadership** – Leadership strives to achieve more than the bare minimum required, recognizes and identifies problems, develops solutions to those problems, works together with teams, and brings a positive attitude of success to every situation.
- **Service** – Leadership begins with service to the organization, the industry, the community, and mankind.
- **Stewardship** – Stewardship efficiently recognizes all resources available and effectively uses them to solve problems and produce results.
- **Communication** – A communicator listens, is considerate of different personalities and cultures, resolves conflict, and speaks and writes as an effective and persuasive communicator.
- **Agility** – Agility consistently pursues new skills, lifelong learning, and new solutions to the challenges faced by the company, family, or organization, always in the light of truth.

These traits, consistent with Bloom’s Taxonomy of Learning Domains to build the learners knowledge and comprehension, develop the ability to analyze and apply information that bring about personal character growth. HCEP is provided through the Hallmark University’s Character 360° course which is imbedded within every academic program. This approach is applied as a necessary preconditioning agent to develop, prepare, and deliver each learners skills and abilities into professional practice.

### College Readiness Program

All undergraduate students entering a Hallmark University program must demonstrate college readiness. A student who scores below the university’s identified benchmarks for college readiness will be placed in the Hallmark Foundations program for remediation in English, reading, and/or mathematics in the first term of enrollment. The Hallmark Foundations program is a 0 credit hour course and not included in credit towards degree hours or calculated in the student’s GPA. The Hallmark Foundations course is provided to students free of charge; i.e., a student’s total tuition does not increase if remediation is mandated in term one.

Any prospective student with an associate’s or higher, from an approved college or university, or a student providing documentation of credits earned in college level composition and/or college level math, may be considered college ready. Final approval will be made only after an official transcript has been evaluated by the Office of the Registrar. Hallmark University reserves the right to accept or deny any request for college readiness. The main objective of the Hallmark Foundations program is to ensure that all students attain the academic skills in mathematics necessary for success in college-level academic course work. All students must demonstrate college readiness prior to enrollment in College Algebra.

**HCMF1011 Hallmark Foundations** 48 Clock Hours

The course provides students with customized programs of study determined by performance on placement and diagnostic exams. Students are given the opportunity to attain essential skills through lecture, video lessons, and directed practice and assessments, all prescribed according to each student’s individual learning needs. Students are monitored closely and receive immediate feedback by training facilitators for each lesson completed. They will also receive regular updates on their progress and will be required to set personal goals for improvement throughout the course.

“EXCELLENCE IN EDUCATION SINCE 1969”
MAIN CAMPUS

The main campus for Hallmark University is located at 10401 IH-10 West in San Antonio, Texas. The two-story handicapped accessible facility occupies 40,000 square feet of classroom and laboratory space with student and faculty parking available on the immediate campus grounds. Educational facilities include modern laboratories, academic classrooms with current technology and a learning resource systems/assessment center. Training equipment is available in laboratories for all programs. Students enrolled will have individualized access to computers in the University Mega Lab with 117 computers. This computer access enables the student to complete university distance education assignments using modern technology in hardware, software and high-speed Internet access.

The Main Campus courses consist of on-campus, hybrid and online delivery formats. Students enrolled are encouraged, but not required, due to availability of the Mega Lab, to have access to an off campus computer with internet availability. Courses in all programs are designed to maximize use of technologies currently operated in business including health care and information technology.

SATELLITE CAMPUS

The College of Aeronautics, is located on Runway 3 at the southeast corner of the San Antonio International Airport at 8901 Wetmore Road, San Antonio, Texas, and occupies over 60,000 sq. ft. of classroom and hangar space. Education facilities include laboratories, aircraft hangars, academic classrooms, and a learning resource/student services center. Administrative facilities include offices and work areas utilized for direct student administrative support activities, and comprise of a faculty work area and a student lunchroom area on a sixty foot enclosed deck.

There are several task-specific Labs to facilitate excellence in learning within three fully functional aircraft hangars:

- Aircraft Structural Repair Lab contains workstations for training in repair and/or fabrication of various sheet metal projects and has a newly renovated composite shop with a procured oven for extensive composite projects.
- Turbine Engine Lab is equipped with engine test cells that are available for engine repair, test, and operational training on the active ramp.
- Reciprocating Engine Lab is equipped with engine test cells, which are available for engine repair, test, and operational training on the active ramp.

The College of Aeronautics is a FAA (FAR Part 147) certified Aviation Maintenance Technician School and operates on an active airport apron with aircraft ramp spaces available for aircraft parking and operations. The airport runways are immediately accessible by interconnecting taxiways and the College of Aeronautics is one of only a few in the United States with a fully operational 727 (wide-body jet). This aircraft and the fully airworthy Cessna 150 allow for an extensive training environment on operational assets.

LEARNING RESOURCE SYSTEM

The virtual library is designed to provide web-based products including full-text databases and links to journals and multimedia through access to EBSCO Academic Search Premiere, Business Source Complete, CINAHL Plus with Full Text, and Regional Business News (June 2013). The LexisNexis Academic database will provide legal information, both domestic and international, global newspaper and periodical access, company outlook and career outlook for students. This virtual library provides our students access to several thousand journals and millions of articles in both PDF and HTML. On both the campuses, laboratories are available for students and faculty to access the virtual library and search through materials and conduct research through library holdings and other designated research materials. The Library also provides twenty- two open source databases for further scholarly discovery.

ASSESSMENT CENTER

The Assessment Center is a Pearson VUE, ATI, College Board, EC-Council, PSI Lasergrade, National Bookkeepers Association (NBA) and National Health Career Association authorized test center located on the Main Campus. The following assessments are available: Wonderlic-SLE/Student Questionnaire, Information technology certifications, medical certifications, aviation mechanic exams, entrance nursing exams, and credit-granting examinations.
STUDENT INFORMATION

POLICY ON PROTECTING STUDENT’S RIGHTS AND RESPONSIBILITIES

Hallmark University respects the dignity and worth of each individual in the campus community and recognizes the basic rights of freedom of speech, assembly, and inquiry, reasonable use of services and facilities, and the right to due process. In the interest of guaranteeing the broadest range of freedom to each member of the school community, Hallmark University has established a Professional Code of Conduct and a due process system.

Family Education Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act protects the privacy of student education records and gives eligible students and their parents certain rights with regards to their educational records. FERPA grants parents and eligible students certain rights with respect to their education records. Specifically, it affords students the right to:

- Inspect and review their education records during normal school hours with an appointment within 45 days after the Office of the Registrar, Dean of Academics or Provost receives a written, dated request for access. Students are not permitted to inspect or review confidential student guidance notes maintained by the University, nor financial records, including any information those records contain, of parents or guardians. Records are maintained on site for a minimum of 5 full years after the last attended year. Academic transcripts are maintained indefinitely.

- Request the amendment of inaccurate, misleading, or a violation of privacy records. To request amendment of an education record, submit a written, dated request to the Office of the Registrar, Dean of Academics or Provost, clearly identify the part of the record to be changed, and specify why it is inaccurate, misleading, or a violation of privacy. Students will be notified if the University decides not to amend the record, and be provided information regarding their right to a hearing and hearing procedures.

- Consent to disclosure of personally identifiable information contained in their education record, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The University may neither release nor disclose personally identifiable information contained in education records to outside employers, agencies, or individuals without first securing a written release from the student or parent, as applicable, unless permitted by FERPA. An exception to the release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is any person employed by the University in an administrative, supervisory, academic, research, or support staff position, including law enforcement or security, health professional staff, or an agency representative with whom the University is affiliated or has contracted such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest and if necessary to fulfill a professional responsibility may review an education record. While the University is permitted to release educational records without consent to officials of another school in which a student seeks or intends to enroll, signed authorization is still required.

- File a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of FERPA:
  
  U.S. Department of Education  
  400 Maryland Avenue, SW  
  Washington, DC 20202-4605

Directory Information
FERPA authorizes the release of Directory or Public Information without the student’s prior written consent under certain conditions set forth in the Act. Directory/Public Information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. As per guidelines provided by the FERPA Compliance Office, Hallmark University defines the following as Directory Information:

- Name
- Address
- Phone Number
- Email Address
- Enrollment Status
- Fields of Study
- Grade Level
- Degrees and Awards Received
- Participation in officially recognized activities and sports
- Height/weight of athletic team members
- Dates of Attendance
- Employment title and contact information

Hallmark University assumes all students have consented to withhold disclosure of directory information unless a specific request to Opt-In is submitted through Campus Student Portal but will, without prior consent, release directory information at the discretion of the University for any purpose including, but not limited to, request from law enforcement and degree verification requests from prospective employers.
The absence of a specific request to withhold directory information indicates approval for disclosure. Additionally, request to withhold directory information will not affect previous disclosures made by the University prior to receipt of the request. The restriction remains in place until the student submits a written and signed statement to the Office of the Registrar requesting to have the restriction removed.

Students may Opt-In for release of directory information to outside inquiries by making changes to their FERPA settings in Campus Portal. Students can also sign a waiver granting permission for specified individuals to make inquiries for information including but not limited to; attendance, grades, academic standing, financial obligation and academic performance etc. Unless changed by the student at a later date, authorization will remain applicable during enrollment. All students over 18 years of age are assumed to be “eligible student” and have declined to grant parental access to records unless written consent is provided.

**Non-discrimination Notice:**

Hallmark University does not discriminate in admission, education, or employment on the basis of race, creed, color, sex, age, disability, national origin, religion, or any other protected status. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding.

Hallmark University supports the efforts of our educational leaders to ensure that our students are not subjected to discrimination or harassment based on race, religion, or national origin. Our federal civil rights laws prohibit discrimination or harassment against students based on their actual or perceived race, religion, or national origin. Hallmark University works together with students, families, and community groups to create safe learning environments in which all students are equally able to participate in a robust exchange of ideas. Valuing the diverse linguistic, cultural, racial, and ethnic backgrounds of all students. Encouraging students on all sides of an issue to express disagreement over ideas or beliefs in a respectful manner. Communicating a clear message to students that harassment and bullying will not be tolerated, and that the university is a safe place for all students. Encouraging students, staff, and parents to report all incidents of harassment and bullying so that the university can address them before the situation escalates. Having a system in place to intervene if a student’s conduct could endanger others offered through our Student Affairs Office.

**Non-discrimination: Disability Policy**

This policy describes the roles of Hallmark University in ensuring that students with disabilities receive appropriate accommodations in their instructional activities, as mandated by Federal and State law.

The fundamental principles of non-discrimination and accommodation in academic programs were set forth in Section 504 of the Federal Rehabilitation Act of 1973 and their implementing regulations in 34 C.F.R Part 104.

These laws establish that students with disabilities may not, on the basis of their disabilities, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity. The institution must make sure that its academic requirements do not discriminate or have the effect of discriminating against persons with disabilities. Academic requirements that are justifiably essential to a student’s program of instruction are not considered discriminatory. Academic accommodations to which a student may be entitled include changes in the length of time allowed to complete requirements and adaptation of the manner in which specific courses or examinations are conducted.

Hallmark University is committed to providing reasonable accommodations and individual attention to qualified disabled students enrolled in an academic program. It is the student’s responsibility to make his/her needs known to the university, and to provide appropriate documentation of disability if services are required. Timely self-identification will ensure that the student’s needs are addressed by the beginning of each term. Requests for accommodations must be submitted in writing to the Director of Student Affairs, along with the applicable medical documentation in order to evaluate and arrange appropriate reasonable accommodations. Requests are evaluated on a case-by-case basis by the Director of Student Affairs, Dean of Academics and/or the Department Chair, and the Provost. Accommodations cannot be retroactive in nature and will not be used to adjust previous grades or assignments.

The following job titles have been designated to handle inquiries regarding the non-discrimination policies for Hallmark University:

- **Director of Regulatory Compliance**
  - Hallmark University, Main Campus
  - 10401 IH-10 West
  - San Antonio, TX 78230-1736
  - Telephone Number: (210) 690-9000 ext. 207

- **Chancellor**
  - Hallmark University, Main Campus
  - 10401 IH-10 West
  - San Antonio, TX 78230-1736
  - Telephone Number: (210) 690-9000 ext. 244

For further information on notice of non-discrimination, contact:

OCR Office for Texas - Dallas Office, Office of Civil Rights, U.S. Department of Education
1999 Bryan Street, Suite 1620, Dallas, Texas 75201-6810
Telephone Number: (214) 661-9600 • FAX number: (2114) 661-9587 • TDD: 877-521-2172 • Email: OCR.Dallas@ed.gov

“EXCELLENCE IN EDUCATION SINCE 1969”
**GENERAL POLICIES AND PROCEDURES**

**Right to Know**
Students have a right to know graduation rates, job placement/employment statistics, crime statistics, as well as general information about Hallmark University. These statistics are available in the University Catalog Addendum and from the office of the Provost.

**Student Services**
On-campus resident housing is not available at the Hallmark University. The Department of Student Affairs works closely with rental agencies and apartment complexes to assist students in locating suitable economical housing. Assistance is provided in arranging for carpooling and public bus transportation with student discounted fares. Assistance is also available to enable students to obtain services through community and government assistance programs such as health care resources (medical, dental and/or mental), locating religious facilities, part-time employment, day care facilities, and other supportive services available in the area. Student Services also facilitates orientation, coordinates graduation, and organizes numerous campus social activities for the university.

**Career Services**
The Department of Student Affairs provides instruction and guidance in the job-search areas of job sources, applications, resumes, and interviews. The emphasis of this instruction is to impart to the graduates a highly developed skill in the practice of self-directed job search so that the graduates might employ this skill throughout their careers. Career Services maintains a liaison with industry in order to assist businesses in hiring our graduates to fill their employment requirements. While employment cannot be guaranteed following graduation, assistance is provided for this vital function. In order to utilize effectively the services of the Career Services, the graduate must comply with the Career Services guidelines. Prior to graduation, each student must complete a series of workshops to prepare them for industry. It is the students’ responsibility to check student email, blackboard announcements and other notification areas for these dates.

**Financial Services**
Financial Services maintains a close relationship with students to ensure they are aware and fully utilize all relevant options to assist them in the repayment of their federal student loans. Repayment Management includes a Financial Literacy course that ensures our students enable them to understand credit scores, default management and budgeting.

**Academic Assistance and Guidance**
Students studying at Hallmark University are provided academic assistance and developmental activities in a number of ways. The classroom instructor provides the primary assistance. Students who have difficulty with a course are urged to seek assistance from their instructor. Additionally, tutoring is available outside of the normal class time upon request. Students may contact the academic Program Chair or Dean of Academics for scheduling special assistance as needed. In addition, Program Chairs or Dean of Academics will advise students of their progress and provide assistance as requested, review student records, and discuss with instructors and students those academic problems that might result in a student being placed on academic probation. See Academic Probation.

**Registered Student Organizations**
Hallmark University encourages and guides students through participation in student organizations promoting professional development. The University strives to provide a variety of student organizations that inspire developing leadership skills and compel graduates to join professional organizations later in their careers. These organizations are formed by students, advised by faculty and/or staff, and housed within the Department of Student Affairs.

**Class Scheduling**
Scheduling of classes is done at the discretion of the university. The addendum to this catalog is continuously updated with any changes made to programs and provides details of scheduled start dates, school observed holidays, tuition, and fees as well as updates to administration, faculty and staff. See Modification Policy.

**MAIN CAMPUS**: Day and evening students, who attend the Main Campus, will have a maximum of three courses during the term excluding My Foundations and Hallmark Character Education Program courses. Students in their last two terms may take an additional course with the approval of the Office of the Registrar, Department Chair, Financial Aid, and the Dean of Academics if available and leads to completion of the program in that term. If a student is scheduled less than the maximum amount of courses allowed per term, they may not be permitted to take additional courses if it alters the scheduling track or possibly causes upcoming courses to be cancelled.
Student-To-Instructor Ratios

Hallmark University’s typical and maximum student-to-instructor ratios are listed below:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Typical Classroom/Lab</th>
<th>Typical Maximum Classroom/Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Sciences</td>
<td>30/25</td>
<td>40/30</td>
</tr>
<tr>
<td>School of Business</td>
<td>30/30</td>
<td>30/30</td>
</tr>
<tr>
<td>School of Information Technology</td>
<td>30/20</td>
<td>30/20</td>
</tr>
<tr>
<td>School of Allied Health</td>
<td>30/20</td>
<td>30/20</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>30/20</td>
<td>40/20</td>
</tr>
<tr>
<td>College of Aeronautics</td>
<td>40/25</td>
<td>40/25</td>
</tr>
</tbody>
</table>

Inclement Weather/Closing of School

Hallmark University instructors meet all scheduled classes as published in the class schedule/catalog insert. If severe weather or emergency situations make it advisable to discontinue classes, Hallmark University will make every effort to notify its students through local television and radio stations. In addition, if possible, Hallmark University may notify the students through allstudents@stu.hallmarkuniversity.edu and the notification may be posted on Blackboard. The Provost will determine an official closing of one or both campuses. Makeup days for official closings will be scheduled as needed.

If a student is in an area experiencing severe weather and Hallmark University has not officially closed, it is the responsibility of the student to exercise caution and decide whether to risk coming to class. Should the student decide not to attend class, the student must contact the instructor in reference to makeup work, and the time missed will be counted as an absence.

CAMPUS SAFETY

The safety of students, faculty, staff and visitors is a vital concern to Hallmark University. Everyone in the campus community is involved in creating a safe environment and is encouraged to report all safety concerns to the Provost. The Campus Safety and Crime Awareness statistics are published and distributed to students during the admissions process at Hallmark University. This report is in compliance with the Student Right-to-Know and Campus Security Act.

Students Identification Cards

ALL students will be required to wear their ID card at all times while on campus. Student ID’s must be displayed above the waist, and visible at all times. ID lanyards are available upon request from Student Affairs. Alternate lanyard may be worn but must be one of good taste and present a professional image. Report lost, stolen or forgot ID cards to Student Affairs and obtain a temporary badge. All temporary badges must be returned within 24 hours and the ID card replaced if lost or stolen. Students will not be allowed in class without an ID card or temporary badge.

Concealed Handguns and Weapons

The Concealed Handguns and Weapons Policy for Hallmark University prohibits the possession of any weapon inside Hallmark University campus buildings. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives and/or any chemical intended to cause harm to another person.

Possession of a firearm on campus is prohibited with or without a Concealed Handgun License with the only exception being with the authorization of the Provost, University President or Chancellor. These exceptions are permitted with the intention of providing Security Personnel and/or trained employees to be armed for the safety and security of all persons on University property.

The university maintains the right to, at any time and at the discretion of authorized personnel, search any and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons on property. Refusal to promptly permit a search under this policy to or failure of inspection and found in violation of this policy will result in disciplinary action up to and including dismissal from the university.

Minors on Campus

Hallmark University is committed to ensuring a safe and supportive environment for all staff, students and visitors to the campus. Activities involving non-enrolled minors are an integral component of campus life. Circumstances exist in which minors will be on campus for various coordinated opportunities including, academic and non-academic events or as guest of students and employees.

With this understanding, Hallmark University recognizes both its institutional and legal obligations to ensure the safety and well-being of minor children that are on campus, in university facilities, participating in university-sponsored events, or involved with university-affiliated individuals. In
an effort to ensure the safeguard of minors while on campus and minimize distractions during instruction, the following guidelines are to be observed at all times:

- Minors under the age of 12 may not be left unattended on campus.
- Minors are not permitted to be in classrooms designated as labs.
- Minors are not permitted in general classrooms while classes are in session without prior approval of the instructor.

**Student Parking**

Student parking on campus is provided in designated areas. All students are required to register their vehicle(s) with Student Affairs. Guidelines may vary by campus and by time of day however, on the Main Campus, issued parking decals are required to be displayed on the front windshield of each vehicle and on the Satellite Campus, the issued permits are required to be displayed on the vehicle dashboard. Parking decals and permits do not guarantee space availability but it does authorize parking in designated parking areas under the control of Hallmark University. Further guidelines for student parking are provided during student orientation. The university maintains the right to, without prior notice, modify, amend or terminate any of the guidelines for student parking.

**Smoking Areas**

Designated smoking areas are provided on each campus. Any type of smoking, including vapors and electronic cigarettes, is only permitted in these specified areas.

**Sexual Harassment/Sexual Violence**

Sexual harassment/sexual violence of students and employees at Hallmark University is unacceptable and will not be tolerated. Sexual harassment means unwelcome sexual advances and/or requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive environment for the student or employee.

Other types of harassment that will not be tolerated include any unwanted or unwelcome words, whether verbal, visual, or physical gestures or actions of a persistent or offensive nature involving any person’s race, religion, color, age, sex, sexual orientation, national origin, disability or any other protected status that is sufficiently pervasive or severe to (1) unreasonably interfere with a student’s education at Hallmark University or a student’s admission to a program offered by the school; or (2) create an intimidating, hostile or offensive learning environment for students.

Any student or applicant who feels that he/she is a victim of prohibited sexual harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member or other Hallmark University staff member in connection with the educational experience offered by Hallmark University should, as described in the Student Grievance/Complaint/Appeals Policy, bring the matter immediately to the attention of the Provost so that the university may take effective steps to end sexual harassment and sexual violence. Hallmark University is committed to ensuring that all students/faculty feel safe and have the opportunity to benefit fully from their university’s education programs and activities. Hallmark University will take steps to prevent recurrence of any harassment and to correct its discriminatory effects.

**Drug Free Program**

Hallmark University has a vital interest in maintaining a safe, healthy, and efficient environment. Being under the influence of a drug or alcohol on the campus poses serious safety and health risks to the user and to all those who work with and around the user. The use, sale, purchase, transfer, or possession of an illegal drug on campus, and the consumption, or the act of being under the influence of alcohol also poses unacceptable risks for safe and efficient operations.

The University believes it has the right and obligation to maintain a safe, healthy, and efficient environment for all its employees, staff and students, and to protect the organization’s property, information, equipment, operations and reputation. To further express its intent, through its Drug Free Program, and to comply with Federal and State rules, regulations, or laws that relate to the maintenance of an environment free from illegal drugs and alcohol. As a condition of enrollment, all students are required to abide by the terms of this policy.

Hallmark University reserves the right to administer drug testing at its discretion. For further information, refer to Hallmark University’s Drug Free Policy that is given as part of the Orientation Process. Students are required to agree and abide by all the conditions of enrollment as outlined in the Drug Free Policy.

**Dress Code Policy**

All Hallmark University students are expected to dress and groom in a manner that does not interfere with the educational environment and is not disruptive to the operation of the University while on campus and while participating in activities sponsored by the University. Students should show concern for the appropriateness of dress while attending classes, externship or clinical locations and be guided by the principle regarding what would be considered appropriate for the workplace.

Professional appearance is as important as the development of professional skills. Students are expected to practice good personal hygiene habits and maintain a clean, neat and professional appearance at all times while abiding by this general dress code policy and those specific to certain a program

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or campus. Students failing to adhere to the dress code policy will not be admitted to class and may be asked to leave campus. Under this general dress code policy, the following articles are unacceptable:

- Halter, tank, tube, spaghetti strap, midriff, or low cut tops.
- Shorts, cut offs, thigh high skirts/dresses, side slit skirts/dresses, excessively baggy trousers or overalls.
- Gym or workout clothing and/or athletic gear.
- Flip flops, headgear (including hats, caps, bandanas, stocking caps, skull caps, etc.)
- Sunglasses or visible body jewelry (with the exception of earrings).
- Torn, ripped or frayed clothing.

**Allied Health Program Dress Code**

All Allied Health students must practice the following of health and safety precautions regarding their attire for their personal safety as well as the safety of others and to eliminate contamination.

- **Scrubs:** In the clinical phase of training, students will be provided with two sets of scrubs to be worn on all class days, and are to be clean, neat, and in good repair. Additional scrubs can be purchased if desired. Optional uniform items include a scrub jacket. Medical students can wear a white crewneck T-shirt under the scrub top, no outerwear is to be worn over their scrubs.
- **Shoes:** A good rubber-soled shoe (tennis shoes or running shoes) mostly white in color, clean and in good repair must be worn with socks since in the clinical setting, the medical student can expect to be “on their feet” while in the professional setting.
- **Hair:** A ponytail, bun, clip, or other manner of control is recommended as part of the professional image, as well as for limiting contamination. Hair must be clean, contained, and kept away from the face. Males should be freshly shaved, or those who have beards and/or mustaches must have them neatly trimmed. Unnatural hair color (i.e., blue, orange, green, etc.) is not accepted in the clinical setting.
- **Make-up:** Make-up is to be of muted tone, appropriate for a professional business setting.
- **Nails:** Fingernails must be kept short and clean. A good test is to hold up your hands with your palms toward your face. If you can see your fingernails over the top of the fingers, the nails need to be trimmed. Acrylic nails or polish other than clear are to be removed.
- **Jewelry:** The medical student will be washing their hands many times throughout the day, donning gloves, and working with patients and equipment. As part of clinical safety and personal safety, jewelry is permitted under the following conditions:
  - **Earrings:** If the ears are pierced, only a ball-type of earring can be worn. No hoops or dangles.
  - **Rings:** Only one ring per hand can be worn, and must be able to be removed readily for hand washing or donning gloves.
  - **Necklaces:** Fashion necklaces are prohibited; Medical alert or religious necklaces can be worn but must be tucked into the shirt.
- **Tattoos:** All tattoos are to be covered while in a healthcare setting. If tattoos are on the hands or face, a covering “make-up” can be recommended.

**College of Aeronautics Dress Code – Satellite Campus**

In addition to the general dress code policy, to simulate a professional workplace environment, Aeronautics students will maintain the following requirements:

- **Shirts and Trousers:** Only official Hallmark University or approved student organization shirts are permitted.
  - Shirts must be tucked into trousers and a belt must be worn.
  - Trousers must be conservative and dark in color (i.e. black, blue, brown etc.)
  - No bell-bottom, hip-hop, sweatpants nylon training/workout pants or excessively baggy leg trousers allowed.
  - No sweatshirts, nylon training/workout jackets allowed.
- **Shoes:** Closed toe shoes only (not sandals, open toe or open backs allowed).
- **Jewelry:** Do to safety reasons, only post ball-type of earring can be worn. No hoops, hardware used in ear gauges or dangles allowed.
**PROFESSIONAL CODE OF CONDUCT**

Students are expected to conduct themselves in a socially acceptable manner and abide by the rules and regulations of the university at all times. An important element of training at Hallmark University includes the development of professionalism. Prospective employers seek candidates who will be positive additions to their company. The high standards maintained in our programs and business-like environment prepare each student to meet the expectations of employers in the workplace.

Learning how to communicate and work with the public, team-building skills, problem solving, developing self-discipline, displaying a good attitude, and dressing in an appropriate manner are the basic standards of professional conduct required of all Hallmark University students.

Students who choose not to abide to the Professional Code of Conduct, may be placed on Conduct Probation and/or dismissed from the university. Students will be held accountable for and/or should report the following violations:

1. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, alteration or use of Hallmark University documents with the intent to defraud.
2. Theft, deliberate damage, misuse, abuse or destruction of Hallmark University property or the private property of a member of the school community on the school premises.
3. Improper use of computer, email or internet access. See policy description under Computing/Internet Policy.
4. Insubordination/failure to comply with directions of university officials acting in the performance of their duties.
5. Inappropriate or profane behavior that causes a disruption of teaching, research, administration duties or any other University activities.
6. Physical or verbal abuse/assault of a student, faculty, or staff member on university premises or at university-sponsored functions.
7. Electronic device usage that interferes with the learning process is prohibited in the classroom, including but not limited to cellular phones, tablets, etc.
8. Sleeping, eating, or smoking in the classrooms or laboratories is prohibited.
9. Vehicles must be parked in designated student parking areas. Refer to the Guidelines on Parking.
10. Sexual harassment of students and employees; sexual harassment means unwelcome sexual advances and/or requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive environment for the student or employee. See policy description under Sexual Harassment/Sexual Violence.
11. Possession of dangerous items such as explosives, firearms, either concealed or exposed or usage of weapons shall include, but not be limited to the following: firearm ammunition, switchblades or other illegal knives, martial arts weapons, chemical-dispensing devices, fireworks, razor blades, clubs etc.
   (a) Does not generally apply to instructional supplies such as pencils, compasses, etc., unless those instruments are used in a menacing or threatening manner.
   (b) Any vehicle parked on Hallmark University premises may be inspected by a Hallmark University official if there is reasonable cause to believe it contains weapons.
12. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health/safety of another person.
13. Any violation of federal, state, or local law on Hallmark University premises or at Hallmark University sponsored functions.
14. Violating the Attendance Policy. See policy description under Attendance Policy and Standards.
16. Violating the Drug Free Policy. See policy description under Drug Free Program.

**Suspensions and Dismissals**

Hallmark University reserves the right to dismiss any student whose attendance, conduct, or academic standing does not meet the university’s standards. Students who have been suspended or dismissed may be reinstated only upon the approval of the Provost or the Dean of Academics. All suspensions and dismissals are determined on an individual basis.

**Computing/Internet Policy**

Computer equipment, email accounts and internet access have an important role in today’s education and business environments and are provided to students at Hallmark University exclusively for educational activities. The intent of the following policy is to allow the greatest use of computer facilities on campus in a manner that is consistent with an appropriate professional environment.

All students are expected to use computing and related university communication systems in a manner that is ethical, responsible and legal. Students should not expect computer files, emails or bookmarks created on university accounts/computers to be confidential or private even after erased. Any communication by a student through a university access site that may constitute slander or defamation, may be considered harassing offensive, obscene, vulgar or in a threatening manner is prohibited. This includes but is not limited to, sexual comments or images or any comment or image that would offend another on the basis of age, race, sex, color, religion, national origin, ancestry, physical limitations, sexual orientation, or veteran status. Any individual who has a complaint or is in witness to such behavior should refer to section under Non-discrimination Notice to seek assistance from the job titles assigned to address such complaints.

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In addition, the following are considered violations of this policy and students who fail to avoid committing these violations are subject to disciplinary action up to and including termination of enrollment: Intentionally introducing damaging software, such as viruses or intentionally damaging hardware.

1. Accessing any internet site or service that is inappropriate for a particular curriculum or the educational environment: This includes but is not limited to any information that contains obscene, indecent, or sexually explicit material or profane language.
2. Attempting to access any computing resources to which a student is not entitled or authorized.
3. Violating the privacy of others’ computer information (either files or e-mail).
4. Harassing others or sending threatening, inappropriate or falsified messages.
5. Allowing computer access to any unauthorized individual. Sharing Hallmark University provided user name and password with another person, allowing another to impersonate the student while logged into University access sites or using another person log in information to gain access. Hallmark has provided each student with a distinct user name and password combination in order to confirm the identity of students as they log into University access site (i.e. University Portal, Blackboard, etc.). Misuse of this information is strictly prohibited.
6. Conducting any profit-making or commercial activity from Hallmark University’s computer facilities.
7. Violating copyright or license requirements.
8. Violating any computer security rules, regulations, or laws of the following:

   Hallmark University Computing Policy
   Texas Penal Code, Chapter 33, Computer Crimes
   Federal Copyright Law
   Computer Fraud and Abuse Act of 1986
   Electronic Communication Privacy Act of 1986
   Computer Software Rental Amendments Act of 1990

Violation of the afore-mentioned policies and/or laws may result in student probation or termination from Hallmark University.

Modification Policy
Hallmark University reserves the right to modify the curriculum, class schedules, tuition rates, school calendar, faculty, and administration. The University may change or cancel scheduled classes prior to class starting date due to circumstances beyond its control. Students will be notified of any changes that take place. Hallmark University will do its utmost to protect student rights and will make every effort to honor its obligations to students.

Should changes become necessary, the University will make every effort to protect currently enrolled students against any inconveniences that might be caused by these changes. The University cannot guarantee that changes will not be made in a student’s academic course of study or financial aid once the student is enrolled. Program length and costs are approximations only, since the University cannot predict how long a student will take to complete the course of study. Tuition is charged as long as student enrollment is maintained. Each student’s total cost will vary based on length of time taken to successfully complete their training program. Students wishing to change programs or sessions (day or evening) must coordinate the change with the Dean of Academics or an Academic Administrator in advance for course scheduling. Students also must pay applicable fees and seek Financial Planning assistance. A program change may affect a student’s current financial package. Any student who changes from one program to another program while attending the university must meet the entrance requirements to be eligible to enroll for that program and pay any applicable fees.

Student Grievance, Complaint or Appeals Policy
Hallmark University is dedicated to the professional and technical development of its students. To ensure each student is afforded fair, nondiscriminatory treatment, Hallmark University has developed set guidelines to govern student conduct, academic, and administrative actions. Students may appeal any administrative action taken by Hallmark University for infractions of the rules, regulations, and policies. Grievances, complaints, appeals, or concerns may be submitted to the Dean of Academics or the Provost. Distance learners can contact Hallmark University’s e-mail at feedback@hallmarkuniversity.edu regarding grievances, complaints, appeals, or concerns. It is recommended that a student with a complaint, adhere to the following process:

<table>
<thead>
<tr>
<th>Level</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Instructor, Program Chair, or appropriate Hallmark University staff member</td>
</tr>
<tr>
<td>Level 2</td>
<td>Dean of Academics</td>
</tr>
<tr>
<td>Level 3</td>
<td>Provost</td>
</tr>
<tr>
<td>Level 4</td>
<td>Chancellor</td>
</tr>
</tbody>
</table>
**Student Complaint/Grievance Procedure**

Institutions accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling complaints. If a student does not feel that the University 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 University 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:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
Website: [www.accsc.org](http://www.accsc.org)

A copy of the Commission’s Complaint Form is available at Hallmark University and may be obtained by contacting the Provost and/or the University President. Distance learners can e-mail feedback@hallmarkuniversity.edu in order to obtain a copy of the Commission’s Complaint Form.

**Comprehensive Primary Dispute Resolution System**

Hallmark University has created a formal system to facilitate the resolution of any concern or issue with Hallmark University, including the process of recruitment and enrollment, the educational process, financial matters, and placement assistance. If you are not satisfied with the results, you have the right to pursue further action through arbitration. At the time of enrollment, each student acknowledges that an exact, completed copy of the Enrollment Agreement and a copy of the school catalog are provided to them. A detailed description of this system is in the catalog and noted on the reverse side of the Enrollment Agreement.

As stated above, any concerns should be addressed informally with your classroom instructor, or if it is not an instructional issue, with the appropriate Hallmark University staff member. In many cases, issues are resolved at this informal level. If concerns are not resolved, a formal dispute resolution process begins by presenting a written description of your complaint to the appropriate Hallmark University staff member. Using the Hallmark University Complaint Form, the written complaint, must include as much information as possible to assist in addressing the concern, and must include a statement of actions needed to resolve the matter. The complaint must be signed and dated by the student, and must include a valid address and telephone number. A copy of the Hallmark University Complaint form is available from Provost or the University President.

**Secondary Dispute Resolution**

Any disputes or controversies between the parties to this agreement, arising out of or relating to the student’s recruitment, enrollment, attendance, education, or placement by Hallmark University or to this agreement, shall be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect at that time or in accordance with procedures that the parties agree to the alternative. The Federal Arbitration Act and related federal judicial procedure shall govern this agreement to the fullest extent possible, excluding all state arbitration law, irrespective of the location of the arbitration proceedings or of the nature of the court in which any related proceedings may be brought. Any such arbitration shall be the sole remedy for the resolution of any disputes or controversies between the parties to this agreement. Any such arbitration shall take place before a neutral arbitrator in the locale of the Hallmark University attended by the student unless the student and Hallmark University agree otherwise.

The arbitrator must have knowledge of and actual experience in the administration and operation of postsecondary educational institutions unless the parties agree otherwise. The arbitrator shall apply federal law to the fullest extent possible in rendering a decision. The arbitrator shall have the authority to award monetary damages measured by the prevailing party’s actual damages and may grant any non-monetary remedy or relief that the arbitrator deems just and equitable and within the scope of this agreement between the parties. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction. The arbitrator shall not have any authority to award punitive damages, treble damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages, or to award attorney’s fees. The arbitrator also shall not have any authority to alter any grade issued to a student. The parties shall bear their own costs and expenses. The parties also shall bear an equal share of the fees and costs of the arbitration, which include but are not limited to the fees and costs of the arbitrator, unless the parties agree otherwise or the arbitrator determines otherwise in the award. Except as may be required by law, neither a party nor an arbitrator may disclose the existence, content, or results of any such arbitration without the prior written consent of both parties. It is understood and agreed that a student must complete and follow the Comprehensive Primary Dispute Resolution procedures first, then, if necessary, follow the Secondary Dispute Resolution procedures.

**Student Appeals Procedure for Academic, Attendance or Conduct Dismissal**

A student who is subject to academic, attendance, or conduct dismissal may appeal the decision to the Provost. The appeal must be made within three (3) business days of dismissal. The appeal must be in writing, signed by the student, provide current address and telephone number and contain
the specific details for the dismissal. The student should state their plan to comply with the academic, attendance, or conduct policy that was violated. All appeals will be answered within five (5) business days from receipt of the appeal.

**Final Student Complaint/Grievance Procedure Once the University’s Process Has Been Exhausted**

**How to submit a Student Complaint:** After exhausting the institution’s grievance/complaint process, current, former, and prospective students may initiate a complaint with Texas Higher Education Coordinating Board (THECB) by sending the required forms either by electronic mail to StudentComplaints@thecb.state.tx.us, or by mail to the Texas Higher Education Coordinating Board, College Readiness and Success Division, P.O. Box 12788, Austin, Texas 78711-2788. Facsimile transmissions of the forms are not accepted. To acquire electronic forms, visit [http://www.thecb.state.tx.us/](http://www.thecb.state.tx.us/)

All submitted complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form. Electronic forms can also be found by visiting [http://www.thecb.state.tx.us/](http://www.thecb.state.tx.us/)

The following forms are required to start the complaint process:
- THECB Student Complaint Form – Required.
- FERPA Consent and Release Form – Required.
- THECB Consent and Agreement Form – Required.
- Authorization to Disclose Medical Record Information – Required Form only if a disability is alleged.

THECB does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with THECB, unless the cause of the delay in filing the student complaint form with THECB was the complainant’s exhaustion of the institution’s grievance procedures.

Former students shall file a student complaint form with THECB no later than one year after the student’s last date of attendance at the institution, or within 6 months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with THECB was the complainant’s exhaustion of the institution’s grievance procedures.

**Process**

The first step in addressing a complaint is to follow your institution’s complaint procedures. If your institution is unable to resolve the matter after you have exhausted their complaint and appeal processes, you may file a complaint with the Texas Higher Education Coordinating Board. Once THECB receives a student complaint form, THECB may refer the complaint to other agencies or entities as follows:

- **THECB will refer complaints alleging that an institution has violated state consumer protection laws to the Consumer Protection Division of the Office of the Attorney General of Texas for investigation and resolution.** Further, if THECB determines that a complaint is appropriate for investigation and resolution, by the institution’s accrediting agency, the Agency may refer the complaint to the accrediting agency. THECB has the right to adopt any decision made by the accrediting agency and may terminate the referral of the complaint to the entity at any time and proceed to investigate and adjudicate the complaint.

- **If a student complaint concerns compliance with the statutes and regulations that THECB administers and the complaint has not been referred to another entity, THECB will initiate an investigation.** Prior to initiating an investigation, however, the student **must** exhaust all grievance/complaint and appeal procedures that the institution has established to address student complaints and provide documentation to THECB of such exhaustion.

- **As part of its investigation, THECB will request a response from the institution, and may also contact other persons or entities named in the student’s complaint or in the institution’s response, in order to ascertain all relevant facts.** During its investigation, THECB will, in appropriate cases; attempt to facilitate an informal resolution to the complaint that is mutually satisfactory to the student and institution. In cases in which an informal resolution between the student and the institution is not feasible, THECB will evaluate the results of the investigation of the student complaint and recommend a course of action to the Commissioner. After receiving staff’s recommendation, the Commissioner will consider the recommendation regarding the complaint and render a written determination either dismissing the complaint or requiring the institution to take specific actions to remedy the complaint. The Commissioner may also request the Board to review and decide issues that regard institutional integrity.
GENERAL REQUIREMENTS

Hallmark University is a nationally accredited, co-educational facility with two campuses, both located in San Antonio, Texas. Both schools are accredited by the Accrediting Commission of Career Schools and Colleges and approved by the Texas Higher Education Coordinating Board. The Texas Veterans Commission approves Hallmark University to train veterans. The Federal Aviation Administration (FAA) approves Hallmark University, College of Aeronautics. Hallmark University does not deny admission to or participation in programs and activities or discriminate against students enrolled at the university on the basis of race, creed, color, age, sex, disability (including students who have Hepatitis B in medical, nursing, and any health-related programs), national origin, or religion.

All admissions documentation must be received by the University prior to the school’s acceptance of the student and execution of the enrollment agreement. A parent/guardian’s signature is required for any applicants under the age of 18. Graduate program applicants must also provide an official transcript showing completion of a bachelor’s degree from an approved accredited institution. Undergraduate applicants are required to submit one of the following for verification of high school or equivalency completion:

- An official high school diploma or transcript indicating high school graduation date;
- Official GED certificate or scores;
- A certificate of release or discharge from active military duty (DD Form 214) indicating high school graduation or equivalent;
- A certificate of Record of Military Processing, U.S. DD Form 1966/1 indicating high school graduation or equivalent; or
- An official college transcript that indicates the applicant has graduated from high school.

Applicants will be considered for acceptance and presented to the Acceptance Committee for approval once they have completed the following:

1. Interview with Admission Professional,
2. Completed the Risk Assessment Questionnaire (Main Campus Only),
3. Met the qualifying assessment/entrance score on all applicable entrance examinations and/or assessments,
4. Paid the required application fee,
5. Submitted a signed Enrollment Agreement.

Previously completed coursework will be evaluated for eligibility to transfer credit. See Transfer Credit for previous education and Residency Requirement. All application requirements will be reviewed and evaluated on a case by case basis to determine whether or not the applicant can be academically successful at Hallmark University. Applicants will be notified of acceptance once he/she has been approved by the Acceptance Committee. Applicants denied entrance by the Acceptance Committee, will be refunded all paid application fees.

ENGLISH PROFICIENCY REQUIREMENT

In order to ensure that our applicants succeed in Hallmark University’s intense academic environment, a test of English proficiency may be required. Applicants whose native or primary language is not English AND/OR has citizenship in a country where English is not the official language may be required to prove English proficiency by taking the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) examinations.

TOEFL is an examination written by The Educational Testing Service of The College Board. For more information, visit www.toefl.org. IELTS is jointly managed by University of Cambridge English for Speakers of other Languages (Cambridge ESOL) Examinations, British Council, and IDP Education Australia: IELTS Australia. For more information, visit www.ielts.org.

A minimum TOEFL score of 550 (paper-based test) or 79 (on-line/Internet test), or an Academic IELTS overall band score of 6.5 is required for admissions into an associate, bachelor or master’s degree program.

The TOEFL or IELTS requirement may be waived if the applicant meets one of the following requirements if the applicant:

- Graduated from a U.S. high school and completed three years of regular English courses;
- The applicant scored 500 or greater on the verbal/reading section of the SAT;
- The applicant scored 21 or greater on the English section of the ACT; or
- The applicant completed college-level English Composition I with a grade of “B” or better.

“EXCELLENCE IN EDUCATION SINCE 1969”
DENIED ACCEPTANCE

Hallmark University reserves the right to deny acceptance for any non-discriminatory purpose. This determination will be made at the sole discretion of the Acceptance Committee. Factors pertaining but not limited to the following circumstances may be taken into consideration:

- Criminal background;
- Security clearance failure, if applicable;
- Excessive student loan debt;
- Unresolved risk factors;
- Space available due to class size; and or
- Behavior inconsistent with Hallmark University core values.

ADMISSION OF NON-TRADITIONAL HIGH SCHOOL STUDENTS

A non-traditional high school student is a person enrolled in home school programs or a student from a high school that is non-accredited or not recognized by the Texas Education Agency. An applicant applying for admission based on the completion of an independent study equivalent to the high school level in a non-traditional setting (rather than through a public high school, accredited private high school or state equivalency exam) will be considered for individual approval for admission provided he/she complies with Hallmark University’s entrance testing requirements and presents an official transcript for home school education that states student’s name, date of graduation, and is signed by the person who is responsible for the home schooling.

EVALUATION OF FOREIGN CREDENTIALS

An official evaluation of foreign credentials must be completed before transfer credits can be granted. All foreign credentials submitted to Hallmark University must be the originals of a certified English translation. Applicants are responsible for arranging for credential evaluation and must pay all costs associated with obtaining the translation and submitting the documentation for approval by the appropriate Office of the Registrar and/or Dean of Academics. Hallmark University will accept an evaluation from the following evaluators:

SpanTran Educational Services, Website: www.spantran.com
Foreign Credentials Service of America, Website: www.foreigncredentials.org

PROGRAM SPECIFIC ADDITIONAL ENTRANCE REQUIREMENTS

Satellite Campus, College of Aeronautics

In addition to the general admission requirements (see General Requirements), Aviation applicants must achieve a minimum score of 70 on the Aviation Assessment for entrance into the degree level program. Each candidate for admissions will only be allowed to take the assessment two (2) times per recruiting period. All applicants must be able to clear the FAA requirement for a Background Check in order to be an active student at Hallmark University. Students must meet this requirement within thirty (30) days of the enrollment date. If the necessary verification is not met, the student may be dismissed from Hallmark University.

A.A.S. Medical Assistant and Information Technology (Cisco and Microsoft)

In addition to the general admission requirements (see General Requirements), a minimum score of 15 must be achieved on the admission’s assessment Wonderlic Scholastic Level Exam published by Wonderlic Personnel Test, Inc., for entrance into the Medical Assistant or Information Technology, Cisco and/or Microsoft programs. An applicant who has earned at least 9 college credit hours with a minimum cumulative 2.0 GPA on an official transcript from an accredited college or university, or who has earned a degree, may be exempt from the Wonderlic entrance requirement. If an applicant does not initially pass the assessment exam, a second assessment may be taken on the same day. The assessment process for admission to Hallmark University may be completed once per start date and a maximum of three times in a one-year period.

In order to be approved for Distance Learning, Information Technology, Cisco and/or Microsoft program applicants must demonstrate I.T. experience through at least one of the following:

- 9 hours of Information Technology coursework completed within the last five years with a 2.5 GPA or better;
- Hold Information Technology certification in network, security, programming, data management, operating systems, or hardware management earned within the last five years; or
- Submit a resume showing one-plus years of IT work experience.
Associate of Science and Bachelor of Science Degrees

In addition to the general admission requirements (see General Requirements), in order to be considered for admission into the Bachelor of Science and/or Associate of Science programs, an applicant must meet one of the following requirements:

1. Graduated from high school within the top 25 percentile of their graduating class.
2. Taken the ACT or SAT within 12 years of submitting their admission application and met one of the minimum standards listed below:

<table>
<thead>
<tr>
<th>HS RANK IN CLASS</th>
<th>OLD SAT</th>
<th>NEW SAT</th>
<th>ACT SCORES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 25%</td>
<td>no minimum</td>
<td>no minimum</td>
<td>no minimum</td>
</tr>
<tr>
<td>Second 25%</td>
<td>≥ 800 SAT</td>
<td>≥ 880 SAT</td>
<td>≥ 17 ACT</td>
</tr>
<tr>
<td>Third 25%</td>
<td>≥ 900 SAT</td>
<td>≥ 980 SAT</td>
<td>≥ 19 ACT</td>
</tr>
<tr>
<td>Fourth 25%</td>
<td>≥ 1000 SAT</td>
<td>≥ 1080 SAT</td>
<td>≥ 21 ACT</td>
</tr>
</tbody>
</table>

For Home school or GED Students, there is no minimum SAT/ACT score, but scores must be submitted from the testing agency.

3. Verification of completion of a minimum of 9 college credit hours with a minimum cumulative GPA of 2.0 on an official transcript from an accredited college or university and determined to be college ready in Texas.
4. Verification of completion of at least an Associate’s degree program on an official transcript from an accredited college or university.
5. Taken and passed at least one area and no less than 20% from passing in any area not passed on any of the following exams: THEA, ASSET, Compass, Accuplacer or TASP. Test scores must be submitted for review by the Academic Review Committee to determine college readiness in Texas and/or placement in the College Readiness Program.

For Associate of Science, Bachelor of Science in Business Administration and Management

6. If student receives the following scores on the Accuplacer exam, then they will receive the following status:

   - **Score**: Pass Accuplacer = **Result**: Full Acceptance
   - **Score**: <120 and 5 or below on Writing = **Result**: Acceptance Denied
   - **Score**: 120-139 with a 5 Writing = **Result**: Provisional Acceptance (Acceptance into the Gateway Program)

Texas Ready Passing Scores

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Math</th>
<th>Reading</th>
<th>Sentence Skills/Writing</th>
<th>Writing Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA</td>
<td>230</td>
<td>230</td>
<td>220</td>
<td>6</td>
</tr>
<tr>
<td>ASSET</td>
<td>38</td>
<td>41</td>
<td>39</td>
<td>6</td>
</tr>
<tr>
<td>Compass</td>
<td>81</td>
<td>78</td>
<td>6</td>
<td>**</td>
</tr>
<tr>
<td>Accuplacer</td>
<td>63</td>
<td>78</td>
<td>**</td>
<td>**6+</td>
</tr>
<tr>
<td>TASP</td>
<td>230</td>
<td>230</td>
<td>220</td>
<td>5</td>
</tr>
</tbody>
</table>

Applicants are required to submit a typed essay stating personal goals as a student in the program and as a future graduate. If the student feels it is necessary, they may explain any limitations to their acceptance such as low scores on tests or transcripts.

In order to be approved for Distance Learning, in Information Technology, or Cybersecurity, applicants must demonstrate I.T. experience through at least one of the following:

- An Associate’s degree in Information Technology or equivalent;
- 9 hours of Information Technology coursework completed within the last five years with a 2.5 GPA or better;
- Hold Information Technology certification in network, security, programming, data management, operating systems, or hardware management earned within the last five years; or
- Submit a resume showing one-plus years of IT work experience.

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B.S. Aviation Maintenance Management Completion Degree
In addition to the general admission requirements (see General Requirements), in order to be considered for admission to the Bachelor of Science Aviation Maintenance Management degree program, an applicant must meet all of following additional entrance requirements:

1. Verification of completion of an undergraduate degree program on an official transcript from an accredited college or university with an undergraduate GPA of 2.50 or higher.
2. Have a current Airframe and Powerplant certification issued by the Federal Aviation Administration (FAA) FAR Part 147.
3. Verification of completion of at least 30 credit hours in Arts and Science that must include:
   a. 6 hours in Composition/Rhetoric
   b. 6 hours in college level Math above the remedial Math level
   c. 3 hours in Humanities
4. Verification of completion of at least 6 credit hours of lower division accounting with a grade of C or better.

Applicants are required to submit a typed essay stating purpose for pursuing a bachelor’s degree, personal goals as a student in the program and as a future graduate. If the student feels it is necessary, they may explain any limitations to their acceptance such as low scores on tests or transcripts.

B.S. Nursing Completion Degree
In addition to the general admission requirements (see General Requirements), in order to be considered for admission to the Bachelor of Science Nursing degree program, an applicant must meet all of following additional entrance requirements:

1. Verification of completion of an undergraduate degree program on an official transcript from an accredited college or university in a nursing program with a minimum of 60 credit hours;
2. Have earned a current unencumbered registered nursing license in the United States.
3. Verification of completion of at least 30 credit hours in Arts and Science that must include at least 3 credit hours in each of the following disciplines:
   a. Composition/Rhetoric
   b. Quantitative Principles/Mathematics
   c. Humanities/Fine Arts
   d. Oral Communications
   e. Behavior/Social Science
   f. Natural/Physical Science

Applicants are required to submit a typed essay stating purpose for pursuing a bachelor’s degree, personal goals as a student in the program and as a future graduate.

Master in Business Administration
In addition to the general admission requirements (see General Requirements), in order to be considered for admission to the MBA program, an applicant must meet all of following entrance requirements:

1. Verification of completion of a Bachelor’s degree program on an official transcript from an accredited college or university with an undergraduate GPA of 2.50 or higher.
   a. Applicants with an undergraduate GPA of 2.5 — 2.99 are required to submit Graduate Management Admissions Test (GMAT) score with a minimum score of 500, or take the Graduate Record Examination (GRE) and score a combined 300 on the exam (minimum of 150 for Verbal and 150 for Quantitative).
   b. Applicants with an undergraduate GPA of 3.0 or higher are exempt from submitting GMAT or GRE scores.
2. Verification of completion of one course in one of the following areas: Quantitative Methods or Statistics with a grade of C or better. Applicant may complete course requirement at Hallmark University prior to acceptance into the MBA program.
3. Submit professional resume and personal statement.
4. Submit two letters of recommendation from previous professors, employers, or community leaders.
5. Submit two 200 word typed essays responding to two of the three following questions:

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a. Reflect on a time when you turned down an opportunity. What was the thought process behind your decision? Would you make the same decision today?
b. Discuss a time when you faced a challenging interpersonal experience. How did you navigate the situation and what did you learn from it?
c. Discuss a time when you have been a leader in your personal or professional life keeping the following quotation in mind: "Leadership is central to our culture at Hallmark University. It is a mentality that must encompass every aspect of the School - whether faculty research, teaching or alumni outreach." – Joe Fisher, Chancellor

Previously completed coursework will be evaluated for eligibility to transfer credit. See Transfer Credit for Previous Education and Residency Requirement. The Dean of Academics has the authorization to make exceptions to the MBA requirements on a provisional case by case basis.

**GATEWAY PROGRAM**

The Gateway Program is designed to provide an applicant who meets the mid-range score on the placement exam, the opportunity to enter Hallmark University under a provisional status. This opportunity will allow the applicant time to prove their academic aptitude for consideration of full acceptance after the evaluation period. At the end of the student’s first term, the student’s attendance and academic progress will be evaluated.

For full acceptance into the applicable program, the following conditions must be met:

1. Minimum 2.67 Term GPA
2. Course final grades of a “C” or better
3. Not absent more than 15% of the term

If a student does not meet all of the provisional requirements listed, they will not be permitted to continue in the program and will be withdrawn from the University with a status of Incomplete. The student will not be charged for the term completed but the University will retain the registration fee. Status notification will be sent electronically through students’ Hallmark University e-mail address.

**TRANSFER CREDIT**

Credits earned at an institution accredited by an accrediting association recognized by the US Department of Education (USDE) and/or the Council for Higher Education Accreditation (CHEA) that are compatible with the student’s degree plan will be considered for transferability. Hallmark University reserves the right to deny credit for specific courses from any college or university, regardless of accreditation and grants no credit for life experiences. All transfer evaluations should be submitted for approval by the Office of the Registrar during the enrollment process and/or within the first grading period of active attendance. A student not currently enrolled may not transfer in course credits in order to complete Hallmark University graduation requirements. Hallmark University does not offer credit to students for experiential learning. Students will not be awarded transfer credit for a previous practicum/externship earned at another institution.

Hallmark University requires all college-level work subject to transfer credit consideration, be submitted on an officially approved transcript from the originating institution. An officially approved transcript is one sent directly from the originating institution and/or received by the Office of the Registrar at Hallmark University in an envelope sealed by the originating institution. All Veteran’s Educational funding students to submit copies of their military and all academic transcripts for evaluation of credit. The university may not grant credit, but the university is required to evaluate the transcripts. Credits transferred will not count toward financial aid eligibility or Veterans Administration benefits.

Transfer credits may be applied under the following conditions:

1. The institution where previous credits were earned, must be accredited by an agency recognized by the United States Department of Education and/or the Council on Post-Secondary Education.
2. Aviation credits must be from an FAA certified school.
3. Subjects or courses to be transferred must be comparable in scope and content to Hallmark University’s Units of Instruction as described in the current catalog.
4. Grades earned must be equivalent to or greater than a “C” for consideration. Hallmark University credit earned with a “D” may transfer from one Hallmark University program to another.
5. Only credit for technical courses completed within the last five (5) years will be considered.

Final approval of transfer credits will be made only after an official transcript is received from the granting institution. Higher level course work may be awarded as credit for a lower level course. Amount of approvable transfer credits are subject to residency requirements. Where credit is

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granted, program length and cost will be adjusted as appropriate. If the student receives transfer credit, the student’s scheduling track may be affected. A Unit of Instruction comprehensive test and practical projects may be deemed necessary to ascertain proficiency for credit purposes.

Transfer credits accepted from other institutions are shown on the Hallmark University transcript with the original letter grade earned and count as both attempted and earned credit hours. These credits will be used in calculating Satisfactory Academic Progress (SAP) (see Satisfactory Academic Progress) but will not be used in calculating the University cumulative grade point average. Any disputes regarding transfer credits will follow the Student Grievance, Complaint or Appeals Policy.

Residency Requirement
To satisfy the residency requirements, the maximum number of allowable transfer credits through any combination of AP, CLEP, and Military education credits which are deemed acceptable by the Office of the Registrar are as follows: Main Campus 70%, Satellite Campus 75%. An MBA student can transfer a maximum of nine (9) semester credit hours.

Challenging a Course
Any student who wants to challenge a course due to documented education, training or experience, must do so within forty-five (45) days of enrollment. The student must request a personal interview with the Program Department Chairman and present the university course or courses challenged along with documentation of the pertinent knowledge, skills, and/or experience that would fulfill the course requirement (i.e. resume, certification, award or training document). If in agreement, the Program Department Chairman will make a recommendation to the Dean of Academics that the student should be allowed to continue with the Course Challenge. If the challenge is approved by the Dean of Academics, the Department Chairman will arrange for the appropriate instructor to administer a comprehensive examination. The student will pay the Course Challenge fee for each course to be challenged and a grade of 85% or above is required to successfully obtain credit for the challenged course(s). The student’s Course Challenge documentation and examination become a part of the student’s permanent record. A course may be challenged only once. All materials including books will be the student’s responsibility. Financial aid funds may not be used to pay for a course challenge.

Successfully challenged course credits are shown on the Hallmark University transcript with a “CC” grade count as both attempted and earned credit hours. These credits will not be used in evaluating Student Academic Progress and will not be used in calculating the University cumulative grade point average. Any disputes regarding transfer credits will follow the Student Grievance, Complaint or Appeals Policy.

Course Credit by Examination
Hallmark University will accept course credits that are applicable to a student’s program through “Course Credit by Examination”, such as, College Level Exam Program (CLEP), Advanced Placement Program (AP), ACT Proficiency Examination Program (PEP), and DANTES-SF-498. Students must submit official documentation of successfully passing the “Course Credit by Examination” within the first forty-five (45) days of enrollment at Hallmark University.

Credit by “Course Credit by Examination” credits are shown on the Hallmark University transcript with a “CC” grade count as both attempted and earned credit hours. These credits will not be used in evaluating Student Academic Progress and will not be used in calculating the University cumulative grade point average. Any disputes regarding transfer credits will follow the Student Grievance, Complaint or Appeals Policy.

ATTENDANCE POLICIES AND STANDARDS

GENERAL ATTENDANCE POLICY

Hallmark University is an attendance taking institution and attendance is taken daily in every course assigned to each day. Attendance is extremely important to your professional development and to your success while at Hallmark University. Class attendance is the student’s responsibility and each student is expected to attend class daily and arrive on time. An official record is maintained of each student’s attendance covering his or her entire period of enrollment.

There are no excused absences and all absences are recorded and monitored. It is the student’s responsibility to contact their instructor, Educational Assistant, Student Affairs or an Academic Administrator when they may tardy, or anticipating an absence. A series of consecutive absence in any course or combination of courses or missing 20% or more of the scheduled hours in grading period is considered excessive absenteeism. Excessive absenteeism a violation of the Professional Code of Conduct and may result in probation and/or termination. Students whose enrollment is terminated for violation of the attendance policy while on Attendance Probation, may apply to reenter after at least one full grading period has passed. See Re-Entry Policy.

Main Campus

Any student who misses more than one (1) school day within the first six days of the first term may have their enrollment agreement cancelled.
Satellite Campus
In addition to the General Attendance Policy, College of Aeronautics students must also meet the FAA program requirements. FAA regulations require that any subject material missed be made up. Make-up work cannot be used to meet overall minimum program attendance requirements. Instructor will assign make-up work based on the course content missed by the student during their absence(s). Once all make-up requirements necessary to demonstrate proficiency in the missed area are met, the approved make-up time is entered in the student records. Make-up time will not replace an absence.

ATTENDANCE PROBATION

Excessive absenteeism during a grading period may result in a student being placed on Attendance Probation to alert the student and administration to the need of correcting attendance problems which could cause an adverse impact on the student’s academic progress. Any student placed on attendance probation who meets the attendance requirement for the probationary term, will be removed from the probation status effective the following grading period. The following probationary sequence will result for any student who misses 20% or more of the grade period:

1. Attendance Probation I: For one (1) grading period. Failure to comply with attendance policy will result in an additional term of probation.

2. Attendance Probation II: For the following grading period. Failure to comply with attendance policy will result in an additional extended probationary term.

3. Extended Attendance Probation: For the following grading period during which the student may lose financial aid eligibility. Failure to comply with the attendance policy while on extended probation will result in Termination.

The attendance records of students on probation will be reviewed at the end of each grading period. Any student whose attendance percentage does not indicate improvement may be dismissed from school prior to the end of the grading period.

Leave of Absence Policy

Hallmark University recognizes that there may be times when, due to extreme circumstances, a student may need to temporarily take time away from attending school. In such cases, an Academic Administrator may authorize a Leave of Absence (LOA). In a 12-month calendar period, a student may be granted no more than two leaves of absence that combined do not exceed 60 calendar days. If the LOA is granted, it is understood that the projected graduation date will be extended based on the schedule of available courses to complete the program.

Reasons for a leave of absence include, but are not limited to:
- Serious student or immediate family member medical problems
- Military duty
- Death of an immediate family member

A leave of absence can only be initiated by a signed request from the student detailing the reason(s) for the leave. This information is then submitted for approval to an Academic Administrator. If approved, on the date of return from the LOA, the student is expected to resume attending their scheduled courses. If necessary, the student may submit a signed request for an extension of their leave and provide any supporting documentation that justifies their inability to return at the previously defined date (i.e. medical documentation, military orders etc.). Any student who fails to attend on the determined date of return, may be terminated for failure to return from a leave of absence.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the courses required to maintain the normal progression in their program will be available at that time.
- Students will be required to repeat any course they withdrew from prior to receiving a final grade.
- Tuition costs may be affected.
- Time away from school while on an approved LOA does not count as an absence.
- Students are expected to meet all financial obligations while on leave.

"EXCELLENCE IN EDUCATION SINCE 1969"
ACADEMIC POLICIES AND STANDARDS

GENERAL ACADEMIC POLICY

Each program of study will entail varying amounts of course work and preparation time outside the regular classroom. Scheduling of classes offered each grading period is done at the discretion of the university. Lecture and laboratory hours listed are appropriate to the competency-based design of our curriculum.

Students are expected to maintain certain academic standards during their enrollment at Hallmark University. At the end of each grading period, student progression is evaluated to determine whether or not each individual is proceeding satisfactorily. Students who fail to maintain the minimum standards may be placed on academic probation and/or may be placed on Academic Dismissal which will result in termination of their enrollment. Students whose enrollment is terminated for failure to maintain Satisfactory Academic Progress (SAP), may apply to reenter after at least one full grading period has passed. See Re-Entry Policy.

Academic Freedom Policy

Hallmark University is committed to ensuring the free pursuit of responsible inquiry to its faculty and students. Faculty and students are afforded the intellectual freedom to exchange ideas, debate issues, and conduct scholarly research in authentic academic areas of knowledge without fear of censure or retribution. The school maintains its ethical integrity by assuring all inquiry is done objectively, according to established methods of scientific investigation, and that the search for truth takes place in a climate of respect and tolerance so that controversial subjects or opposing views may be adequately presented, so that each may hear, learn, and decide for him/herself.

Members of the learning community must accept some basic limitations on freedom of expression, such as those which arise out of a community fostering values of truthfulness, mutual respect, moral integrity, decency and self-restraint. Based on these values, minor limitations on freedom are necessary in order that open inquiry and the free pursuit of truth are assured. Faculty members have a responsibility to respect the bounds of their own areas of competence in teaching and scholarship. They should exercise self-restraint in expression in areas outside their particular competencies, especially on controversial issues. While Hallmark University affirms intellectual diversity, students and faculty members should understand that the purpose and scope of the University bylaws may appropriately place some limits on freedom of expression.

Academic Honesty Policy

Based upon its philosophy of education, Hallmark University is strongly committed to academic excellence, honesty, and personal integrity. Students are expected to do their own work and to receive no unauthorized assistance during quizzes, examinations, papers, assigned projects, etc. Hallmark University expects all students to maintain a high standard of ethics in the area of academics. Any form of academic dishonesty is considered a serious matter as it is a violation of the trust upon which an academic community depends.

Academic Dishonesty is a violation of the Professional Code of Conduct and include, but are not limited to:

1. Cheating on tests, examinations, or other class/laboratory work.

2. Plagiarism - The appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit. Students can avoid the risk of plagiarism in written work or oral presentations by clearly indicating the source of any idea or wording that they did not produce through the use of internal citations and a Reference page. Sources must be given regardless of whether the idea, phrase or other material is quoted directly, paraphrased or summarized in the student writer’s own words. Direct quotes must always be placed in quotation marks in addition to the other citation information that is required.

3. Collusion - The unauthorized collaboration with another person in preparing course work or research papers offered for credit.

4. Receiving, Using or Having Access to Unauthorized Aid - Using unauthorized notes, technology or other study aids during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students’ work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or on an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one’s work and submitting it as one’s own; submitting work done in class taken without the instructor’s permission; submitting work done in a prior term without the instructor’s permission when the student is retaking that course; obstructing or interfering with an another student’s academic work; undertaking any activity intended to obtain an unfair advantage over other students.

5. Giving Unauthorized Aid - Aiding another person in an act that violates the standards of academic honesty. Examples include allowing other students to look at one’s own work during an exam or on an assignment where collaboration is not allowed; unauthorized editing or revising of another student’s work; providing information, material, or assistance to another person in a
form that is likely to be used in violation of course, departmental, or college academic honesty policies; failing to take reasonable measures to protect one’s work from copying by others.

6. Misuse of a Student’s Username and Password - The username given to students and the password that they set authorize student access to course materials through Blackboard or other password-protected sites. Students are responsible for protecting their access to these materials, many of which are copyrighted.

Instructors are required to inform the Dean of Academics and the Director of the student’s program of student in writing of any incidence of “Academic Dishonesty.” The Dean of Academics or the Academic Administrator will conference with the student and/or instructor involved to determine sanctions. Sanctions for a student’s academic dishonesty vary according to the nature and the seriousness of the offense and an instructor may:

1. Require a student to redo a class/laboratory assignment that involved dishonesty.
2. Record an F (Failure) for a particular test, examination, UOI, class/laboratory assignment that involved dishonesty.
3. Record an F (Failure) for a final course grade that involved dishonesty.

Unsatisfactory conduct in the area of “Academic Dishonesty” may result in the student’s dismissal from Hallmark University.

Academic Grading Period Definition

Main Campus: A grading period is defined as nine (9) weeks for day, evening and online program courses. Two (2) grading periods are considered one (1) academic semester for day, evening and online program courses.

Satellite Campus: For day program courses, a grading period is defined as nine (9) weeks. Two (2) grading periods are considered one (1) academic semester for day program courses. For evening program courses, a grading period is defined as thirteen (13) weeks. One (1) grading period considered one (1) academic semester for evening program courses.

Full Time Status Definition

Main Campus: A full time student is defined as one who attempts twelve (12) credits over a two (2) 9-week grading periods for day, evening and online program courses.

Satellite Campus: A full time student is defined as one who attempts twelve (12) credits over two (2) 9-week grading periods for day program courses. For evening program courses, a full time student is defined as one who attempts twelve (12) credits over one (1) thirteen (13) weeks grading period which is considered one (1) academic semester for evening program courses.

Credit Hour Definitions

Semester credit hours at Hallmark University are based on the clock hour/semester credit hour conversion formula commonly used by postsecondary institutions, colleges, and universities. The clock hour/semester credit hour formula provided by the U.S. Department of Education is utilized only when determining student eligibility for Title IV funds.

A clock hour is defined as 50 minutes of instruction in a 60-minute period. Semester hours are calculated at the rate of fifteen (15) to sixteen (16) clock hours of lecture time or thirty (30) to thirty-two (32) clock hours of laboratory time for each semester hour. Three program specific exceptions exist for the following areas of study:

- AAS Medical Assistant – Externship is at the rate of at least 160 clock hours per one credit hour.
- School of Business - Internship is at a rate of 160 clock hours per three credit hours.

Course Numbering System

Main Campus: A three, four or five-letter prefix is used to identify the subject area (Example: ENGL is Composition). A four-digit number follows the prefix (Example: ENGL1301). The first digit indicates the level of the course (Example “1” is a freshman level; “2” is a sophomore level). The second digit identifies the credit-hour value of the course (Example: ENGL1301 is 3 credits, and MDCA1443 is 4 credits). The third and fourth digits establish possible course sequencing; however, the sequencing may vary. Institutional course numbers are used for technical courses that do not correspond to an existing Workforce Education Course Manual (WECM) course.

Satellite Campus: A three-letter prefix is used to identify the subject area (Example: PPS is Powerplant Systems). A four-digit number follows the prefix (Example: PPS2122). The first digit indicates the level of the course (Example “1” is a freshman level; “2” is a sophomore level). The second and third digits identify the credit-hour value of the course. In General Education and General Science courses, the 2nd digit indicates the number of credits (Example: ENGL1301 is 3 credits, and AGS1611 is 6 credits). The third and fourth digits establish possible course sequencing; however, the sequencing may vary. In Powerplant and Airframe Systems, the 2nd and 3rd digits definitions may vary. See Course Descriptions to verify course credit value and sequencing.
Hybrid Learning Environment
Many courses in our programs are offered through a hybrid learning environment. In a hybrid learning environment portions of a course are offered on-campus and online using an e-learning website. This type of learning environment offers students more flexibility with their schedule and while providing opportunities for innovative learning.

Prerequisites
Prerequisites are stated for numerous courses listed in this catalog. They are identified in the Course Descriptions and scheduled accordingly. Prerequisites advise students of the background expected of all students in the course. It is the student’s responsibility to ensure all prerequisites are met before starting any course. If a student has not met the specific prerequisites listed, he or she may, under special conditions, obtain permission from the appropriate Academic Administrator or the appropriate Program Chair to be enrolled in the course.

Satisfactory Academic Progress (SAP) Requirements
In order to meet federal guidelines governing the distribution of student financial assistance in Title IV HEA programs, Hallmark University is required by federal regulation to monitor student progression toward completion of an undergraduate, graduate, and professional degree. Students who fall behind in their coursework or fail to achieve minimum standards for GPA and completion of classes in a timely manner, may lose their eligibility for all types of federal, state, scholarship and institutional aid administered by the Office of Financial Planning.

In order to maintain satisfactory academic progress and remain in good academic standing, the following three requirements must be met:

1. Progression towards completion of a program - time attended or credit hours attempted versus credit hours earned.
2. Complete program requirements within 1.5 times the specified length - not including LOA’s or school holidays.
3. Acceptable Interval minimum GPA as defined on program SAP Tables for progression towards completion based on a 4.0 scale.

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<thead>
<tr>
<th>Program Criteria</th>
<th>Credits Attempted</th>
<th>Minimum GPA</th>
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<tr>
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<td>37 or more</td>
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Student compliance related to SAP is evaluated at the end of each term after all final grades have been posted. This review determines academic eligibility for the very next grading period. Every student who applies for financial aid must be achieving Satisfactory Academic Progress, regardless
of whether they are a first-time applicant or have received financial aid in the past. Any financial assistance offered for the projected terms is subject to cancellation if the minimum standards of SAP have not been met in the term under evaluation. Status notification will be communicated electronically through students’ Hallmark University e-mail address. Due to the minimal time between terms students are advised to check their SAP status through their student portal account at the start of every term.

Students meeting the minimum interval GPA of their program standards at the end of the term will be in a SAP Met status and will have achieved Good Academic Standing. Students in SAP Met status may participate in all financial aid programs provided they meet all other eligibility criteria, subject to the availability of funds. Students not meeting the minimum interval GPA of their program standards at the end of any term will be in a SAP Not Met status. Any student not meeting SAP will be put on Academic Probation which may result a loss of financial aid eligibility.

**Academic Probation**

If a student fails to meet satisfactory academic progress, the student will be placed on probation. The probationary period is nine (9) weeks for day and nine (9) weeks for evening on the Main Campus; nine (9) weeks for day and thirteen (13) weeks for evening on the Satellite Campus. A student who meets satisfactory academic progress standards during the probationary period will be removed from probationary status. A student who does not meet satisfactory academic progress may be put on Extended Academic Probation.

**Extended Academic Probation**

Failure to meet SAP while on Academic Probation will result in a student being placed on Extended Academic Probation. While on Extended Academic Probation, students will lose financial aid eligibility and may be required to pay out of pocket for the upcoming term, drop from their program for inability to pay or be terminated for continued failure to achieve good academic standing.

A students on Extended Academic Probation who wish to remain in school should apply for an Academic Appeal. If approved by the appeal board, the student may remain in school on Extended Academic Probation, however they are not eligible to receive Title IV, HEA program funds but may continue to enroll at their own expense until SAP standards are met. Students who wish to be reconsidered for financial aid eligibility, are required to submit a Financial Aid Appeal for review.

**Academic Appeal**

The Academic Appeal form and any documentation regarding the student’s reason for failing to meet SAP and their plan to rectify their academic standing, must be submitted to the Academic Office before the student is allowed to attend class. Due to the minimal timeframe between terms, after submitting the Appeal form, a student will be permitted to attend the class for the first five days of the term, while a decision is reached by the appeal board. If the academic appeal is approved, the student will have to meet with an Academic Advisor and complete an Academic Success Plan. The Academic Success Plan will detail how the student will comply with SAP requirements by the end of the term or in a specified grading period, will go to SAP Met Status. If Satisfactory Academic Progress is not met or progress is not made according to the Academic Success Plan, all financial aid eligibility will again be suspended and the student status may be on Academic Dismissal and terminated from their program.

**Financial Aid Appeal Process**

Students on Extended Academic Probation applying for, or having an approved Academic Appeal, are required to submit a Financial Aid Appeal form for review if they wish to be reconsidered for financial aid. Financial Aid may be reinstated if the failure to meet SAP requirements while on Academic Probation was due to mitigating circumstance(s) i.e., extenuating medical/personal issues, child birth, death of relative, and/or other special circumstances.

The following documents must be provided directly to any Financial Planning Officer to begin the appeal process:

- Financial Aid Appeal form;
- Approved Academic Appeal form;
- Copy of the Academic Success Plan (if completed);
- Any related supporting documentation and;
- A typed and signed letter answering the following two questions:
  - What, in detail, prevented you from meeting SAP during the probationary period?
  - How has your situation changed that will allow you to meet SAP requirements and comply with your Academic Success Plan during the evaluation period?

Students whose Financial Aid Appeal is approved will have their academic status changed from Extended Academic Probation to Probation II and Financial Aid will be awarded for one grading period and/or the length of the Academic Success Plan. Students on Academic Probation II that meet
SAP standards at the end of the term or in a specified grading period, will go to SAP Met Status and their Financial Aid will be fully reinstated. If Satisfactory Academic Progress is **not met** or progress is not made according to the Academic Success Plan, all financial aid eligibility will again be suspended and the student status may be on **Academic Dismissal** and terminated from their program.

The decision of the appeals committee is final. If denied, students must be prepared to pay the cost of tuition (out of pocket) to remain in school. A student may repeat the Financial Aid Appeal Process following a denial after successfully completing one grading period.

**Academic Dismissal**

If Satisfactory Academic Progress has **not been met** at the end of the evaluation period for a student on Extended Academic Probation or Financial Aid approved Probation II, the student will be placed on **Academic Dismissal** and terminated from their program. Any students terminated for failure to meet SAP while on probation, will only be permitted to apply for **Reentry** after one complete grading period has passed since their termination date with the exception of the nursing program. Nursing students terminated for academics will not be permitted to apply for re-entry into the nursing program.

**Reentry**

Any student interested in returning to Hallmark University must adhere to the following process to gain approval to resume their education. A student whose enrollment was terminated for unsatisfactory attendance or unsatisfactory academic progress while on probation, may apply to be readmitted after one (1) complete grading period. Students returning from academic/attendance termination will be placed on extended probation for one (1) complete grading period upon their return and are not eligible for Title IV funds until they satisfactorily complete their probationary period. Individuals may not be admitted for re-entry if the conditions that caused the attendance/academic problems have not been resolved.

Reentry applicants must complete all aspects of the reentry process prior to the scheduled new start date. The reentry process is as follows:

1. Completion of all educational paperwork.
2. Completion of all Financial Planning paperwork.
3. An acceptable in-school payment program agreement (if applicable).
4. Approved by the Reentry and/or Acceptance Committee.

Reentry to Hallmark University may occur only at the beginning of a grading period and is based upon seat availability. If the student fails to complete all required paperwork, then he/she will have to wait until the next scheduled start date to resume their education. Individuals denied re-entry may appeal to the Provost in writing and will be responded to within five (5) business days. See **Student Appeals Procedure for Academic, Attendance or Conduct Dismissal**.

**GRADE POINT AND GRADE POINT AVERAGE (GPA)**

GPA is calculated by dividing the total number of quality points (QP) earned as assigned to the received letter grade of each courses taken, by the combined number of credits hours attempted with each course. If a course is repeated, only the highest grade is used in calculating the University cumulative grade point average.

Transfer credits accepted from other institutions are shown with the original letter grade earned and count as both attempted and earned credit hours but will not be used in calculating the University cumulative grade point average. Only credits earned with a “C” or higher will be considered when evaluating transfer credit from another institution. See **Transfer Credit**.

"EXCELLENCE IN EDUCATION SINCE 1969"
Incomplete Grades
A student who has fulfilled attendance requirements, but has not satisfactorily completed all academic work and/or projects, will be assessed a temporary grade of “I.” If academic deficiencies are not completed within three business days following the last day of class for the grading period, a grade will be calculated based on student’s performance and a course retake may be required. All students are expected to complete academic requirements within the scheduled term. If a serious circumstance prevents the completion of work, the student must secure approval from the instructor to gain a course work extension.

Failing Grades and Repetition of Courses
During a student’s tenure at Hallmark University, any failed course required by the program must be repeated. All repeated courses are billable at the current rate. If it is necessary to repeat a course due to failure, Hallmark University will allow a student to repeat the course twice. If the student fails the course on their last allowed attempt, the student will be terminated from the program. Any exceptions to this policy must be approved by the Dean of Academics or Director of Education. If a retake is required, the projected graduation date may be extended based on the rescheduling and the failed course(s) and courses remaining to complete the program. Scheduling of repeated courses is based upon seat availability and prerequisite course requirements.

Every program required course taken is included in the total credits attempted and counts against the maximum allowable program length. All grades and statistics are recorded on the students’ transcript. Failing grades will affect the students GPA until the course is successfully repeated. The highest grade is used in calculating into the final cumulative GPA.

Course Withdrawals
A student who withdraws from a course due to a Leave of Absence will receive a grade of “WP” (zero grade points). The “WP” grade has no effect on the GPA or Satisfactory Academic Progress. If a “WP” grade is issued, a student must retake the entire course to receive a passing grade. It is typically in the best interest of the student to complete any course already started before going on LOA.

Program Withdrawals
Conditions may arise requiring the student to withdraw from Hallmark University. When this occurs, any course that was attended but not successfully completed will receive a grade of “WF” with zero grade points that are calculated into the student cumulative GPA. The Program Chair, an Academic Administrator, or Director of Education may conduct an exit interview. The Financial Planning Office will calculate a revised tuition charge or refund. If a student who withdraws has received financial aid, he/she may be subject to the loss of some or the entire financial aid award and may be held responsible for repayment of the financial assistance to the lender or the University.

Grades, Progress Reports and Transcripts
Students will be able to review their final grades for each term at the end of each grading period through the “My Academic” tab in Student Campus Portal. Students can also obtain an unofficial transcript Student Campus Portal. Progress Reports are available at the student and/or sponsor’s request from the Office of the Registrar. The first official transcript of a completed program is free and a charge is assessed thereafter for each official or unofficial transcript. A student can request an official transcript through the Office of the Registrar, for a fee prior to graduation, in person or in writing. A third party request for transcript request must be in writing and signed by the student. All obligations to Hallmark University must be
met before any documents will be released. The written request must include a valid mailing address and telephone number. After receipt of the request, the transcript will be processed by the Office of the Registrar in a timely manner.

**GRADUATION POLICIES AND STANDARDS**

**Graduation Requirements and Documents Awarded**

Master of Business Administration degrees will be awarded to students who complete the program requirements with a minimum 3.00 cumulative grade point average. All undergraduate degrees will be awarded to students who complete the applicable program requirements with a minimum 2.00 cumulative grade point average. Program requirements include the following criteria:

1. Completion of all required clock/credit hours assigned to each academic program.
2. Completion of all program requirement within 1.5 times the specified length of each program.
3. A passing grade in all required program courses.
4. Meeting the residency requirement pertaining to each program and campus. See Residency Requirement.

Student participation in the graduation ceremony does not confirm automatic fulfillment of graduation requirements or that a degree will be awarded. Fulfillment of all financial obligations to Hallmark University and completion of all exit paperwork and requirements including attending the Exit Interview must be met before a graduation packet, including transcripts, can be released.

**Awards Program**

Students may qualify to graduate Summa Cum Laude by holding a final grade point average of 3.90 or above, Magna Cum Laude with a grade point average of 3.75 through 3.89 and Cum Laude with a grade point average of 3.50 through 3.74.

**GRADUATE (ALUMNI) REFRESHER POLICY**

A Hallmark University graduate who desires updated training to meet licensing, credential, and/or training requirements, may be admitted to audit a desired course within two years of graduation. The graduate must be employed in his/her field or actively seeking employment in his/her field of study. The refresher course must be part of a previously taken training program, or its replacement program course, at the University. This is offered to prepare Alumni move progressively in their field or to reenter into the workforce by getting up to speed with recent industry improvements.

A graduate of Hallmark University may refresh a course that meets these criteria tuition free, provided all financial obligations to Hallmark University are current. The student is responsible for the cost of books and other course-related expenses. Graduates refreshing or updating a class must comply with current school standards and regulations. Admittance is based on class and space availability. Hallmark University has the flexibility to discontinue or limit the Graduate Alumni Refresher and Update Policy at their discretion.

**ACCEPTANCE OF CREDITS BY OTHER INSTITUTIONS**

In the United States system of higher education, every institution sets its own standards and criteria for the acceptance of course work completed by a student at another institution. Even though a student has taken and successfully completed a Hallmark University course/program, no Hallmark University employee can guarantee the transferability of credit to any other institution in whole or in part.

**FINANCIAL POLICIES AND STANDARDS**

**STUDENT FINANCIAL PLANNING**

Hallmark University maintains Student Financial Planning offices with trained officers who assist the individual applicant in the completion of all documents applicable to the various federal, state and/or private sources of student financial aid. Several financial aid programs are available to help students finance their education. If on the basis of an approved needs analysis, the student and/or family is unable to provide for all educational expenses, our trained Student Financial Planning officers will help to determine the combination of grants and/or loans that would best meet the student’s needs. Applications for and information about financial aid assistance availability may be obtained through the university’s financial planning offices.

“EXCELLENCE IN EDUCATION SINCE 1969”
STUDENT PAYMENT AND FINANCING

Tuition and fees are normally payable in advance. Monthly payment plans may be individually approved. The following student financial aid programs are available to qualified students depending upon fund availability:

- Federal Pell Grant
- Federal SEOG Grant
- Federal Perkins Loans
- William D. Ford Federal Direct Loan

The programs are funded annually by the Federal and State Government agencies. Funding levels may vary from year to year. Interest rates on the Federal Direct Loans are variable and established each July 1 by the Department of Education. Please check with the university’s financial planning office for current rates.

Cancellation Policy

Students wishing to cancel their enrollment should contact their admissions representative. The address and telephone number of the university are on the front of the enrollment agreement. A full refund will be made to any student who cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment agreement is signed. If a student cancels the enrollment after 72 hours from the date of signing the enrollment agreement and/or prior to attending class, the university will retain the registration fee.

Withdrawal/Termination Policy

The University reserves the right to terminate a student prior to completion of the program upon determination that a student is not complying with Hallmark University’s rules, such as the misconduct policy, attendance policy, satisfactory academic progress policy, or is not suited to the field of study. Students who are terminated or withdraw from Hallmark University may be entitled to a refund of tuition paid in advance, or may owe funds to the university to cover unpaid tuition. The university may attempt to collect any funds from a student that the university was required to return to the financial aid programs and/or funds received from a third-party.

TUITION AND FEES REFUND POLICY

Main Campus and Satellite Campus Programs

1. If a student terminates or withdraws, the university will retain the registration fee.

2. Students officially withdrawing during a term will receive a refund on tuition based on the date of official withdrawal and the applicable percentage of a nine (9) week term:
   a) 100% prior to the first class day of the term
   b) 70% during class days one (1) through day nine (9)
   c) 25% during class days ten (10) through day eleven (11)
   d) 0% after the eleventh (11) class day

All academic calendar days are considered for refund purposes, not only the days the student attends class. Refunds will be totally consummated within 60 days after the effective date of termination.

RETURN OF FEDERAL STUDENT FINANCIAL AID POLICY

All students who have been awarded federal student financial aid and withdraw, stop attending, or are terminated, are subject to a recalculation of their federal student financial aid eligibility.

Return of Federal Student Financial Aid Formula

If a student has completed 60-percent or more of the payment period in which the drop occurs, then the student has earned 100 percent of the federal financial aid from which they are otherwise eligible for the payment period. There is no loss of federal financial aid.

If a student has completed less than 60 percent of the payment period, then the percentage of the payment period completed is the percentage of Title IV funds earned by the student. The earned financial aid will often be less than the amount disbursed, and a portion must be returned. The student is obligated to pay Hallmark University any outstanding balance due under Hallmark University’s refund policy.

The calculation is based on the number of calendar days in the payment period, including weekends; and, excluding scheduled breaks of five (5) days or more, leaves of absence, and time-out because of a rephrase (change in educational program). If a student is entitled to a post-withdrawal loan disbursement, the borrower must respond to the university’s notice of the intended disbursement within 14 days. Federal student financial aid recipients considering withdrawing from Hallmark University should contact their university’s Student
Financial Planning Office before they stop attending and ask for a recalculation of their federal financial aid eligibility. Federal student financial aid funds must be returned to the federal programs in the following order, up to the amount disbursed in each program for the payment period:

- Direct Unsubsidized Stafford Loans
- Direct Subsidized Stafford Loans
- Federal Perkins Loans
- Direct PLUS received on behalf of the student
- Federal Pell Grants
- Federal SEOG Program Aid
- Other grants or loan assistance authorized by the Title IV of the HEA.

Any required refunds of Title IV funds will be totally consummated within 45 days after the effective date of termination.

**Tuition Assistance Program Refund Policy (Main Campus and Satellite Campus)**

This refund policy only applies to the course or courses that the student was enrolled in and had posted attendance for at the time of withdrawal; payment must have been paid or authorized by Tuition Assistance Program Funds. The policy applies to the Tuition Assistance portion only. Any refund due of Tuition Assistance Program Funds will be returned directly to the military service, not to the service member.

The Tuition Assistance Program will receive a refund on the portion of the tuition paid based on the date of official withdrawal and the applicable percentage of a nine (9) week term:

1. 100% prior to the first class day of the term.
2. 95% during week one (1) of the term.
3. 75% during week two (2) through week three (3) of the term.
4. 55% during week four (4) through week five (5) of the term.
5. 0% during week six (6) through week (9).

The Tuition Assistance Program will receive a refund on the portion of the tuition paid based on the date of official withdrawal and the applicable percentage of a thirteen (13) week term:

1. 100% prior to the first class day of the term.
2. 90% during week one (1) through week two (2) of the term.
3. 75% during week three (3) through week four (4) of the term.
4. 55% during week five (5) through week seven (7) of the term.
5. 0% during week eight (8) through week thirteen (13).

**Refund Policy for Students Called to Active Military Service**

For a student of Hallmark University who withdraws as a result of being called to active duty in a military service of the United States or the Texas National Guard, the following will apply:

If tuition and fees are collected in advance of the withdrawal, a withdrawal calculation will be calculated for any tuition, fees, and other charges paid by the student for the program up to the last day of attendance. A tuition credit will be applied for the portion of the program the student did not complete following withdrawal. A grade of “WM” withdrawn military will be assigned for the courses the student is currently attending. If applicable the assignment of an appropriate final grade or credit for the currently enrolled course(s) in the program, but only if the instructor(s) of the program determines that the student has satisfactorily completed at least 90 percent of the required coursework for the course and demonstrated sufficient mastery of the course material to receive credit for completing the course for Main Campus Students only. Satellite Campus students are required to complete 100% of the hours in the course prior to the assigning of a final grade.

The student has the right to re-enroll in the program, or a substantially equivalent program if the current program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid contract balance.

**Refund Policy for Single Subject (NDS) Enrollment**

Any student who is enrolled in a Non-Degree Seeking (NDS) Single Subject classification who withdraws, is terminated or discontinues at any time after the cancellation period and before completion of the NDS enrollment, is not entitled to a refund.
Program Outlines

School of Allied Health
Medical Assistant

Martha Fessler School of Nursing
B.S. Nursing

School of Business
A.S. Business Administration
B.S. Business Administration
B.S. Business Management
B.S. Aviation Maintenance Management
M.B.A. Global Management

School of Information Technology
A.A.S. Information Technology - CISCO
A.A.S. Information Technology - Microsoft
B.S. Information Systems
B.S. Cyber Security

College of Aeronautics
A.A.S. Airframe and Powerplant Technology
A.A.S Airframe Technology
A.A. S Powerplant Technology
“EXCELLENCE IN EDUCATION SINCE 1969”
School of Allied Health

and

Martha Fessler School of Nursing
**School of Allied Health**

**Associate of Applied Science Medical Assistant**

With the health care industry continuing to expand, Medical Assisting has become one of America’s fastest growing career fields. At Hallmark University, our medical assistant degree program prepares students for entry-level positions as a medical assistant in medical offices, clinics and other health care settings. The medical assistant program provides students hands-on training and education in pharmacology, laboratory procedures, medical law, patient care, and the health sciences. These skills give them the background and qualifications to fill a diverse range of duties in a health care facility. Furthermore, the program provides a comprehensive background in theory, administrative procedures, clinical skills, and office management. Additionally, students will be enrolled in an externship course designed to prepare students for their career with a non-paid 160-hour clinical experience. This program will prepare students to sit for national certification exams including: Registered Medical Assistant (RMA), and Certified EKG Technician Certification (CET) through the National Healthcareer Association. The Associate of Applied Science Degree Medical Assistant program consists of 66 semester hours, 1392 contact hours, and is 63 weeks day in length.

### Curriculum

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"EXCELLENCE IN EDUCATION SINCE 1969"
Bachelor of Science in Nursing

The Bachelor of Science in Nursing completion program expands knowledge in areas of research, theory, leadership, community concepts, healthcare policy, therapeutic interventions, and current trends in healthcare. The program offers coursework that is specifically designed for students to increase their understanding of advanced nursing roles.

Students pursuing this completion degree must have a current unencumbered registered nursing license in the United States, have obtained an undergraduate degree in a nursing program from an accredited college or university with verification of completion of at least 30 credit hours in Arts and Science that must include at least 3 credit hours in Composition/Rhetoric, Quantitative Principles/Mathematics, Humanities/Fine Arts, Oral Communications, Behavior/Social Science and Natural/Physical Science. The RN license with an Associate Degree in Nursing entitles the student to be awarded 60 credits toward the Bachelor of Science in Nursing at Hallmark University.

Program Outcomes:
- Provide collaborative effective and efficient leadership roles in the provision, delegation, and supervision of nursing care while retaining accountability for favorable outcomes, client safety, and the quality of that care.
- Integrate theories and knowledge from the arts, humanities, sciences, and nursing to develop a foundation for nursing practice.
- Organize the interdisciplinary health care needs of diverse populations across the lifespan toward achieving the goal of healthy individuals, families, groups, and communities.
- Assimilate current evidence into the practice of nursing. Effective application of technology integration as appropriate in all client care.
- Advocate for improving health care across various cultures and communities. Organize health promotions across populations with sound knowledge of healthcare finance, policy, and regulatory environments.
- Demonstrate high level of inter-professional, inter-personal communication and collaborative professional care that is congruent with the inherent values, ethics and behaviors of the discipline of nursing.

The curriculum will prepare the student to function as members of healthcare teams in many settings and graduates are also prepared to enter MSN programs. The Bachelor of Science in Nursing completion degree consists of 60 semester credit hours and is 63 weeks in day, evening and on-line.

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School of Business
Associate of Science Business Administration

The Associate of Science Degree in Business Administration is an academic degree designed to train fundamental skills in Arts and Sciences and basic business and business administration.

Students will learn fundamental business theory as well as Arts and Sciences course skills. Students will be able to define and apply basic concepts of administrative and business concepts to include accounting, business information systems and the Microsoft Suite. The students will research, organize, and present various business documents in concert with the course objectives. This associate’s degree has been designed to provide the student with the basic knowledge and Arts and Sciences skills to allow the student to better understand the required soft skills to be effective and productive in the workplace. This degree goal is to prepare the graduate to be effective immediately upon hire. This degree will allow graduates to pursue careers in accounts payable, accounting, customer service, sales, office supervisor and payroll specialist at the entry level position.

This program will prepare the student to sit for the several certifications that are highly desired and used in the industry today. The Associate of Science degree in Business Administration is 63 semester hours, 1024 contact hours and 63 weeks in length days, evenings and on-line.

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Bachelor of Science Business Administration

The Bachelor of Science in Business Administration Program provides students with business and administration skills to be able to understand and meet business challenges using information technology tools, accounting, marketing and management. As the student progresses through the program, they will have the ability to become “promoted” to expand their knowledge and business acumen beginning as a trainee. Progression through the program, will have students apply for a promotion and move into the next position on educational journey. The focus during the modules within the organization will have a focus upon: team building: analyzing data, building solutions, and presenting feedback; strategic planning for the future state of the organization.

The major in Business Administration prepares students for entry-level employment opportunities in business, industry, government agencies, and for graduate and professional study.

Program Outcomes:
- Understand theories and actions that enable businesses/organizations to grow.
- Evaluate the role of science, technology and market commercialization in the creation of viable products and services.
- Identify basic business theories, principles and practices.
- Demonstrate critical thinking and communication skills.

The Bachelor of Science in Business Administration consists of 120 semester hours, 1936 contact hours and 126 weeks day, evening and on-line.

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Bachelor of Science Business Management

The Bachelor of Science in Business Management program objective is to produce a graduate who understands the diverse areas of business and correlates each element to the overall goals and productivity of the organization. Upon graduation students will be prepared to enter a variety of careers in domestic or global business at the professional level. During the program, the student will become a member of HCG: Hallmark Consulting Group, and placed in scenarios that teach the discipline of Business. The program will have three main areas: 1) Gain Experience - Get the experience you need with an innovative curriculum that puts you to work; 2) Become a Leader - Identify, analyze, and solve problems that large businesses face with a leadership lens; and 3) Develop Character - Develop the character you have inside to become a leader everyone can rely on.

As the student progresses through the program, they will have the ability to become “promoted” to expand their knowledge and business acumen beginning as a trainee. Progression through the program, will have students apply for a promotion and move into the next position on educational journey. The focus during the modules within the organization will have a focus upon: team building; analyzing data, building solutions, and presenting feedback; strategic planning for the future state of the organization.

The program builds the opportunity for each student lead from character while working in an environment that builds their skills, knowledge, and character. Students in the Bachelor of Science Business Management program also have the opportunity to choose a concentration path in Management, Healthcare Management or Information Technology for their business degree. The Bachelor of Science in Business Management Program consists of a minimum of 126 semester credit hours and a minimum 2,032 contact hours and 126 weeks day, evening and on-line.

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“EXCELLENCE IN EDUCATION SINCE 1969”
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### Area of Concentration Specific Courses - 24 Credits

#### Management Concentration*

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<td>E-Business, Strategy, Architecture and Design</td>
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<td>BUSI3310</td>
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<td>MGMT3315</td>
<td>Organizational Behavior</td>
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Or

#### Healthcare Management Concentration**

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<td>HCM4302</td>
<td>Health Facility Operations</td>
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<td>HCM4303</td>
<td>Healthcare Informatics</td>
<td>3</td>
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<td>HCM4304</td>
<td>Future Trends in Healthcare</td>
<td>3</td>
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<tr>
<td>HCM4305</td>
<td>Healthcare Negotiations and Policy Issues</td>
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<tr>
<td>HCM4306</td>
<td>Healthcare Delivery Systems</td>
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<td>HCM4307</td>
<td>Legal and Ethical Aspects of Health Admin</td>
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<td>ITSY1300</td>
<td>Fundamentals of Information Security</td>
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Or

#### Information Systems Concentration***

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<td>BCIS3306</td>
<td>Introduction to Network Management and Convergence</td>
<td>3</td>
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<td>BCIS3350</td>
<td>Business System Analysis &amp; Design</td>
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<td>BCIS4355</td>
<td>Advanced Information Systems Management</td>
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<td>BCIS4365</td>
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<td>BCIS4370</td>
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**Management Concentration**: prepares students to lead and make ethical decisions in a format that exposes each student to the diverse areas of business. A first year student will begin the program by developing their critical thinking ability, communication skills, and the foundation needed for future development in quantitative reasoning through Arts and Sciences coursework. The ability to correlate each element of study to the goals and productivity of an organization will be done through lecture, hand-on application, and scenario based education. Upon graduation student will be prepared to enter a variety of careers in domestic or global business at the professional level and lead in an ethical manner.

**Healthcare Management Concentration**: prepares students for management positions in a variety of health care environments, including but not limited to, hospitals, ambulatory care, long term care, health Promotion/wellness, or community care organizations. The program is based upon curriculum content recommended by the Accrediting Commission on Education for Health Services Administration. The intent of the program is to expand upon existing skills and to give the student a strong liberal arts and professional health and business background. Students majoring in the Bachelor of Science in Business Management with a concentration in Healthcare Management will complete the Arts and Sciences requirements, core requirements, and the healthcare management concentration courses.

**Information Systems Concentration**: prepares students to lead and make ethical decisions in an Information Technology environment. The program format will expose each student to the diverse areas of business. A first year student will begin the program by developing their critical thinking ability, communication skills, and the foundation needed for future development in quantitative reasoning through Arts and Sciences coursework. The ability to correlate each element of study to the goals and productivity of an organization will be done through lecture, hand-on application, and scenario based education. Upon graduation student will be prepared to enter a variety of careers in domestic, global, or Information Systems business leadership position at the professional level and lead in an ethical manner.
Bachelor of Science Aviation Maintenance Management

The Bachelor of Science in Aviation Maintenance Management completion program is designed to teach students about the management discipline as it relates to the aviation maintenance industry. The program offers coursework that is specifically designed for students to increase their understanding of their business and administrative skills, and to gain insight and knowledge in aviation maintenance management. Coursework will prepare the student to launch a career as an entry-level manager in aviation maintenance and as a leader in their respective field.

Students pursuing this completion degree must have obtained a FAA Airframe and Powerplant (A&P) certifications and have completed an accredited associate’s degree or higher level degree to ensure that all required competencies have been met. Students who complete the Bachelor of Science in Aviation Maintenance Management completion program will be prepared to pursue entry-level management positions that may include Aircraft Maintenance Analyst, Maintenance Supervisor, Maintenance Planner, Aircraft Records Analyst, Aviation General Manager, and Aviation Support Specialist.

Aviation Maintenance Management Program Outcomes:
- Communicate both in writing and verbally about aviation maintenance concepts and processes using technical terms to both professional and administrative audiences.
- Apply appropriate technical and problem solving skills in the context of work.
- Work as an effective and dependable team member as well as independently.
- Demonstrate how and when to self-start, especially in learning and seeking new knowledge in an ever-changing field.
- Research and acquire data that demonstrates the ability to correctly interpret and apply technical information to insure continued airworthiness.
- Operate ethically, integrating FAA regulations, company rules and policies, and individual decision-making.
- Demonstrate safe work habits that reflect concern and care for self, others, and the continued airworthiness of aircraft.
- Develop the skills and experience necessary to secure employment including development of documents and skills necessary for the job search.

The Bachelor of Science in Aviation Maintenance Management completion degree consists of 60 semester credit hours and is 90 weeks in length for the on-line program.

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<td>MGMT3319 Aviation Maintenance Management 3 48</td>
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“EXCELLENCE IN EDUCATION SINCE 1969”
Masters of Business Administration in Global Management

The Masters of Business Administration in Global Management program objective is to produce a graduate who understands the diverse areas of global business and correlates each element to the overall goals and productivity of the global organization. Upon graduation students will be prepared to enter a variety of careers in domestic or global business at the senior professional level.

Initially the student will spend a pre-term week developing critical thinking ability, communication skills, meeting with the Master’s Thesis Board and training on APA formatting for professional papers. The foundation needed for future development in quantitative reasoning will also be addressed. This initial (and the final week) of on campus orientation and Masters’ Thesis presentation will be done either on campus at Hallmark University or through an online webinar for distance learning students. The curriculum will follow with a set of advanced business courses, these are the courses needed to prepare the student to launch into their concentration coursework.

The Masters of Business Administration in Global Management is structured to provide a high degree of excellence in education to its students. This is accomplished through challenging course material, a required Masters’ Thesis in publishable format or a Research Project, and a Capstone Class. These requirements add to the already robust curriculum and allow the student to produce professional credentials for careers in Business Management or International Business Management.

The Masters curriculum is designed to produce well-rounded global business leaders; leaders that know the elements of power and understand how to use and respect those elements to drive a global organization forward. The curriculum prepares the students for the ongoing innovation in technology and changes in our global economy and how to effectively contribute to the innovation while managing the risks involved. The curriculum most importantly contributes to the personal development of the student by creating graduates who can effectively analyze their present situation (personal/professional), strategize and manage a plan, then embark upon a successful future. The Masters of Business Administration in Global Management Program consists of 39 semester credit hours and 624 contact hours not including Orientation, Thesis Presentation and Research Project and is 63 weeks in length for the on-line program.

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"EXCELLENCE IN EDUCATION SINCE 1969"
School of Information Technology
**SCHOOL OF INFORMATION TECHNOLOGY**

**Associate of Applied Science Information Technology - CISCO**

Framed around IT industry certifications, the Associates of Applied Science in Information Technology, Cisco prepares students for successful careers in information technology. The program is governed by an academy partnership that provides for curriculum, textbooks, learning objectives and course objectives. While earning an IT industry certification is not a requirement of the program, students will be actively encouraged to do so. It is expected that students will complete at least one major IT certification, many of which require passing several industry administered exams at about the same time they graduate from the program. Courses are scheduled to permit students to sit for Cisco certification exams at the end of each semester. Throughout, the program offers an unusual and exciting mix of theory and application. Although traditional academic work dominates, about 40% of the curriculum is devoted to hands-on activities. The Associate of Applied Science degree in Information Technology, Cisco program consists of 60 semester hours, 1184 contact hours, and is 63 weeks in length for the day, evening, and/or on-line.

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"EXCELLENCE IN EDUCATION SINCE 1969"
**Associate of Applied Science Information Technology – Microsoft**

Framed around IT industry certifications, the Associates of Applied Science in Information Technology, Microsoft prepares students for successful careers in information technology. The program is governed by an academy partnership that provides for curriculum, textbooks, learning objectives and course objectives. While earning an IT industry certification is not a requirement of the program, students will be actively encouraged to do so. It is expected that students will complete at least one major IT certification, many of which require passing several industry administered exams at about the same time they graduate from the program. Courses are scheduled to permit students to sit for certification exams at the end of each semester. Throughout, the program offers an unusual and exciting mix of theory and application. Although traditional academic work dominates, about 40% of the curriculum is devoted to hands-on activities. The Associate of Applied Science degree in Information Technology, Microsoft program consists 60 semester hours, 1200 contact hours, and is 63 weeks in length for the day, evening, and/or on-line.

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<tr>
<th>Curriculum</th>
<th>Degree Requirement Courses</th>
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"EXCELLENCE IN EDUCATION SINCE 1969"
Bachelor of Science Information Systems

The Bachelor of Science Degree in Information Systems is a competency-based program designed to provide for the development of knowledge and skills required to design, administer, and support Information Technology for an organization. Each of the core tracks is designed to leverage academic relationships from industry recognized vendors including; CompTIA, Cisco Systems, Microsoft, and VMware.

A first year student will begin the program by developing their critical thinking ability, communication skills, and the foundation needed for future development in quantitative reasoning through Arts and Sciences coursework. The curriculum will follow with a set of core information technology courses, these are the courses needed to prepare the student to launch into their upper level curriculum. The upper level curriculum is designed to produce well-rounded IT Professionals. The curriculum prepares the students for the ongoing innovation in technology and changes in technology and how to contribute to the innovation while managing the risks involved. Students in the Bachelor of Science Information Systems program also have the opportunity to choose a concentration path in Cyber Security for their degree. The Bachelor of Science in Information Systems Program consists of a minimum of 120 semester credit hours and a minimum 2,032 contact hours and is 126 weeks in length for the day, evening, and/or online program.

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EXCELLENCE IN EDUCATION SINCE 1969
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<td>Administering Windows Server 2012</td>
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**Microsoft**

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<td>BCIS4370</td>
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**Area of Concentration Specific Courses - 18 Credits**

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<td>Web Application Security Essentials</td>
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**Information Systems**

*Information Systems Concentration*: a competency-based program designed to provide for the development of knowledge and skills required to design, administer, and support Information Technology for an organization. Each of the core tracks is designed to leverage academic relationships from industry recognized vendors including; CompTIA, Cisco Systems, Microsoft, and VMware. They organize, install, and support an organization’s computer systems, including local area networks (LANs); wide area networks (WANs), network segments, intranets, and other data communication systems.

**Cyber Security**

**Cyber Security Concentration**: prepares students to be leaders in the protection of data assets. The curriculum focuses on the techniques, policies, operation procedures, and technologies that secure and defend the availability, integrity, authentication, confidentiality, and nonrepudiation of information and information systems, in local as well as more broadly based domains. The students will have the opportunity to learn and prepare for EC-Council certification (CEH) and get introduced to the ISC2 domains (SSCP and CISSP). The students will gain the skills and knowledge to be effective leaders and technicians in their career fields.
**Bachelor of Science Cybersecurity**

The Bachelor of Science Degree in Cybersecurity is a competency-based program designed to provide the necessary skills required to manage cybersecurity risk to systems, assets, data, and capabilities. The program prepares students to develop and implement the appropriate safeguards or activities to; ensure delivery of critical infrastructure services, identify the occurrence of a cybersecurity event, take action regarding a detected cybersecurity event, maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

A first year student will begin the program by developing their critical thinking ability, communication skills, and the foundation needed for future development in quantitative reasoning through Arts and Sciences coursework. The curriculum will follow with a set of core information technology courses. These are the courses needed to prepare the student to launch into their upper level curriculum. The upper level curriculum is designed to produce well-rounded cybersecurity professionals. The curriculum prepares the students for the ongoing innovation in cyber security technologies, policies and procedures and demonstrates how to contribute to the innovation while managing the risks involved. The Bachelor of Science in Cybersecurity Program consists of a minimum of 120 semester credit hours and a minimum 2,320 contact hours and is 126 weeks in length for the day, evening, and/or on-line program.

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Cyber Security Concentration

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College of Aeronautics
### Associate of Applied Science Airframe and Powerplant Technology

The courses in the combined Associate of Applied Science in Airframe and Powerplant Technology Program are designed to provide the necessary educational opportunities through classroom and laboratory teaching for a person to acquire the skills and knowledge needed to enter the industry as an entry-level Airframe and Powerplant (A&P) Technician. Graduates will be eligible to take the Federal Aviation Administration examinations. Upon successful completion of the written exams, the graduate will be eligible to take the oral and practical examinations to complete the requirements for the FAA (A&P) Certificate, the technician may enter a number of employment areas, such as general aviation, fixed-base operations, executive aircraft services, major airlines, aircraft contractors, modification operations, and manufacturers as A&P technicians or technical writers. The combined Associate of Applied Science degree in Airframe and Powerplant Technology consists of 96 semester credit hours, 2073 contact hours, and is 60 weeks in length for the day program and 91 weeks in the evening program.

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<tr>
<th>Curriculum</th>
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**Associate of Applied Science Airframe Technology**

The courses in the Associate of Applied Science in Airframe Technology Degree Program are designed to provide the necessary educational opportunities through classroom and laboratory teaching for a person to acquire the skills and knowledge needed to enter the industry as an entry-level Airframe Technician. Graduates will be eligible to take the Federal Aviation Administration examinations. Upon successful completion of the written exams, the graduate will be eligible to take the oral and practical examinations to complete the requirements for the FAA Airframe Certificate. With the FAA Airframe Certificate, the airframe technician may enter a number of employment areas, such as general aviation, fixed-base operations, executive aircraft services, major airlines, aircraft contractors, modification operations, and manufacturers as airframe technicians or technical writers. The Associate of Applied Science Degree in Airframe Technology consists of 60 semester credit hours and 1317 contact hours, and is 44 weeks in length for the day program and 55 weeks in the evening program.

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<th>Curriculum</th>
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"EXCELLENCE IN EDUCATION SINCE 1969"
Associate of Applied Science Powerplant Technology

The courses in the Associate of Applied Science in Powerplant Technology Degree Program are designed to provide the necessary educational opportunities through classroom and laboratory teaching for a person to acquire the skills and knowledge needed to enter the industry as an entry-level Powerplant Technician. Graduates will be eligible to take the Federal Aviation Administration examinations. Upon successful completion of the written exams, the graduate will be eligible to take the oral and practical examinations to complete the requirements for the FAA Powerplant Certificate. With the FAA Powerplant Certificate, the Powerplant technician may enter a number of employment areas, such as general aviation, fixed-base operations, executive aircraft services, major airlines, aircraft contractors, modification operations, and manufacturers as Powerplant technicians or technical writers. The Associate of Applied Science Degree in Powerplant Technology consists of 65 semester credit hours and 1318 contact hours, and is 44 weeks in length for the day program and 55 weeks in the evening program.

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"EXCELLENCE IN EDUCATION SINCE 1969"
COURSE DESCRIPTIONS

Arts and Sciences
(General Education & Academic Success)

School of Allied Health

School of Nursing

School of Business and School of Information Technology

College of Aeronautics
ARTS AND SCIENCES (GENERAL EDUCATION & ACADEMIC SUCCESS)

**BCIS1305  Business Computer Applications   (3 Credits)**
Hrs: 64 Lec: 32 Lab: 32

This course shall include an introduction to business computer applications. Topics include essential concepts and skills in Office 2013 and Windows 8 including Word, Excel, Access, and PowerPoint.

**BIOL1322  Nutrition and Wellness   (3 Credits)**
Hrs: 48 Lec: 48 Lab: 0

This course shall include the study of health issues, stress management, nutrition, and lifestyles choices. Students will understand the effects of personal well-being on the body, mind, spirit, and economy by exploring topics such as food use, stress, regulated fitness, social behavior, and personal risk management. Students will connect the lifelong benefits of sound nutrition and wellness practices and will be given the tools to apply these principles in their everyday personal and professional lives.

**BIOL2401  Anatomy and Physiology I   (4 Credits)**
Hrs: 80 Lec: 48 Lab: 32

This course shall include the structure and function of the human body emphasizing an introduction to anatomy and physiology, biological chemistry organization, cellular biology, tissue levels, bone structures, and the integumentary, skeletal, muscular, and nervous systems.

**BIOL2402  Anatomy and Physiology II   (4 Credits)**
Hrs: 80 Lec: 48 Lab: 32

This course shall include the structure and function of the human body emphasizing blood, growth, development, genetics, special senses and the endocrine, digestive, respiratory, cardiovascular, lymphatic, immune, urogenital and reproductive systems.

**Prerequisite:** BIOL2401

**BIOL2420  Microbiology   (4 Credits)**
Hrs: 80 Lec: 48 Lab: 32

Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment.

**ECON2301  Principles of Macroeconomics   (3 Credits)**
Hrs: 48 Lec: 48 Lab: 0

This course provides an overview of macroeconomic issues. Students examine how the economy behaves at the aggregate level and how national income is measured and determined. Topics include an overview of macroeconomics; measuring gross domestic product, inflation and unemployment; demand including the multiplier process; supply, business cycles, long-term growth; money, banking and monetary policy; inflation; interest rates; stagflation; deficits and fiscal policy; exchange rates and balance of payments; exchange rate policy; purchasing power and interest rate parity.

**ECON2302  Principles of Microeconomics   (3 Credits)**
Hrs: 48 Lec: 48 Lab: 0

The purpose of this course is to provide a basic understanding of the principles of microeconomics. The study of economics deals with the choices and decisions made in order to manage scarce resources available to us. It is the branch of economics that pertains to decisions made at the individual level, i.e. by individual consumers or individual firms, after evaluating resources, costs, and tradeoffs. The course covers how and why these decisions are made and how they affect one another in the economy. Topics covered include consumer and producer behavior, the nature of supply and demand, the different kinds of markets and how they function, and the welfare outcomes of consumers and producers.

“EXCELLENCE IN EDUCATION SINCE 1969”
ENGL1301  Composition I  (3 Credits)
Hrs: 48  Lec: 48  Lab: 0

The course shall include an introductory study of the writing process. Topics include research, drafting, revising, peer editing, and proper citation. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style.

ENGL1302  Composition II  (3 Credits)
Hrs: 48  Lec: 48  Lab: 0

This course shall include an intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Prerequisite: ENGL1301

GOVT2304  Introduction to Political Science  (3 Credits)
Hrs: 48  Lec: 48  Lab: 0

This course shall include an introductory survey of the discipline of political science. Topics include the Constitution, Federalism, Civil Liberties, politics and the media, Congress, and the Presidency. Students will develop vital collaborative and individual written communication skills through regular activities that involve group analysis, discussion, and synthesis of purpose.

HSAS1301  Hallmark Strategies for Academic Success  (3 Credits)
Hrs: 48  Lec: 48  Lab: 0

This course shall include topics in self-assessment, personal responsibility, stress management, team work, leadership, writing skills, test anxiety, self-motivation, self-management, goal setting, and study skills, learning styles, time management, emotional intelligence and campus resources.

HUMA1301  Introduction to Humanities  (3 Credits)
Hrs: 48  Lec: 48  Lab: 0

This course shall include an interdisciplinary, multi-perspective assessment of cultural, religious philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. Students will develop vital collaborative and individual oral and written communication skills through regular activities that involve group analysis, discussion, and synthesis of purpose.

MATH1310  College Mathematics  (3 Credits)
Hrs: 48  Lec: 48  Lab: 0

This course shall include a background in principles and applications of mathematics found in technical and vocation degree program. Topics include: Arithmetic of whole numbers, fractions, and decimals; integer operations, ratio, proportion, and percent; measurements, Basic Algebra, Plane Geometry, and Triangle Trigonometry.

MATH1314  College Algebra  (3 Credits)
Hrs: 48  Lec: 48  Lab: 0

This course shall include a study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

Prerequisite: Passing score on Student Placement exam, completion of developmental coursework or MATH1310.
MATH 1324 Finite Mathematics      (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
This course is an introduction to discrete mathematics. Topics may include, but are not limited to: functions, elementary matrix algebra, linear programming, probability and statistics, and mathematical modeling.
Prerequisite: MATH 1314.

PHIL 2321 Contemporary Moral Issues      (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
Examination of major ethical and moral theories and how they afford a rational approach to specific moral issues and a rational basis for resolving moral conflict. Discussion of the concepts of good, virtue, duty, responsibility, civil authority, law, state and religion. Emphasis of philosophical discussion may be placed on medical, information technology, and business ethics. Emphasis will be on the application of theories to cases.

PSYC 2301 General Psychology      (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
This course shall include a survey of major topics in psychology. Students will learn to identify and understand the different areas of the brain, the nervous system, learning theory, memory function, and personality development. Students will also learn about and discuss social psychology, stress, psychopathology and treatment methods.

SPCH 1311 Introduction to Speech Communication      (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
This course shall include theories and practices of communication including the verbal and nonverbal components of communication. Topics shall include communicating across cultures, listening and responding, and communication in interpersonal relationships. There is an emphasis on interpersonal, small and large group, and organizational communication with the objective to achieve proficiency in speaking and listening effectively.

SPCH 1321 Professional Communications      (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
This course shall include the theories and practice of speech communication in professional situations. Topics shall include nonverbal communication, listening skills, group processes and formal presentations in a business environment.
HITT1301  Health Data Content Structure  (3 Credits)
Hrs: 48  Lec: 48  Lab: 0
This course is an introduction to the use of Electronic Health Records (EHRs) relating to the primary and secondary health-related data and processes. Students will learn to professionally communicate, both written and electronically, interpret health record content including common symbols and abbreviations, identify documentation requirements, describe health information management department functions and purposes. Additionally, student shall differentiate the various types of healthcare facilities and their records; identify the various licensing and regulatory agencies in the healthcare industry.

HITT2335  Coding and Reimbursement Methodologies  (3 Credits)
Hrs: 64  Lec: 32  Lab: 32
This course will allow students to how to assign medical codes to the medical procedures and diagnosis as pulled from a patient’s medical health record while combing that information with their knowledge of reimbursement and coding guidelines to optimize reimbursement from the insurance companies for physician payment. Students shall become familiar with the Current Procedural Terminology (CPT), International Classification of Diseases-10 (ICD-10-CM), and the Healthcare Common Procedural Coding Systems Level II Codes (HCPCS) while interpreting and ensuring the Health Insurance Portability and Accountability Act (HIPAA) rules are being adhered to.

HITT2340  Advanced Medical Billing and Reimbursement  (3 Credits)
Hrs: 64  Lec: 32  Lab: 32
This course shall focus on health insurance and reimbursement in a variety of health care settings. Students will demonstrate accurate coding of medical records using various coding systems, demonstrate proper preparation and execution of third party payer reimbursement forms using local, state, and federal guidelines, and demonstrate proper bookkeeping transactions on patient accounts.
Prerequisite: HITT2335

MDCA1254.3  Registered Medical Assisting Exam Preparation/Review  (2 Credits)
Hrs: 48  Lec: 40  Lab: 8
This course shall be preparation for the National Registered Medical Assistant Exam from American Medical Technology. This course will require students to take RMA exam prior to practicum. The student will be prepped and reviewed with a structured study environment through overall academic testing review, time management testing, test taking strategies and study techniques prior to the RMA exam. The medical assistant must pass successfully with score of 70 or better to be granted a RMA licensing certification.
Prerequisite: All coursework completed in the program except MDCA2164, a cumulative GPA of 2.0 or higher or approval of the Program Chair.

MDCA1305  Medical Law and Ethics  (3 Credits)
Hrs: 48  Lec: 48  Lab: 0
This course is a display in professionalism and will teach students how to perform within ethical and legal boundaries in the health care setting. The student will learn how to differentiate between sources of law in Texas and in the United States as applied to the practice of medicine. Additionally, students will learn how to keep medical records in both an ethical and legal manner, perform risk management procedures and have an opportunity to examine legal, moral and bioethical issues.

MDCA1313  Medical Terminology  (3 Credits)
Hrs: 64  Lec: 32  Lab: 32
This course is an introduction to the study of word origin and structure through the component parts of medical terms: prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. Instruction is given in the practical application of a medical vocabulary system and introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems as well as systemic and surgical terminology.

“EXCELLENCE IN EDUCATION SINCE 1969”
MDCA1317  Procedures in a Clinical Setting  (3 Credits)
Hrs: 64  Lec: 32  Lab: 32
This is a clinical course which introduces basic fundamental skills for the medical assistant student to effectively and efficiently perform routine clinical tasks. Aseptic practice for the medical office will also be studied and defined, along with basic patient interaction such as: interviewing, triaging, assessing, obtaining and documenting, vital signs, assisting with basic physical exams, minor procedures, and a variety of clinical testing appropriate for the medical office.
Prerequisite: MDCA1313, and BIOL2401, or approval of the Program Chair

MDCA1321.1  Administrative Office Procedures/Medical Administrative Insurance  (3 Credits)
Hrs: 48  Lec: 48  Lab: 0
This course provides an introduction to the administrative skills needed for a medical office setting. Students will learn how to maintain professional behavior while engaging in customer service. Students will learn through a hands-on approach by role playing routine office duties including handling finances, billing, and health insurance forms, creating medical charts, filing, manage and scheduling appointments, accounts payable and receivable.

MDCA1344  Electrocardiology  (3 Credits)
Hrs: 64  Lec: 32  Lab: 32
This course covers the basic anatomy and physiology of the heart and its electrical system. Students will learn cardiac modalities, cardiac pharmacology, patient preparation and confidentiality. The course will also cover how to use the electrocardiograph EKG machine, safety and maintenance, placement of electrodes and leads, identification of irregularities of the heart and learn to distinguish more complex arrhythmia. Upon course completion, students will be required to sit for national certification exam for Certified EKG Technician (CET) through the National Healthcare Association (NHA).
Prerequisites: MDCA1313, MDCA1317, BIOL2401 and BIOL2402 or approval of the Program Chair

MDCA1348.1  Pharmacology  (3 Credits)
Hrs: 64  Lec: 32  Lab: 32
This course is an introductory course in the concepts and applications of pharmacological principles including classifying medications into correct drug categories and applying basic pharmacology principles. Students will utilize basic pharmacodynamics in identifying common medications, medication preparation, and administration of medications used by the major body systems, with an emphasis being placed on safety and accurate administration. The laboratory component of this course provides practical application of the student’s knowledge when performing parenteral injection administration.
Prerequisite: BIOL2401, BIOL2402, MATH1314, MDCA1313, MDCA1317 and MDCA1352.1 or approval of the Program Chair

MDCA1352.1  Phlebotomy Clinical Procedures  (3 Credits)
Hrs: 64  Lec: 32  Lab: 32
This course is an introduction to common laboratory procedures performed in a physician’s office or clinical setting. Special emphasis will be placed on infection control, patient identification, the labeling of specimens, quality assurance and specimen handling. Students will learn to prepare and perform routine laboratory procedures such as: phlebotomy, hematology, and chemistry testing. The student will strictly adhere to laboratory safety requirements and federal OSHA regulations including universal precaution guidelines.
Prerequisite: MDCA1313, MDCA1317 or approval of the Program Chair

MDCA1402.1  Human Disease/Pathophysiology  (4 Credits)
Hrs: 80  Lec: 48  Lab: 32
This course is an introductory course reviewing the study of anatomy and physiology. Students will learn the causes and mechanisms of disease, its progress, and outcomes. The student will learn the foundation of disease in organs and systems throughout the human body. Additionally, students will be able to identify the differences in diseases, signs and symptoms, normal and abnormal test results, cause and effect of diseases, its origins, and progression.
Prerequisites: MDCA1313, BIOL2401 and BIOL2402
MDCA2164 Practicum-Medical Assistant (1 Credit)
Hrs: 160 Lec: 0 Lab: 160
This course shall enable the student to integrate and apply knowledge and skills from all previous medical assistant core curriculum courses in actual patient settings. Students will perform administrative, clinical and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. The clinical practicum provides an opportunity for students to experience working in a qualified licensed health care practitioner’s office, clinic, or urgent care setting. The student must complete 160 uncompensated hours in their clinical practicum. (Pass/Fail)
Prerequisite: All courses in the program with a cumulative GPA of 2.0 or higher.

MED2301.1 Mobility Procedures in Clinical Setting (3 Credits)
Hrs: 64 Lec: 32 Lab: 32
This course is designed to introduce students to sterile surgical techniques along with assisting minor surgical procedures. Patient education is the focus with emphasis on the students learning how to teach patients the proper way to use the following mobility devices: canes, crutches, walkers, and wheelchairs. Students will acquire certification in both CPR and First Aid skills.
Prerequisite: MDCA1317 and MDCA1352 or approval of the Program Chair.
NURS3510 Professional, Legal, & Ethical Issues in Nursing Practice     (5 Credits)
Hrs: 90  Lec: 90  Lab: 0
In this course, students analyze important concepts of professionalism and professional values in nursing practice. The social, legal, ethical, cultural and inter-professional context of nursing practice is presented. Contemporary issues in professional nursing practice are presented including informatics, health care delivery, policy, financing, and nursing management across the health-illness continuum, across the lifespan, and in all healthcare settings.

NURS3520 Comprehensive Health Assessment     (5 Credits)
Hrs: 90  Lec: 90  Lab: 0
This course focuses on the health assessment component of the nursing practice using a life span approach. Integration of health assessment skills methods will be explored within the dimensions of pathophysiologic changes that occur during alterations in health. Considerations for health assessment will include growth and development, psychological, socio-cultural and spiritual health of individuals.

NURS3530 Pathophysiology     (5 Credits)
Hrs: 90  Lec: 90  Lab: 0
This course provides a study of variations in physiologic functioning and alterations in physiologic response of body systems. The course addresses physiologic changes that will help identify alterations in body systems and their relationship to the patient's state of health. Topics include altered cell functioning, genetic disorders, risk factors, health promotion, and disease prevention.

NURS3540 Cultural Issues in Nursing Practice     (5 Credits)
Hrs: 90  Lec: 90  Lab: 0
This course focuses on culture and its impact on health care delivery at the individual, community, and system levels. This course is designed to raise awareness, to inspire action, and to open discussion of cultural issues affecting professional nursing practice. Students examine topics of cultural and gender bias, ethnocentrism, cultural blindness, cultural imposition, legal trends, as well as select ethical and moral issues and dilemmas encountered when caring for culturally diverse patients and families.

NURS3550 Nursing Informatics & Communications     (5 Credits)
Hrs: 90  Lec: 90  Lab: 0
This course is the foundation for the improvement of effective nursing practice and patient outcomes through the application of patient care technology, knowledge, communication, regulations, and understanding of the history, terminology, and impact of informatics to the promotion of nursing professionalism in patient care and safety. Students will gain an understanding of the need for inter-professional communication and collaboration for improving patient health outcomes. The focus is on the integration of nursing, information and communication management, and information science for the support of excellent professional nursing practice. Students will be able to define nursing informatics, communication, and information science. Awareness of ethical considerations and applications in nursing informatics use of social networking tools, handheld computers and e-portfolios in health care environments.
NURS3560 Nursing Research & Evidence-Based Practice  (5 Credits)
Hrs: 90   Lec: 90   Lab: 0

This course emphasizes the importance and application of nursing research and scholarship for evidence-based nursing practice. The elements of the research process are utilized to appraise and translate scientific evidence to solve nursing practice issues. Focuses on critical thinking and writing skills that enable the student to develop competencies as a consumer of research, and sharing evidence of best practices with the inter-professional team.

NURS4510 Health Promotion  (5 Credits)
Hrs: 90   Lec: 90   Lab: 0

Focuses on nursing care of specialized individuals and populations. The course explores the concepts of health promotion and the application of health promotion concepts to nursing practice to enable the client to control and improve health outcomes. Different influences on individual and community health systems are analyzed. Includes the importance of population health promotion, along with clinical prevention, throughout the lifespan and the assistance of individuals, families, groups, communities, and populations to prepare for and minimize health consequences of emergencies, including mass casualty disasters.

NURS4520 Nursing Leadership Practice  (5 Credits)
Hrs: 90   Lec: 90   Lab: 0

Focuses on nursing leadership including developing and refining knowledge, skills, and attitudes in working within organizational and community arenas. Also focuses on the actual provision of care and/or supervising care provided by other licensed and non-licensed assistive personnel. Examines nursing leadership and management through use of a systems approach with a focus on quality and safety of client care. Discusses leadership models, behavior, and strategic planning at various organizational levels.

NURS4530 Gerontology Nursing  (5 Credits)
Hrs: 90   Lec: 90   Lab: 0

This course provides a foundation for nursing practice with older adults across the spectrum of health, illness, and care settings. The more subtle presentation of disease and the importance of functional and geriatric-specific assessment tools, as well as an interdisciplinary approach to care, is thoroughly discussed. There is an emphasis in this course on early recognition of the geriatric syndromes, preventing a downward spiral of disability, and facilitating function and quality of life for the older adult. ANA Gerontological Standards of Care, Institute of Medicine (IOM), and QSEN recommendations for improvements in quality and safety provide the framework for this course. Nurses successfully completing this course will be able to incorporate Best Practices for managing pain, falls, delirium, dementia, malnutrition, incontinence, and polypharmacy when caring for older adults.

NURS4540 Population-Based Nursing  (5 Credits)
Hrs: 90   Lec: 90   Lab: 0

This course focuses on an analysis of the nursing role as it relates to population-based health. The course addresses nursing theories, public health ethics, and nursing advocacy. Topics include the importance of health promotion and prevention across the life span, vulnerable populations, global health considerations, and the role of nursing in disaster settings.
NURS4550 Pharmacology    (5 Credits)  
Hrs: 90   Lec: 90   Lab: 0  
This course provides a study of pharmacologic principles as they relate to nursing. Medications are addressed, by classification, through the integration of pathophysiological indications for use, the anticipated side effects, and the impact on the health of the individual. Specific instruction is provided regarding the safety of medication administration, principles of risk reduction, and patient/family teaching across the lifespan.

NURS4560 Health Care Delivery Systems    (5 Credits)  
Hrs: 90   Lec: 90   Lab: 0  
This course provides perspectives on health care delivery past, present, and future. It also addresses the impact of health care issues on health care delivery including the determinants of health to include insurance costs, applications for health professions, and the need of comprehensive planning and its impact on the future. Healthcare policy, finance, and regulatory environments will be discussed. This course will encourage the formulation and evaluation of potential solutions to some of the most urgent health care delivery issues facing the U.S. today.
ACC6301 Strategic Cost Management (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Cost management across the supply chain is integrated with strategic analysis to understand the role of financial and nonfinancial information in operational and strategic decision making. Topics include value-chain analysis, cost-driver analysis, activity-based management, line business evaluation, technology costing, quality cost management, and the balanced scorecard. The importance of ethical conduct also is covered.

ACCT2301 Principles of Accounting I (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Principles of Accounting I is an introduction to financial accounting concepts and their application in transaction analysis. The student will learn how to prepare financial statements, analyze financial statements and understand accounting in proprietorships, partnerships, and corporations.

ACCT2302 Principles of Accounting II (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

Principles of Accounting II is a study of the fundamentals of managerial accounting with an emphasis on budgeting, planning, management decision making, and an analysis of financial reports. Students will define and develop a working knowledge of management accounting terminology and procedures; and prepare and analyze reports for financial decision making including statement of cash flows, budgets, variance analysis, and other managerial decisions.

Prerequisite: ACCT2301

ACCT3301 Financial Accounting and Reporting (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course serves to enhance the concepts of Managerial Accounting and its use to make decisions within the organization. The course will provide an opportunity to evaluate the business enterprise and aid in its planning, organizing, and controlling functions.

Prerequisite: ACCT201 and ACCT2302

AVMT4309 Human Factors in Aviation Safety (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course provides an introduction and overview of the theories, concepts, applications, and practices of the field of aerospace safety and covers topics such as human factors, mechanical factors, accident investigation, safety programs, and safety statistics.

BCIS3306 Introduction to Network Management and Convergence (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

The course examines management strategies and implications for current and emerging technologies and their application in real world business settings. Students in this course are presented with concepts in management of IT Convergent Networks delivering Voice & Data, Data & Video Imaging, Voice over Data Internet Protocols, IP Telephony Architecture, Topologies, and Security and their potential application to an existing or emerging business environment.

BCIS3350 Business System Analysis & Design (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course focuses on the study of enterprise and application systems analysis in organizations. Students will learn the skills, processes, technologies, applications and practices used to define markets and support decision making. Students will use industry cases to design prototypes and methodical procedures to be used as delivery mechanisms intended for understanding a firm’s internal strengths and weaknesses. Emphasis on the design phase of systems analysis projects will be included.
BCIS4355  Advanced Information Systems Management   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

Students in this course develop skills related to ongoing planning, development and management of Information Systems. Students explore advances in Computer Telephony Integration/Integrated Voice Response (CTI/IVR) Systems for Contact Center Applications. Emphasis is placed by maintaining a balance between technology tools and business operations developing effective business strategies.

BCIS4365  Database Management   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

This course concentrates on the process of database design. Students will understand how to plan analyze, implement and maintain Database Management Systems (DBMS). Students will use relational DBMS software to store, access and manage data and learn how to utilize the information to facilitate decision making. Students learn how to incorporate business management and network management principals to support organizational goals. Problem resolution in an enterprise environment is emphasized.

BCIS4370  E-Business, Strategy, Architecture and Design    (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

This course concentrates on Business Management skills and concepts of electronic commerce in an organization. Emphasis is placed on maintaining balance between technology tools and e-commerce strategy. The course addresses architecture and design of business-to-consumer solutions and Customer Relationship Management applications, while maintaining security and defense of Business Processes in Cyber Space.

BLA6301  Legal Environment of Business  (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

An in-depth examination of legal issues for business organizations, including constraints and opportunities. Primary attention will be given to an intensive exploration of the law as it affects business contracts, sales, commercial paper, and the formation and operation of a business entity from the perspective of the manager. This course is designed to meet the professional needs of managers who have minimal exposure to the law and to enhance their knowledge of the legal ramifications of business operations.

BUSI1301  Introduction to Management    (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

This course is an introduction to the many facets of the private enterprise system and of the businesses that operate within its framework. Your experience in this course will enable you to gain a better understanding of what business arena is all about, how a business operates and which business functions are needed in any business enterprise. This course serves to put the student through an on-boarding process into the mock organization that will the core of their Business curriculum. The class has a focus on the differences between a manager and leader, character, and examines various leaders. At the end of the course, the student will have an understanding of the Hallmark definition of leadership used throughout the program, have the expectation of how to be successful within the mock organization, and how it will work for their success.

BUSI2330  Business Statistics I    (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

This course is designed to introduce students to basic statistical techniques utilized in business. Business Statistics I is the first in a sequence of two courses which will utilize mathematical and statistical techniques in the analysis of business and managerial problems. The emphasis of Business Statistics I is on problem recognition, problem formulation, and selection of proper techniques, problem solutions, and evaluation of results. The use of electronic spreadsheets is an integral part of this course. The student will learn how to collect, summarize, and interpret data. Subject matter in this course will include descriptive statistics, probabilities, discrete and continuous data analysis, sampling design, and confidence intervals.

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BUSI3301 Business Law (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
This course is a study of the laws affecting the operation of businesses. Legal analysis of contemporary environment of business law including the common law, legal reasoning, court systems and procedures, constitutional law, torts, contracts and corresponding areas of Article 2 of the Uniform Commercial Code, agency, property, bailment, international law, and related jurisprudential topics in light of social, ethical, political, economic, and global perspectives. Topics include commercial paper, credit transactions, security devices, and bankruptcy.

BUSI3315 Business Ethics (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
This business ethics course offers an introduction into the concept of values, morality, as well as cultural beliefs and upbringing in all areas of business, from consumer rights to corporate social responsibility. Decisions made by shift managers or corporate presidents may affect thousands of individuals or entire communities. Consumers today expect and demand integrity, honesty, and transparency in all levels of their environment. Understanding those expectations is the key to communicating core values and behavior not only to employees, but society in general. This course helps enhance your aptitude to “think, act, and lead” ethically.

BUSI3325 Entrepreneurship (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
This course examines the theory and practice of promoting and managing innovation in start-ups and existing firms. It explores successful strategies, funding techniques, business models, risks, and barriers for introducing breakthrough products and services. Topics include business model innovation, design-driven innovation, leadership, strategy, information technology, knowledge management, process improvement, performance measurement, and change management. Students create a business plan by exploring innovative business ideas, legal forms of organization, financing sources, market assessment, and budgeting.

BUSI3330 Business Statistics II (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
This course builds on the foundations learned in BUSI 2330 but includes uses of statistics in decision-making; sampling and sampling distributions; estimation of means and proportions; linear regression and correlation; multiple regressions and hypothesis testing. Students will also study the integration of statistics with Management Information Systems.
Prerequisite: BUSI2330

BUSI3365 Business Intelligence and Analytics (3 Credits)
Hrs: 64 Lec: 32 Lab: 32
This course provides an introduction to Business Intelligence, including the processes, methodologies, infrastructure, and current practices used to transform business data into useful information and support business decision-making. This course will review logical data models for both database management systems and data warehouses. Students will learn to extract and manipulate data from these systems and assess security-related issues.

BUSI4310 International Business (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
The student will study the scope of business operations and policies specific to international business and global competition. Case studies will be used to analyze the problems of conducting business across national boundaries and within a multinational environment. Analysis of these problems will include insight to the many perspectives involved in international relationships. Societal and environmental impacts of international business activities will be studied.

BUSI4355 Information Technology Capstone (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
This culminating course of study is where the student will demonstrate knowledge of the major concepts presented in the program. This will be done by completing a research project, presenting a completed body of work or some other comprehensive method of displaying proficiency of the subject matter. It provides students with a significant experience by integrating knowledge from several courses and with a means to practice project management, technical writing, and technical presentation skills. An example of this would be to submit a response to a request for proposal.

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CIST1310 Introduction to Computer Programming (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course introduces students to the three major types of programming languages: assembled, compiled, and interpreted. Most of the focus of the course, however, and all of the hands-on exercises, will be geared towards developing, debugging, and successfully testing partial and complete programs in Python, an interpreted language. Students will learn about the history of various programming languages including Python itself, then learn and gradually apply programming techniques in order to grasp many of the most common programming concepts in use by industry today. In order to pass the course, students will have to solve a problem which they identify by writing, debugging and finally completing a fully functional program that they write in Python.

CIST1320 Introduction to Computer Programming (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is designed as a beginning programming course. The course provides the beginning programmer with a solid foundation in programming theory and practice. The course assumes no programming experience. Good programming style and logical thinking are emphasized throughout. This course will teach students to; plan and create well-structured programs, write programs using the sequence, selection, and repetition structures, and to create and manipulate functions, sequential access files, strings, classes and objects.

CIST3235 Structured Systems Analysis and Design (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course is an introduction to the analysis, design and implementation of information systems. Students are expected to integrate and apply their knowledge in management and information systems to real world (problem solving) situations. Students will learn the contemporary systems analysis and design concepts and methodologies. Both structured systems development method and object-oriented method will be covered. Furthermore, we will discuss the role of some popular business software products, such as Oracle 9i, SAP R/3, PeopleSoft, Panther Soft and Microsoft product line in information systems development.

CPMT1347 IT Essentials – Hardware (3 credit)

Hrs: 64 Lec: 32 Lab. 32

The course teaches students to assemble information technology hardware components based on customer requirements. Students learn to install, configure and maintain PCs and software for end users. Other topics include: networking and security/forensics, hardware and software troubleshooting, customer support, virtualization basics, desktop imaging, and deployment. The course identifies with material from the first portion of the A+ exam (hardware), and is enhanced with practice exams to align the classroom material with the professional certification exam.

CPMT1348 IT Essentials – Operating Systems (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course teaches students the fundamental principles of supporting desktop operating systems and troubleshooting computer systems and basic networks. Students will learn to support the latest technologies and legacy systems. The course prepares students to install and manage operating systems, configure users and groups, use anti-virus tools, configure access control measures, diagnose and resolve operating system issues and to configure mobile devices. The course identifies with material from the second portion of the A+ exam (software), and is enhanced with practice exams to align the classroom material with the professional certification exam.

Prerequisite: CPMT1347

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CPMT2050 Information Technology Capstone     (O Credits)

Hrs: 16 Lec: 0 Lab: 16

This capstone course will review student progress towards applicable professional certifications and include preparation time for required and/or additional professional certifications as determined by instructor and student in initial meeting. Time will also be allocated for career planning and placement.

Prerequisite: All AAS Information Technology courses or approval of the Program Chair.

CYSEC4301 Security Policy and Procedures     (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course enables IT professional leaders to identify emerging security risks and implement security policies to support organizational goals. We discuss methodologies for identifying, quantifying, mitigating and controlling security risks.

CYSEC4302 Cryptography and Computer Security     (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

Security mechanisms for protecting information in computer systems and networks. Includes cryptography and its applications to security services in distributed systems, mathematics of cryptography, access control, protection models, security policies, and design of secure systems, firewalls, and intrusion detection.

Prerequisite: CYSEC4303

CYSEC4303 Hacking and Countermeasures     (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course will immerse the students into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. Students will begin by understanding how perimeter defenses work and then be lead into scanning and attacking their own networks, no real network is harmed. Students then learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation.

CYSEC4308 Information Security Governance and Compliance     (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

In this course students will earn how to design, implement, support and manage information security control methods for enterprise environments. The focus is on how these controls can be used to help organizations comply with regulatory requirements. The course covers frameworks (such as PCI – Payment Card Industry and HIPPA – Health Insurance Portability and Accountability Act.) that are used to ensure that assets are protected. This course also includes topics on information security governance, organizational structures, and cultures and stresses the importance of security awareness training.

Prerequisite: ITSY1300

CYSEC4310 Digital Forensics     (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course presents students with a comprehensive understanding of digital forensic principles and the collection, preservation, and analysis of digital evidence. Students will learn about the importance of forensic principles and procedures, legal considerations, digital evidence controls, and the documentation of forensic analysis. Students will be able to: Describe digital forensics and relate it to an investigative process, Explain the legal issues of preparing for and performing digital forensic analysis based on the investigator's position and duty, Perform basic digital forensics, Demonstrate use of digital forensics tools, Guide a digital forensics exercise, Recognize the state of the practice and the gaps in technology, policy, and legal issues. Course topics will include computer and network technologies, operating system architectures, disk structures, and file system analysis. Students will develop an understanding of the different applications and methods for conducting network and digital forensic acquisition and analysis. This course will incorporate laboratory exercises and demonstrations to reinforce practical applications of digital forensic theory.

Prerequisite: CYSEC4303
CYSEC4312 Network Security     (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

This course focuses on basic concepts in network security. It introduces students to the fundamental techniques used in implementing secure network communications, and provides experience in attacking and defending networked systems. After completing this course the student will be able to: Describe security issues, threats and processes, develop a network security plan, implement encryption, discuss effective data asset evaluation and risk assessment practices, implement and configure firewalls, set up a virtual private network (VPN), use IPsec, evaluate and implement intrusion detection systems, and utilize tools to test the security of the network.

Prerequisite: ITCC1311

CYSEC4314 Operating System Security     (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

This course teaches students the general concepts and applied methods of computer security, especially as they relate to confidentiality, integrity, and availability of information assets. Topics include system security analysis, access control, security models, identification and authentication, protection against external and internal threats, communication protocols and internet security. Students will learn to describe the functioning of various types of malware and to explain the controls available for protection against cyber-attacks. The course also describes various methods of authentication, mechanisms used to provide security in operating systems, the properties of popular encryption algorithms, and legal, privacy and ethical issues in computer security.

Prerequisite: ITMT2361 and ITNW1393

CYSEC4316 Network Penetration Testing     (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

This course introduces students to the principles and techniques associated with the cybersecurity practice known as penetration testing. The student discovers how system vulnerabilities can be exploited and learns to avoid such problems. This course teaches students the underlying principles and many of the techniques associated with the cybersecurity practice known as penetration testing. Students will learn about the entire penetration testing process including planning, reconnaissance, scanning, exploitation, post-exploitation, and result reporting. The course will provide the fundamental information associated with each of the methods employed and insecurities identified. In all cases, remedial techniques will be explored. Students will develop an excellent understanding of current cybersecurity issues and ways that user, administrator, and programmer errors can lead to exploitable insecurities.

Prerequisite: CYSEC4303 & CYSEC4310

CYSEC4318 IT Network Defense and Counter Measures     (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

This course focuses on the understanding of the network security architecture. The course covers network attacks and defenses, firewall systems, network design and configuration, Virtual Personal Networks (VPN) configuration, Intrusion Detection System (IDS) design and configuration, intrusion signatures, and network security policies and configurations.

Prerequisite: CYSEC4312

CYSEC4320 Web Application Security Essentials     (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

This course teaches students how to safely implement, manage and protect web applications. Students will learn to mitigate web security issues, and to protect their web applications. The course also covers important issues and best practices for web application development and infrastructure security. The course uses hands-on and defensive exercises to reinforce the learning materials.

Prerequisite: ITSY1300

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FINA3301 Corporate Finance   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

The student will be introduced to the basic concepts, principles, and analytical techniques of financial management. The course will emphasize net present value, cash flows, and the tradeoff between risk and return. Other topics will include the time value of money, financial planning and analysis, capital budgeting, valuation and risk and return.

Prerequisite: ACCT2301, and ACCT2302

GBL6301 Global Strategic Management   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

In an introduction to the strategic management of multinational corporations (MNCs), students learn how to create competitive advantage in a global context. Three levels of analysis are presented: trends in the competitive environment in which MNCs operate; changing ways MNCs organize and conduct global operations; and changing roles of MNC management.

HCM4301 Orientation to Clinical Protocols   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

This course is designed to provide a basic familiarity with common and specialty health care facilities and services, procedures, equipment, and supplies. Students will become familiar with the processes of strategic planning and risk management in addressing quality of care issues that are specific to management of health care systems, such as could be found in clinics, hospitals, long-term care facilities, and other such settings.

HCM4302 Health Facility Operations   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

This course provides the foundation on which to develop and build the management plans in order to ensure a safe and efficient working environment. Students will learn the specifics of health care safety and hazard control, of chemical safety, proper handling of medications and chemical reagents, and disease prevention protocols, to include blood borne pathogen training and certification. They will also learn and discuss the basics of emergency management and planning, and what steps are involved in disaster planning.

HCM4303 Healthcare Informatics   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

This course is designed to give the student a grounding in health care systems, types of health care data and infrastructure systems, familiarity with a number of popular electronic health record systems, and a keen appreciation of the challenges of healthcare security issues, such as those addressed in HIPAA and HITECH legislation. There will be particular emphasis on areas to include risk management and patient safety, as well as legal and ethical issues involved with health care data and expectations of privacy.

HCM4304 Future Trends in Healthcare   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

This course is designed to expose the students to the trends in health care, of the rapidly changing health care management field, particularly in the areas of health informatics, of new legislation regarding privacy and confidentiality, how mobile devices are changing the face of health care, of tele-health and new technologies and their impact on patient care, and on the transition of the practice of medicine with patients now becoming consumers. We will look at exciting new potentials of being a health care manager in the upcoming years, and how to best prepare to embrace and prepare for these transitions.

HCM4305 Healthcare Negotiations and Policy Issues   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

This course is designed to help the health care manager better understand and apply the business processes of revenue cycles and financial management, and in the art and practice of negotiating contracts with vendors, electronic data systems, and insurance companies. There will be evaluation of the impact of pharmaceutical and medical device representative partnerships on a medical practice, and the legal and ethical implications of these roles and relationships.

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HCM4306 Healthcare Delivery Systems (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

The purpose of this course is to give the student an appreciation for the wide variety of healthcare settings and systems in the United States. This will include a study of healthcare facilities and target populations, of types of services, and health planning regulations. There will be discussion of national health policies, of managed care issues, and how to manage health care costs and financing. The student will research management resources as they evaluate health systems manpower, public health issues, and long-term care challenges and opportunities as we consider an aging population.

HCM4307 Legal and Ethical Aspects of Health Administration (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

This course is designed to address the legal and ethical aspects of healthcare administration and management. Particular focus will be on compliance issues, HIPAA/HITECH regulations, creating policies and procedures for various healthcare settings, processes of audits, and the consequences of noncompliance.

INTL5321 Eastern and Western Markets (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

This course provides the students with the relevant theoretical framework and practical insights concerning the different behaviors and challenges to conducting international business within diverse markets. Each segment of the world’s markets provides their own unique challenges and rewards. An in-depth case study of selected multinational companies will allow the student to understand and develop effective strategies to enter diverse global markets.

INTL6322 International Business Negotiations (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

This is a course about negotiations and dispute resolution. It covers the various types of negotiation situations we face at work and in our daily lives (distributive, interactive and intra-organizational). It also focuses on the various forms of alternative dispute resolution (ADR) mechanisms that are useful in resolving problems when negotiations are unsuccessful or break down. The most useful of these techniques used to resolve negotiation disputes are mediation and arbitration. Finally, it covers the special field of international negotiations and familiarizes the student with negotiations in a global environment.

ITCC1311 CCENT: Introduction to Networks (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

This course introduces the architecture, structure, functions, components and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches and implement IP addressing schemes.

ITCC1312 CCENT: Routing and Switching Essentials 1 (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

This course introduces the student to fundamental networking concepts and technologies. The learning materials will assist the student in developing the skills necessary to plan and implement small networks across a range of applications. The specific skills covered include; an introduction to switched networks, basic switching concepts and configuration, virtual local area networks, and routing concepts. Successful completion of this course prepares the student for the more advanced networking concepts presented in course ITCC1313.

Prerequisite: ITCC1311

“EXCELLENCE IN EDUCATION SINCE 1969”
ITCC1313 CCENT: Routing and Switching Essentials 2  (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

This course introduces the student to fundamental networking concepts and technologies. The learning materials will assist the student in developing the skills necessary to plan and implement small networks across a range of applications. The specific skills covered include; Inter-Virtual Local Area Network (VLAN) routing, static and dynamic routing, the Open Shortest Path First Routing Protocol, Access Control Lists (ACLs), Dynamic Host Configuration Protocol (DHCP) and Network Address Translation (NAT). Successful students will take and pass the Cisco Certified Enterprise Network Technician (CCENT) Certification Exam.

Prerequisite: ITCC1312

ITCC2318 CCNA: Scaling Networks  (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

This course describes the architecture, components and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP and STP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network.

Prerequisite: ITCC1311 and ITCC1314

ITCC2320 CCNA: Connecting Networks  (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network.

Prerequisite: ITCC1311, ITCC1314 and ITCC2318

ITCC2341 CCNA Security  (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

Overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies, products, and solutions; and secure router design, installation, configuration, and maintenance; AAA and VPN implementation using routers and firewalls. This course will help you prepare for the Certified Network Associate Security Exam.

Prerequisite: ITCC1311, ITCC1314, ITCC2318, and ITCC2320 or approval of the Program Chair

ITMT1381 Configuring Windows 8  (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

Windows 8 certification. Students master configuration or support for Windows 8 computers, devices, users and associated network and security resources. Those in this IT Professional career field are prepared to work with networks configured as a domain-based or peer-to-peer environment with access to the Internet and cloud services. In addition, these IT Professionals will have mastered the skills required to be a consultant, full-time desktop support technician, or IT generalist who administers Windows 8-based computers and devices as a portion of their broader technical responsibilities. Additional skills addressed in this course are the following: install and upgrade to Windows 8, configure hardware and applications, configure network connectivity, configure access to resources, configure remote access and mobility, monitor and maintain windows clients, and configure backup and recovery options.
ITMT2311 Installing and Configuring Windows Server 2012  (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

This 70-140 Installing and Configuring Windows Server 2012 course prepares certification students for the first of a series of three exams which validate the skills and knowledge necessary to implement a core Windows Server 2012 Infrastructure into an existing enterprise environment. This Microsoft Official Academic Course is mapped to the 70-140 Installing and Configuring Windows Server 2012 exam objectives. This course focuses on real skills for real jobs and prepares student to prove mastery of core services such as Active Directory and networking services. In addition, this course also covers such valuable skills as: managing active directory domain services objects, automating active directory domain services administration, implementing local storage, implementing file and print services, implementing group policy, and implementing server virtualization with Hyper-V.

ITMT2312 Configuring Advanced Windows Server 2012  (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

This 70-412 Configuring Advanced Windows Server 2012 Services course covers the third of three exams required for Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 certification. This course will help validate the skills and knowledge necessary to administer a Windows Server 2012 Infrastructure in an enterprise environment. The three MCSA exams collectively validate the skills and knowledge necessary for implementing, managing, maintaining and provisioning services and Infrastructure in a Windows Server 2012 environment. This Microsoft Official Academic Course is mapped to the 70-412 configuring Advanced Windows Server 2012 Services exam objectives. This course focus on real skills for real jobs and prepares students to prove mastery of Advanced Windows Server 2012 Services such as advanced configuring tasks necessary to deploy, manage, and maintain a Windows Server 2012 Infrastructure. It covers such skills as faculty tolerance, certificate services, and identity federation. In addition, this course also covers such valuable skills as: implementing advanced network services, implementing advanced file services, implementing dynamic access control, implementing network load balancing, and implementing failover clustering.

ITMT2332 Designing and Implementing a Server Infrastructure  (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

The Designing and Implementing a Server Infrastructure course introduces topics suitable for the needs of large, enterprise-scale organizations. Passing the course will demonstrate your knowledge of enterprise server technologies. This course reviews concepts described in the following objective domains: Plan and deploy a server infrastructure, Design and implement network infrastructure services, Design and implement network access services, Design and implement an Active Directory infrastructure (logical), and Design and implement an Active Directory infrastructure (physical). Successful completion of this course and the associated course, ITMT2366, will allow current holders of Microsoft’s MCSA Certification to prepare for the Microsoft MCSE Certification.

Prerequisite: ITMT2311, ITMT2361, and ITMT2312 or approval of the Program Chair

ITMT2360 Core Solutions of Microsoft Exchange Server  (3 Credits)
Hrs: 64 Lec: 32 Lab: 32

This course will provide you with the knowledge and skills to plan, deploy, manage, secure, and support Microsoft Exchange Server 2013. This course will teach you how to configure Exchange Server 2013 and supply you with the information you will need to monitor, maintain, and troubleshoot Exchange Server 2013. This course will also provide guidelines, best practices, and considerations that will help you optimize performance and minimize errors and security threats in Exchange Server 2013. This course is intended for people aspiring to be enterprise-level messaging administrators. Others who may take this course include IT generalists and help desk professionals who want to learn about Exchange Server 2013. After completing this course, students will be able to: deploy and manage Exchange Server 2013, plan and configure the mailbox server role, manage recipient objects, address policies, and address lists in Exchange Server 2013; plan and implement the Client Access server role in Exchange Server 2013; securely plan and configure Microsoft Outlook Web App and mobile messaging using the Client Access server; and understand and manage highly available Client Access servers in Exchange Server 2013; plan for disaster mitigation, implement backup and recovery for Exchange Server 2013; plan and configure message transport in an Exchange Server 2013 organization; plan message security options, implement an antivirus solutions, and implement an anti-spam solution; configure permissions and secure Exchange Server 2013; and monitor, maintain, and troubleshoot an Exchange Server 2013 environment.
ITMT2361 Administering Windows Server 2012 (3 Credits)
Hrs: 64 Lec: 32 Lab: 32
Windows Server 2012 certification. This course will help validate the skills and knowledge necessary to administer a Windows Server 2012 Infrastructure in an enterprise environment. The three MCSA exams collectively validate the skills and knowledge necessary for implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment. This Microsoft Official Academic Course is mapped to the 70-411 Administering Windows Server 2012 exam objectives. This course focuses on real skills for real jobs and prepares students to prove mastery of core services such as user and group management, network access, and data security. In addition, this course also covers such valuable skills as: implementing a group policy infrastructure; managing user and service accounts; maintaining active directory domain services; configuring and troubleshooting DNS; configuring and troubleshooting remote access; installing, configuring, and troubleshooting the network policy server role.

ITMT2366 Implementing an Advanced Server Infrastructure (3 Credits)
Hrs: 64 Lec: 32 Lab: 32
This Implementing an Advanced Server Infrastructure course covers the third of three exams required for Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 certification. This course will help validate the skills and knowledge necessary to administer a Windows Server 2012 Infrastructure in an enterprise environment. The three MCSA exams collectively validate the skills and knowledge necessary for implementing, managing, maintaining and provision services and infrastructure in a Windows Server 2012 environment. This Microsoft Official Academic Course is mapped to the 70-412 Configuring Advanced Windows Server 2012 Services exam objectives. This course focuses on real skills for real jobs and prepares students to prove mastery of Advanced Windows Server 2012 Infrastructure. It covers such skills as fault tolerance, certificate services, and identity federation. In addition, this course also covers such valuable skills as: implementing advanced network services, advanced file services, dynamic access control, network load balancing, and failover clustering.

Prerequisite: ITMT2311, ITMT2361, and ITMT2312 or approval of the Program Chair

ITMT2370 Windows PowerShell Scripting (3 Credits)
Hrs: 64 Lec: 32 Lab: 32
This Implementing an Advanced Server Infrastructure course covers the third of three exams required for Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 certification. This course will help validate the skills and knowledge necessary to administer a Windows Server 2012 Infrastructure in an enterprise environment. The three MCSA exams collectively validate the skills and knowledge necessary for implementing, managing, maintaining and provision services and infrastructure in a Windows Server 2012 environment. This Microsoft Official Academic Course is mapped to the 70-412 Configuring Advanced Windows Server 2012 Services exam objectives. This course focuses on real skills for real jobs and prepares students to prove mastery of Advanced Windows Server 2012 Infrastructure. It covers such skills as fault tolerance, certificate services, and identity federation. In addition, this course also covers such valuable skills as: implementing advanced network services, advanced file services, dynamic access control, network load balancing, and failover clustering.

Prerequisite: CIST1310

ITNW1313 Computer Virtualization (3 Credits)
Hrs: 64 Lec: 32 Lab: 32
Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers. This course will prepare you for the VMware Certified Professional Certification Exam.
ITNW1393 Introduction to the Linux Operating System   (3 Credits)
Hrs: 64 Lec: 32 Lab: 32
This course covers common tasks in major distributions of Linux, including the Linux command line, basic maintenance, installing and configuring workstations, and networking. This course develop skills for using and customizing a Linux workstation. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

ITNW2394 Advanced Linux for Security Professionals   (3 Credits)
Hrs: 64 Lec: 32 Lab: 32
This course prepares students to become advanced penetration testers and security auditors using an optimized Linux distribution built for security researchers. Students will use a variety of tools designed for a wide array of information security tasks including: information gathering, vulnerability analysis, password attacks, stress and penetration testing, digital forensics and malware analysis. The course is intended to train future security professionals and IT administrators, to using an all-in-one solution, to test the security of networks and systems. The course also teaches risk mitigation strategies, penetration testing standards and Linux configuration details.
Prerequisite:  ITNW1393

ITSY1300 Fundamentals of Information Security   (3 Credits)
Hrs: 64 Lec: 32 Lab: 32
An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed. This course will prepare you for CompTIA’s Security+ Certification Exam.

MGMT3311 Airlines Operations/Compliance   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
A study of the scope and function of a major air carrier’s organizational structure and the specific relationships of the operations department with those of marketing, maintenance, and safety are discussed. A study of corporate issues including the industry in general, market structure, certification, FAR Part 121 regulations, economic issues, mergers, corporate culture, and international topics will be included.

MGMT3315 Organizational Behavior   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
The purpose of this course is to provide an introduction to the managerial process by analyzing organizations as a social system. Topics include decision making models, leadership traits and behaviors, conflict management, group and team behavior, managerial effectiveness, and an individual’s effect on organizational effectiveness.

MGMT3317 Management Information Systems   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
The course examines the use of technology in organizational settings by providing a broad understanding of information systems and the management decision-making involved. Topics include use and control of information; acquiring and maintaining a competitive edge and how technology impacts individuals, organizations and society. Concentration on the tools and skills needed for a non-technical business manager.

MGMT3319 Aviation Maintenance Management   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
A comprehensive examination of organizational maintenance policies, programs, and procedures. Emphasis on maintenance planning; forecasting and cost control; reliability and safety; and flight schedule performance.

“EXCELLENCE IN EDUCATION SINCE 1969”
MGMT3325 Leadership Development   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
This course serves as foundational research into leadership with emphasis on application and skill development while exploring historical and contemporary leadership theories, models, and perspectives. The goal of the course is to assist each student to become a more informed and effective leader in his or her intended professional and personal setting. In this course we will cover the following topics: Overview of key leadership theories and models; differences between management and leadership; followership, influence, and power; and introduction to leadership coaching.

MGMT3330 Project Management   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
The purpose of this course is to examine project management situations and functions, the project life cycle, and numerous methods of job preparation, planning, and assessment to accomplish project goals. This course leads to a Certified Associate in Project Management (CAPM) certification. This is a nationally and internationally recognized certification in project management offered by the Project Management Institute.

MGMT3335 Operations Management   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
This course provides students with concepts, techniques and tools to design, analyze and improve operational capabilities of an organization through the introduction to concepts, principles, problems, and practices of operations management. Emphasis is placed on process improvement and managerial processes for effective operations in both goods-producing and service-rendering organizations. Topics include operations strategy, process design, capacity planning, facilities location and design, forecasting, production scheduling, inventory control, quality assurance, and project management. The topics are integrated using a systems model of the operations of an organization.

MGMT4335 Human Resource Management   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
This course examines the role of the human resource professional as a strategic partner in managing today's organizations. Students will examine the changing roles and responsibilities of human resources managers, the acceptance and integration of the human resources function as a full business partner, and the higher expectations placed on human resources leadership to make a significant contribution to the successful management of the organization. Students will explore the role managers and supervisors play in the successful management of the organization's human resources. Topics to be examined include: the functions of Human Resource Management, relationships within the organization, policies and procedures, workplace diversity, and the role of human resources in a global economy. Human Resource Management deals with the wide range of activities by which organizations acquire, maintain, and utilize their workforces.

MGMT4340 Introduction to Risk Management   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
This course builds on the concepts learned in corporate finance by teaching risk management tools used in making financial decisions. Students will review the role of risk regulation in financial markets, and learn how to identify and describe the various types of financial risk and their sources. Risk management tools such as insurance, retention funds, and external funds are also covered.

MGMT4341 Change Process Management   (3 Credits)
Hrs: 48 Lec: 48 Lab: 0
Organizations move through a number of identifiable stages as they grow and develop. In some cases these changes are planned, in others they are unplanned. The need for organizations to meet and to cope with changing conditions requires innovation, creativity and flexibility. This course will help develop the skills and knowledge required to promote the use and implementation of innovative work practices to effect change and manage changes so there is minimal work place disruption.
MGMT4344 Business Intelligence (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course focuses on business intelligence – an information technology approach to data collection and data analysis to support a wide variety of management tasks, from performance evaluation to trend spotting and policy making. Students learn analytical components and technologies used to create dashboards and scorecards, data/text/Web mining methods for trend and sentiment analysis, and artificial intelligence techniques used to develop intelligent systems for decision support. Students will actively participate in this course through class discussions, project preparation and presentation, and visual tool utilization.

MGMT4355 Power and Negotiation (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course provides multiple opportunities to practice your negotiating skills, to correct many mistakes that naïve negotiators tend to commit, reflect upon your experiences, and increase your effectiveness. It is designed for relevance to the broad spectrum of bargaining problems faced by the manager and professional. The essence of this course can be distilled to analyze, reflect, and practice. Negotiations occur both in our professional and personal lives, from complex contracts to daily interactions. The flattening of organizations means we are all increasingly finding ourselves negotiating with peers, managers, subordinates, collaborators, clients, and partners.

MGMT4365 Strategic Management (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course introduces the concept of strategic management through readings, discussion, and case analyses, and considers the basic direction and goals of an organization, the environment (social, political, technological, economic and global factors), industry and market structure, and organizational strengths and weaknesses. It is concerned with managerial decisions and actions that affect the performance and survival of business enterprises. It covers a number of important management topics, including the context of strategy, leadership, managerial uses of structure and design, and performance.

MGMT4390 Capstone I (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course serves as the Capstone for the Business program. The purpose of the course is to integrate all prior learning in business management, related coursework, and workplace experiences to apply the skills within the organization. Three major components comprise the course: the strategic analysis of an organization; the development of a forward looking strategy with competitive, ethical, and global considerations; and the development of a team. This course will also serve as a course for Internship.

MGMT4391 Capstone II (3 Credits)

Hrs: 64 Lec: 32 Lab: 32

This course serves as the second Capstone for the Business program. The purpose of the course is to integrate all prior learning in business management, related coursework, and prior Capstone learning experiences to apply the skills, knowledge and character to building the team. Three major components comprise the course: the strategic analysis of an organization; the development of a forward looking strategy with competitive, ethical, and global considerations; and the development of a team. This course will also serve as a course for Internship.

Prerequisite: MGMT4390

MGMT5301 Managerial Principles & Communication (3 Credits)

Hrs: 48 Lec: 48 Lab: 0

This course provides an overview of the major principles of management and a framework for the analysis of managerial problems with special emphasis on managerial communication in organizations. This course will utilize a multidisciplinary approach to the field utilizing relevant material from psychology, sociology, economics and political science to address the practice of communication and negotiation in organizational settings. This course will examine cognitive, social, behavioral and political factors that affect managers' ability to manage and communicate and provide framework to enhance students' ability to manage more effectively in organizational settings.

"EXCELLENCE IN EDUCATION SINCE 1969"
MGT6311 Managing and Leading Organizations  (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

An examination of management theory and its relationship to human resource functions. This course traces the development of management and organization principles and theories, with an emphasis on applying them to human resource issues. This course examines the relationship between the individual and the organization, and topics such as leadership and motivation, attitudes, selection, performance appraisal, and decision making will be explored.

MGT6387 Statistical Analysis and Research  (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

This course is an introduction to the methods of behavioral research and teaches students how to set up and conduct their own empirical research studies. The approach adopted is a practical one: through weekly assignments, students will learn to read and critically evaluate scientific papers, design studies, test hypotheses, and report results. It covers all aspects of scientific research: empirical reasoning, ethics, methods of observation and measurement, research designs, hypothesis testing, the most common statistical techniques (without focusing too much on the underlying formula), and how all this should be reported.

MGT6388 Thesis Project  (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

The student will be managed to complete with either seminar or independent study to provide exposure to current literature and discourse on selected issues in global management.

MIS6301 Business Information Systems (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

The course deals with the use of information systems within a business enterprise. It will address both the fundamentals of information technology and where, why and how those that run a company find it important to support business strategies and core processes with computer-based systems. Students should gain an understanding and appreciation for the use of information systems to obtain organizational efficiencies, increase individual effectiveness and/or gain a competitive advantage. In today's global economy the appropriate role and use of information technology should receive careful consideration within an enterprise. Information systems are being used to shape products and services, companies, industries and even countries. Technological change, including information systems, can be one of the more prominent things in transforming the rules of competition, determining how an organization operates and whether it is successful.

MKT5301 Marketing Management  (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

An analytical approach to the study of marketing, focusing on the total environment in which marketing decisions are made. Emphasis is on planning the marketing effort and integrating it into the total operation of an organization; i.e., managing the marketing functions. It is designed for students admitted to the MBA program without recent course work in marketing and is equivalent to one undergraduate course.

MKT6301 International Trade Operations  (3 Credits)
Hrs: 48 Lec: 48 Lab: 0

Developing exports and imports in the context of changing international trade and investment relations. The following are examined, in particular: monitoring the domestic and foreign environments, making and implementing international sales, sourcing decisions in terms of product selection, risk minimization, choice of distribution channels and trade intermediaries, shipping terms and facilities, supporting documentation, necessary licenses, exchange and export-import controls, tax incentives, financing options, insurance, customs clearing, and other requirements.
MKT6303 Business Research and Analysis (3 Credits)
Hrs: 48  Lec: 48  Lab: 0

The purpose of this course is to prepare students for the quantitative and research requirements found within the graduate business program. The course reinforces essential business math knowledge while introducing advanced quantitative analysis used in different business disciplines. Additionally, the material covered allows students to conduct, analyze and interpret business research.

MRKG3305 Principles of Marketing (3 Credits)
Hrs: 48  Lec: 48  Lab: 0

In this course you will learn about the basics of marketing management of which advertising and sales are simply two facets. You will be introduced to other aspects of marketing, such as the four P’s, marketing strategy, promotion, market planning, distribution, target marketing, market segmentation, and pricing. You will learn that the fundamental asset of a corporation is its customers. Hence, the supreme importance of the "marketing concept" is an attempt to identify and satisfy its customers' needs and wants. The marketing concept is a corporate orientation to business that starts with consumers and integrates marketing into every other corporate function.

MRKG3330 Professional Sales (3 Credits)
Hrs: 48  Lec: 48  Lab: 0

This course prepares students to have the ability to take an idea, product/service or need and learn how to network, form credibility and make power presentations that can persuade an audience to buy into their idea, product/service or need. This course covers the seven steps in the selling process and uses interactive activities to bring real world experiences into the classroom.

MRKG4330 Marketing Analytics and Decision Making (3 Credits)
Hrs: 48  Lec: 48  Lab: 0

Marketing Research examines the essential analysis skills required for making quality marketing decisions. Developing a market research design demands necessary quantitative and qualitative abilities to identify and define market opportunities and issues; generate, improve and assess marketing performance; monitor marketing performance; as well as, advance understanding of marketing as a process. Students are required to define and solve a marketing problem or opportunity, frame the issue into a research question, review the relative literature, develop measures and collect pertinent data, statistically analyze data results, and provide an industry-standard final report of findings and limitations.

TEC6301 Technology and E-Business (3 Credits)
Hrs: 48  Lec: 48  Lab: 0

This course introduces students to the basics of technology and how it impacts today's business environment. The course offers a firm foundation for understanding what technology means to the economy, the company, and the people within the company by merging classroom discussion of current issues, theories, and trends. Different technologies are explored, with a focus on information technologies important for establishing an electronic business environment.
AGS1212 Aviation General Science II  (2 Credits)
Hrs: 42 Lec: 30 Lab: 12
This course will cover the following subjects:

**Aviation Physics** - Understand the principles of matter; simple machines; sound, fluid, and heat dynamics; work, power, force and motion, including Newton’s Laws of Motion. Use and understand principles of Aerodynamics and Theory of Flight.

**Prerequisite:** MATH1310 or approval of the Program Chair.

AGS1611 Aviation General Science I  (6 Credits)
Hrs: 140 Lec: 94 Lab: 46
This course will cover the following subjects:

**Forms and Regulations** - Class covers mechanics privileges within the limitations prescribed by FAR Part 65, manufacturers’ aircraft maintenance specifications, data sheets, manuals, publications, and related Federal Aviation Regulations, Airworthiness Directives, and Advisory Material. Students will write descriptions of work performed including aircraft discrepancies and corrective actions using typical aircraft maintenance records. Also, students will complete required maintenance forms, records, and inspection reports.

**Materials and Processes** - Identify and select appropriate non-destructive testing methods, perform dye penetrant, eddy current, ultrasonic, and magnetic particle inspections. Perform basic heat-testing processes, identify and select aircraft hardware and materials, and inspect and check welds. Perform precision measurements.

**Ground Operation & Service Cleaning and Corrosion** - Start, ground operate, move, service, and secure aircraft and identify typical ground operation hazards, identify and select fuels, identify and select cleaning materials, inspect, identify, remove, and treat aircraft corrosion and perform aircraft cleaning.

AGS1612 Aviation General Science III  (6 Credits)
Hrs: 140 Lec: 70 Lab: 70
This course will cover the following subjects:

**Basic Electricity** - Students will calculate and measure capacitance and inductance. Calculate and measure electrical power, voltage, current, resistance, and continuity. Determine the relationship of voltage, current and resistance in an electrical circuit. Read and interpret aircraft electrical circuit diagrams, including solid-state devices and logic functions. Inspect and service batteries.

**Weight and Balance** - Weigh an aircraft, perform complete weight and balance calculations, and record data in typical aircraft maintenance records.

**Aircraft Drawings** - Identify types of drawings to include Production drawings, Block diagrams, Schematic Diagrams, and Electrical and Electronic systems drawings. Interpret drafting techniques and symbols and abbreviations used in aircraft drawings. Draw sketches in orthographic projection of repairs, parts and alterations. Use blueprint information, graphs and charts to determine Brake Mean Effective Pressure, electrical wire size, Control Cable tension, and Engine Specific Fuel Consumption.

**Fluid Lines and Fittings** - Identify types of fluid line systems to include both rigid and flexible fluid lines. Fabricate, repair, and install fluid lines to include hand bending, flaring, and installation of hose fittings and maintenance practices for aircraft hose. Inspect fluid line systems and identify color codes for plumbing lines.

**Prerequisite:** MATH1310 or approval of the Program Chair.
AFS2122 Airframe Systems II  (12 Credits)
Hrs: 282 Lec: 149 Lab: 133
This course will cover the following subjects:

Aircraft Electrical Systems - Repair and inspect aircraft electrical system components; crimp and splice wiring to manufacturers' specifications; repair pins and sockets of aircraft connectors. Install, check and service airframe electrical wiring, control, switches, indicators and protective devices. Install, check, troubleshoot, service, and repair alternating and direct current electrical systems.

Aircraft Instrument Systems - Inspect, check, service, troubleshoot, and repair electronic flight instrument systems and both mechanical and electrical heading, speed, altitude, time, attitude, temperature, pressure, and position indicating systems to include the use of built-in test equipment. Install instruments and perform a static pressure system leak test.

Communication and Navigation Systems - Inspect, check, and troubleshoot autopilot, servos and approach coupling systems. Inspect, check, and service aircraft electronic communication and navigation systems, including VHF passenger address interphones and static discharge devices, aircraft VOR, ILS, LORAN, radar beacon transponders, flight management computers, and GPWS. Inspect and repair antennas and electronic equipment and installations.

Ice and Rain Control Systems - Inspect, check, troubleshoot, service and repair aircraft ice & rain control systems.

Sheet Metal Structures I - Install conventional rivets. Inspect and repair sheet metal structures.

Sheet Metal Structures II - Form, layout, and bend sheet metal. Select, install, and remove special fasteners for metallic structures.

AFS2123 Airframe Systems III  (12 Credits)
Hrs: 282 Lec: 149 Lab: 133
This course will cover the following subjects:

Fire Protection Systems - Inspect, check, and service smoke and carbon monoxide detection systems. Inspect, check, service, troubleshoot, and repair aircraft fire detection and extinguishing systems.

Aircraft Finishes - Apply trim, letters, and touch up paint. Identify and select aircraft finishing materials. Apply finishing materials. Inspect finishes and identify defects.


Hydraulic and Pneumatic Systems - Repair hydraulic and pneumatic power system components. Identify and select hydraulic fluids. Inspect, check, service, troubleshoot, and repair hydraulic and pneumatic power systems.

Aircraft Landing Gear Systems - Inspect, check, service, and repair landing gear retraction systems, shock struts, brakes, wheels, tires, and steering systems.

Aircraft Fuel Systems - Check and service fuel dump systems. Perform fuel management, transfer and refueling. Inspect, check and repair pressure fueling systems. Repair aircraft fuel system components. Inspect and repair fluid quantity indicating system. Troubleshoot, service, and repair fluid pressure and temperature warning systems. Inspect, check, service, troubleshoot, and repair aircraft fuel systems.

Position and Warning Systems - Inspect, check, and service speed and configuration warning systems, electrical brake controls, and anti-skid systems. Inspect, check, troubleshoot, and service landing gear position indicating and warning systems.
AFS2314 Airframe Systems IV  (3 Credits)
Hrs: 105 Lec: 60 Lab: 45
This course will cover the following subjects:

Cabin Atmospheric Control Systems - Inspect, check, troubleshoot, service, and repair heating, cooling, air conditioning, pressurization systems and air cycle machines. Inspect, check, troubleshoot, service and repair oxygen systems.

Airframe Inspections - Complete airframe conformity and airworthiness inspections.

Airframe Systems Inspection (Capstone) - In-depth coverage of methods and procedures to perform airframe airworthiness inspections in accordance with FAA regulations and manufacturer’s recommendations and assessment of material covered during the Airframe Term.

AFS2411 Airframe Systems I  (4 Credits)
Hrs: 86 Lec: 58 Lab: 28
This course will cover the following subjects:

Welding - Weld magnesium and titanium, solder stainless steel and fabricate tubular structures. Solder, braze, gas and arc weld steel, aluminum and stainless steel.

Assembly and Rigging - Rig fixed wing aircraft flight controls and check the alignment of structures. Assemble aircraft components, including flight control surfaces. Balance, rig, and inspect movable primary and secondary flight control surfaces. Jack aircraft.

PAS2143 Powerplant and Airframe Systems (14 Credits)
Hrs: 282 Lec: 178 Lab: 104
This course will cover the following subjects:

Ignition and Starting Systems II - Inspect, service, troubleshoot, and repair turbine engine electrical and pneumatic starting systems.

Turbine Engine Systems - Inspect, check, service, troubleshoot, and repair engine fuel systems and components. Troubleshoot and adjust turbine engine fuel metering systems and electronic engine fuel controls. Inspect, check, service, troubleshoot, and repair turbine engine fuel metering systems. Inspect, check, service, troubleshoot, and repair engine lubricating systems and components. Inspect, check, service, troubleshoot, and repair turbine engine airflow and temperature control systems. Inspect, check, service, troubleshoot, and repair cooling systems and components. Inspect, check, troubleshoot, service, and repair engine exhaust systems and components. Troubleshoot and repair engine thrust reverser systems and components. Inspect, check, service, and troubleshoot turbine driven auxiliary power units. Inspect and troubleshoot unducted fan systems and components.

Engine Fire Protection Systems - Inspect, check, service, troubleshoot, and repair fire detection and extinguishing systems.

Engine Inspections - Perform powerplant conformity and airworthiness inspections.

Powerplant Inspection (Capstone) - In-depth coverage of methods and procedures to perform powerplant airworthiness inspections in accordance with FAA regulations and manufacturer’s recommendations and assessment of material covered during the General and Power Plant terms.

Welding - Weld magnesium and titanium, solder stainless steel and fabricate tubular structures. Solder, braze, gas and arc weld steel, aluminum and stainless steel.

Assembly and Rigging - Rig fixed wing aircraft flight controls and check the alignment of structures. Assemble aircraft components, including flight control surfaces. Balance, rig, and inspect movable primary and secondary flight control surfaces. Jack aircraft.

Prerequisite: All AGS and PPS courses or approval of the Program Chair.
PPS2103 Powerplant Systems III  (10 Credits)
Hrs: 196 Lec: 120 Lab: 76
This course will cover the following subjects:

**Ignition and Starting Systems II** - Inspect, service, troubleshoot, and repair turbine engine electrical and pneumatic starting systems.

**Turbine Engine Systems** - Inspect, check, service, troubleshoot, and repair engine fuel systems and components. Troubleshoot and adjust turbine engine fuel metering systems and electronic engine fuel controls. Inspect, check, service, troubleshoot, and repair turbine engine fuel metering systems. Inspect, check, service, troubleshoot, and repair engine lubricating systems and components. Inspect, check, service, troubleshoot, and repair turbine engine airflow and temperature control systems. Inspect, check, service, troubleshoot, and repair cooling systems and components. Inspect, check, troubleshoot, service, and repair engine exhaust systems and components. Troubleshoot and repair engine thrust reverser systems and components. Inspect, check, service, and troubleshoot turbine driven auxiliary power units. Inspect and troubleshoot unducted fan systems and components.

**Engine Fire Protection Systems** - Inspect, check, service, troubleshoot, and repair fire detection and extinguishing systems.

**Engine Inspections** - Students will perform powerplant conformity and airworthiness inspections.

**Powerplant Inspection (Capstone)** - In-depth coverage of methods and procedures to perform powerplant airworthiness inspections in accordance with FAA regulations and manufacturer’s recommendations and assessment of material covered during the General and Power Plant terms.

PPS2122 Powerplant Systems II  (12 Credits)
Hrs: 280 Lec: 145 Lab: 135
This course will cover the following subjects:

**Engine Electrical Systems** - Repair and inspect engine electrical system components. They will also install, check, and service engine electrical wiring, controls, switches, and indicators.

**Engine Instrument Systems** - Inspect, check, service, troubleshoot and repair electrical and mechanical engine temperature, pressure, R.P.M. indicating systems and electrical and mechanical fluid rate-of-flow indicating systems.

**Propellers** - Inspect, check, and service propellers synchronizing and ice control systems. Repair propeller control system components. Inspect, check, service, and repair fixed-pitch, constant-speed and feathering propellers and propeller governing systems. They will also install, troubleshoot, and remove propellers and perform repairs on aluminum alloy propeller blades.

**Turbine Engines I** - Overhaul a turbine engine. They will inspect, check, and service, turbine engines and turbine engine installations.

**Turbine Engines II** - Install, troubleshoot, and remove turbine engines.
PPS2141 Powerplant Systems I  (14 Credits)
Hrs: 280 Lec: 173 Lab: 107

This course will cover the following subjects:

Reciprocating Engines I - Will inspect and analyze repairs on a radial engine. Complete overhaul of a reciprocating engine.

Reciprocating Engine Systems I - Identify and select lubricants, inspect, check, service, troubleshoot, and repair engine lubricating systems. Inspect, check, service, troubleshoot, and repair cooling systems and components. They will also inspect, check, troubleshoot, service, and repair engine exhaust systems and components. Also, inspections, checks, servicing, troubleshooting, heat exchangers, superchargers, and airflow and temperature control systems.

Reciprocating Engine Systems - Inspect, check, service, troubleshoot, service, and repair engine ice and rain control systems. Inspect, check, service, troubleshoot, and repair engine fuel systems. A carburetor overhaul is performed. They will also inspect, check, service, troubleshoot, and repair reciprocating engine fuel metering systems and components. Inspect, check, service, repair reciprocating engines and engine installations.

Reciprocating Engines II: Troubleshooting - Remove, troubleshoot, and install an operational reciprocating engine.

Ignition and Starting Systems I - Inspect, service, troubleshoot, remove and repair reciprocating engine ignition systems and components. They will also overhaul an engine magneto and ignition harness.
APPENDIX

CATALOG ADDENDUM

A catalog addendum is provided which outlines the following information:

- Normal Hours of Operation
- Student Holiday and Break Schedule
- Class and Break Schedule
- Fee, Tuition, and Program Rates
- Class Start and End Dates
- Staff and Faculty Listing
- Catalog Revisions and Updates
- Disclosures: Graduation/Employment Rates

INTERPRETATION OF CATALOG

The administration of Hallmark University acts as final interpreter of this catalog. Hallmark University may change requirements and regulations as necessitated by Hallmark University or our regulatory agencies.

TRUE AND CORRECT STATEMENT

The information contained in this catalog and addendum are true and correct to the best of my knowledge as of the time of publication.

JOE FISHER
Chancellor