



Program Catalog Supplement

AT

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BM

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CJ

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HM

HEALTHCARE
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MA

MEDICAL
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MEDICAL
ASSISTING

MBC

MEDICAL
BILLING
& CODING

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Anthem College, Ground
1515 East Indian School Road, Phoenix, Arizona 85014

Anthem College, Online
16404 N Black Canyon Hwy, Phoenix, AZ 85053

Catalog Supplement
Catalog dated May 25, 2011
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For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.anthem.edu/disclosures.

PHOENIX GROUND CAMPUS ADMINISTRATION & FACULTY

Administration Department:

Campus President: Dr. Jim Hadley

Ph.D. Psychology, Saybrook University; MA Marriage, Family & Child Counseling, Chapman University; BS, Psychology, University of Maryland (European Division)

Office Manager: Alexis Chatman

Administration Assistants:

Jasmine Cutright

Education Department:

Dean of Academic Affairs: Rick Piper, MAEd

Associate Dean of Academic Affairs: Gordon Haydon

AAS Electronics Engineering, Cape Fear CC

Registrar: Jeff Duchnowski, B.AS

Librarian: Thomas Sleeper, MLS – ASU

Career Services Manager: Justin Graham

Career Services Advisors:

Melissa Estrada

Sara Marinov

Financial Aid Department:

Director of Financial Aid: Holly Somers

Financial Aid Advisors:

Josh Esquivel

Linda Harrington

Student Services Manager: Nathan Beals

Admissions Department:

Director of Admissions: Teri Garver

Assistant Director of Admissions: Tony Ochoa

Admissions Coordinator: Olivia Lomeli

Admission Representatives:

Brittany McHugh – Agency Rep

Jarita Westbrook Caspers

Dave Genung

Erica Glanton

Stephan Johnson

School Advisor: Susan Choongphol

Computer Networking & Security:

Instructors:

Timothy Obong – MBA, Western International University; BS, Computer Information Systems, Arizona State University

Sudchai Swangpholkrang – MPM, Master Project Management, Keller Graduate of Management; MA, Organizational Management, University of Phoenix; BS, Computer Information System, Devry Institute

John Veal, Jr. – MA, Computer Science, St. Xavier University, BA, Management, Malone College

CAD / Drafting Technology:

Instructors:

Vince Capersino – CD, AAS, Architectural Drafting, ITT Technical Institute

Patrick Bzdak – AAS, Engineering Technology, Pennsylvania College of Technology

Dale Wierenga – MA, Architecture, Lawrence Technological University

Jerome Choy – BS, Civil Engineering, Arizona State University

Dental Assisting:

Instructor:

Pamela Goodman – Diploma, Dental Assisting, Carrington College

Electronics Technology:

Instructors:

Alexander Sullivan - BS - Ferris State College - Broadcast Electronics Technician, AAS - Northwestern Michigan College - Electronics Technician, AAS - Northwestern Michigan College - Petroleum Engineering Technology

Claude Paquette – BS Career and Technical Education, Northern Arizona University; AS Electronics, Vermont Technical College, AAS Business Management, Mesa Community College

Frank Gonani – BS, Electronics Engineering Technology, Arizona State University – College of Science and Technology; AAS, Electronics Engineering Technology, Bishop State Community College

Mario Solari – MSEE, Electronic Engineering, Columbia University, OH; BSEE, Electrical Engineering, University of Illinois

Medical Assistant:

Program Manager:

Christina Islas –Exercise and Wellness, Arizona State University, Phoenix, AZ; AS General Studies, Mesa Community College

Instructors:

Kathy Bourassa – AAS Nursing, LPN, RN, Mesa Community College

Mary Johns – AA General Studies, Phoenix College

Francine Morwood – Diploma, Medical Assisting, Apollo College

Walter Palmer – MPH, American Military University; BSPH, American Military University; AAS, Allied Health Services, Community College of the Air Force

Paralegal:

Instructor:

Heather Cornwell - JD - Roger Williams School of Law – Law, BA - Arizona State University – Psychology, BS - Arizona State University - Political Science

Kristin Pruzynski - JD - Phoenix School of Law -Juris Doctor, BA - University of Arizona, History - Major, Sociology – Minor

Matthew Klopp - JD, Law, Arizona State University, BA, English, University of Arizona

Pharmacy Technology

Instructor:

Veterinary Technician:

Program Manager: Jennifer Voss

DVM, Veterinary Medicine, Ohio State University; BS, Animal and Veterinary Science, West Virginia University

Assistant Program Manager: Kristen Kender DVM, Veterinary Medicine, Michigan State University; BS, Biology, Alma College

Instructors:

Beck Stewart CVT, Adjunct, Omaha college of Health Careers; AAS, Animal Health Technology

Brenna Johnson, Minnesota School of Business; AAS, Veterinary Technology

Rachel Benoit, CVT, ALAT – AAS, Veterinary Technology, Vermont Technical College

Julie Carlson – CVT, BA, English, St Cloud University; AAS, Veterinary Technology, Ridgewater College

Heather Evenson, CVT – AAS, Veterinary Technology, Globe University

Kristen Kender – DVM, Veterinary Medicine, Michigan State University College of Veterinary Medicine; BS, Biology, Alma College

Lucinda Hilgen, CVT - AAS, Animal Technology, Harcum Junior College

Jada Lewis, CVT– BA, Communication, University of Wisconsin; AAS, Veterinary Technician, Madison Area Technical College

Breta Schaff, CVT – BS, Agriculture, University of Arizona

Rebecca Talbott, Adjunct, Mercy College, AAS, Veterinary Technology; MT Hood Community College, AS, Pre-Veterinary Medicine

Vet Tech Laboratory Assistants:

Shona Scott – AS, Veterinary Technology, Anthem College

Alison O’Konski – BA, Art, Pennsylvania State University; AST, Veterinary Science Technology, Johnson College,

General Education:

Instructors:

Armida Duran - MA, Communication Studies, Arizona State University; BS, Communication Studies, Arizona State University; AA, Liberal Arts, Glendale Community College

John Harmon- MS, Entomology, University of California; BS, Biology, St Mary’s College

Katherine Jensen - MA, Creative Writing, University of Melbourne; BA, Journalism & Mass Communication, Iowa State University

Matthew Klopp – JD, Law, Arizona State University; BA, English, University of Arizona

Shelley LaBonty - MSW, Social Work, Arizona State University; BA, Sociology, State University of New York

Karen Lohrengel - MA, English, Arizona State University; BA, English, Marietta College; AA, English, West Virginia University

Anthony Murillo – MS, Industrial Organization Psychology, Springfield College; BS, Psychology, Northern Arizona University

Norman Payne - MA, Mathematics, University of Arkansas; BS, Mathematics, Arkansas Tech University

Duane Poole - MS, Human Services Administration, Spertus College of Judaica; BA, Behavioral Science, Grand Canyon University

Anthony Prato - MS, Education, State University of New York; BS, Biology, St. John Fisher College

Bernard Presser - Doctor of Chiropractic, Logan College of Chiropractic; BS, Math/Physical Science, Michigan State University

Tina Salata - MS, Environmental Science & Policy, Northern Arizona University; BS, Resource Management Environmental Education, University of Wisconsin

April Winston - BS, Information Technology, University of Phoenix

ONLINE DIVISION ADMINISTRATION & FACULTY

Administration Department:

President: Darcy Richardson

BBA, Marketing, Davenport University

Education Department:

Dean of Academic Affairs: Dr. Deborah DeSimone

Ph.D. Electrical Engineering, Cornell University; MS Electrical Engineering, Cornell University; BS Materials Science and Engineering, Cornell University

Associate Dean of Academic Affairs: Irfan Choudhery

MS Information Technology Management, Western International University; BS Business Management, Arizona State University

Registrar: TBD

Director of Student and Graduate Affairs: Stacy Nottingham

Online Financial Aid Department:

Director of Financial Aid: Jennifer Randolph

Admissions Department:

Vice President of Admissions: Kenneth Boutelle

Business Management & Accounting:

Program Chair:

Jerry Porter - MA, Organizational Management, University of Phoenix; BS, Journalism, Arizona State University

Instructors:

Suzette Arnold – MPA, Baruch College; BBA Finance, Baruch College

George Ryan Bohlander – MBA, Marketing, Arizona State University; BSPA, Business/Public Administration, University of Arizona

Tina Callaway – MS, Human Environmental, University of Alabama; BS, Business, University of Phoenix

Annette Christopherson – MA, Business Administration University of Phoenix; BA, Human Resources Oregon State University

Toney Ferguson – MA Project Management, Keller Graduate School of Management; MBA, Keller Graduate School of Management; BS Industrial Engineering, Southern Polytechnic University

Theodore Framan - MBA, University of Texas; BS, Business, University of Southern California

Hetter Fuller – MBA, University of Phoenix; BA, Political Science, Metropolitan State University

Barbara Gonzalez – MBA, Regis University; BBA, Accounting, University of New Mexico

Roxanne Gonzalez – MBA, University of Phoenix; BBA, Business Marketing, University of New Mexico

Judith Green – MBA, Regis University; BA, Business, Regis University

Janet Hall – MBA, Human Resources, University of Phoenix; BS, Professional Nursing, University of Vermont

Nona Halvorsen – BS, Business Administration, California State University

Lori Honore – MPA, Louisiana State University; BS, Accounting, Southern University

Brett Ingraham – MBA, Arizona State University; BS, Mechanical Engineering, Penn State University

Thomas Javarinis – PhD., Organization Management, Capella University; MBA Strategic Management, Davenport University

Mark Lauver – MBA, University of Santa Clara; BEE, GMI Engineering and Management Institute

Sandra McDavid - JD, Law St. Louis University; MBA, Business St. Louis University; BS, Business Administration, University of Kansas

Tanesha Morgan – MBA, Southeastern Louisiana University; BS, Finance, Southeastern Louisiana University

Kenneth Pearson – MS, Information Technology, University of Maryland; BA, History, University of Maryland

Allan Reid - MBA, University of Phoenix; BA, Business University of Phoenix

Lester Reid - MBA, Texas A & M; MS, Accounting & Management Texas A & M; BBA, Finance, Florida Atlantic University

Crystal Richardson – MHRM, Keller School of Management; BS, Business Administration, DeVry University

Antonio Sotelo – MBA, Webster University; BS Accounting, University of Arizona

William Smitley – MBA Human Resources, Davenport University; BS Marketing, Ball State University

Lisa Roxanne Walters – JD, Cordozo School of Law; BA, Legal Studies/Sociology, City University

Waree Dorsey Waits – MBA, University of Phoenix; BS Accounting, University of Phoenix

Robert Wengrzyn – MBA, Western International University; BS, Business Marketing, University of Phoenix

Roger Gravlin – MA, Accounting, University of North Carolina; BA, Economics and Political Science, Duke University

Jasmine Kuylen – MBA, Finance, Gonzaga University; BA, Economics, Gonzaga University

Criminal Justice:

Program Chair:

Jonas Cavileer – MA, Criminology, Indiana University of Pennsylvania; BA, Criminal Justice, Wheeling Jesuit University; BA, Political Science, Wheeling Jesuit University

Instructors:

Toryah Cameron – JD, Law, Howard University; BA, Government, Harvard University

Marcus Ellison – JD, Law, University of Notre Dame; MBA, in e-Commerce, University of Phoenix; BA, Government, Georgetown University

Robert Ferrier – BS, Atmospheric Sciences, University of Louisiana at Monroe; JD, Southern University at New Orleans

Iszat Hassan – MBA, University of Phoenix, BS, Criminal Justice, Park University

Kelly Jo - JD, University of Arizona, BA, Philosophy, Metro State University

Stephanie Moulder – MS, Psychology, University of Phoenix; BS, Criminal Justice, Westwood College

Christin Stutes – BA, Criminal Justice, Cedarville University

Dennis Sumpter – MS, Criminal Justice, Capella University; BS, Criminal Justice, Northern Arizona University; AAS, Administration of Justice, Cochise College

Tina Wilson-Cohen – MA, Criminal Justice, American Military University, BS Criminal Justice/Liberal Arts, Regents College

Health Management:**Instructors:**

Christi Holland – Ph.D., Health Psychology, Walden University; MBA, Finance, Morehead State University; MBA, Healthcare Management, University of Phoenix; BS, Exercise Sport Science, University of Florida

Elizabeth Hunt – MD, University of Texas Medical School; BS Biology, Texas Tech University

Cheryl Martin – MS, Healthcare Management, Iona College; BSN, Nursing, Dominican College

Vince Ochotorena – MAM, Uealthcare Administration, Wayland Baptist University; MBA Management Information Systems, Wayland Baptist University; BSOE Business Administration, Wayland Baptist University; AAS Business Administration, Wayland Baptist University

Abigail Rusu – Med, Instructional Technology, Grand Canyon University; BS, Global Business, Arizona State University

Michelle Stewart – MSM Healthcare Management, Troy University; MPA Government Contracting, Troy University; BS Criminal Justice, Troy University; AS General Education, Northern Virginia Community College

Medical Billing & Coding:**Instructors:**

Andrea Allred – MS, Healthcare Administration, University of Maryland; BS Psychology, University of Maryland

Alison Coleman – BS, Healthcare Administration, University of Phoenix

Jorell Lawrence – MS, Human Resource Administration, Central Michigan University; BB, Health Services Administration, Baker College; AAS, Medical Insurance Specialist, Baker College

Compreca Martin – MBA, Healthcare Management, University of Phoenix; BS, Healthcare, University of Phoenix

Donna Oldham – BS, Family and Child Development, Virginia Polytechnic and State University

Kara Witte – BS, Social Work, Southwest Missouri State University

Julie Hutchens – MA, Counseling, Arizona State University; BA, Education Biology and Premed, Western State College

Christine Lee – DO, AT Still University; BA, Biology, Stonehill College

Paralegal:

Program Chair:

Jonas Cavileer - MA, Criminology, Indiana University of Pennsylvania; BA, Criminial Justice, Wheeling Jesuit University; BA, Political Science, Wheeling Jesuit University

Instructors:

Gina Zarling – JD, Phoenix School of Law; BA, Paralegal, Concordia University

Steven Hardgrave – JD, Law, Washington and Lee University; BS, Finance, University of Arkansas

Kristin Pruszynski – ML, Dispute Resolution, Pepperdine; JD, Phoenix School of Law; BA, History, University of Arizona

Saundra McDavid – JD, St. Louis University; MBA, Business, St. Louis University; BS, Business Administration, University of Kansas

Gerry Adams – JD, Birmingham School of Law; BA, History and Political Science, University of Alabama

Elizabeth Miceli – JD, University of Notre Dame; BA, Political Science, Ohio State University

Antoine Devine – JD, University of Texas at Austin; BS, Finance, Jackson State and Arizona State

Edward Johnson – JD, Phoenix School of Law; BS, Criminology, Arizona State University; AA, Administrative Justice, Glendale Community College

Tara Hughes – AAS, Legal Secretary, Highline Community College; Paralegal Certificate, Phoenix College

General Education:

Program Chair:

Jeneane R. Moore – MA, English, Northern Arizona University; BA, English, Northern Arizona University

Instructors:

Natalie Kearns – MAEd, Supervision & Instruction, University of Phoenix; BS, Elementary Education, Southern Illinois University

Michele Alfieri – MS, Education, Boise State University; BS, Business Administration, DeVry University

Jeannie Berg – MA, Mass Communication, California State University; BA, Speech Communication, University of Arizona

John Brown – MS Networking Communications Management, Keller Graduate School; BS Biomedical Information, Devry University

Jeremiah Byars – Master of Teaching English, Kennesaw State University; BA English, Kennesaw State University

Debra Callies – MA, Education, Ottawa University; BA, Elementary Education, Ottawa University

Amanda Carlisle – MA English, University of California, Irvine; BA Literature, Claremont McKenna

Stephen Castellese – PhD Organization and Management, Capella; MBA City University; BA Public Relations, San Jose State University

James Hill – MEd, Elearning, Jones International University; BS Business Administration, Jones College

Amerigo Diehl – MA, Social Science/International Relations, California University of Pennsylvania; BA, Political Science, California University of Pennsylvania

Rachel Diehl – MA, Social Studies, California University of Pennsylvania; BS, English, Frostburg State University

Richard Dieter – MA, Computer Technology, Franklin Pierce University; BS, Computer Science, Keene State College

Elizabeth Dowse – MEd, Counseling, University of Wisconsin; BS, Psychology, University of Illinois

Bashar Elkatib – DBA, in Business Administration, California Southern University; MS Information Systems, Ferris State University

Ashaunta Epps – MS, Information systems, Strayer University; BS, Computer Science, Lander University

Clell Ford – MS, Ecology, University of Tennessee; BA, Biology, Hendrix College

Tami Gannon – MA, Marriage and Family Child Counseling, Chapman University; BS, Criminal Justice, New Mexico State University; BA, Psychology, New Mexico State University

Anthony Garcia – MA English, Northern Arizona University; BA English, Arizona State University

Cynthia Harrison – MA, Elementary Education, Bellhaven College; BA English, University of Maryland

Laura Howle – MA, Art History, University of South Carolina; BA, Arts – Psychology, West Virginia University

Kristen Huyck – MA, Political Science, California State University, BA, Political Science, University of California

Cynthia Jackson – MS, Industrial/Organizational Psychology, Capella University; BA, Psychology, Clark Atlanta University

Andrea Kolich – MA, International Affairs, George Washington University; BA, Philosophy, Furman University

Gerald Larson – MBA, Technology Management, University of Phoenix; BS, Organizational Management, Central Washington University

Mary McGee – MS, Math, University of Nebraska; MA, Education & Curriculum, Doane College; BA, Math, Doane College

Renee Morales – MA, Finance & Accounting, Keller Graduate School; BS, Mathematics, Florida Atlantic University

Stephen Parker – MA, Education, Arizona State University; BA, Education, Peru State University

Jeff Phillips – MS, Computer Science, Arizona State University; BS, Computer Science, Arizona State University

Curtis Proffitt – MA, Computer Application, Webster University, BS, History & Psychology, University of Rio Grande

Sean Rickert- MA, Politics, Brandeis University; BA, History, University of Albany

Linda Rubino – MA, Education Counseling, Northern Arizona University; BA, Education, Arizona State University

Tracey Satterthwaite – MA, Curriculum & Instruction, Arizona State University; BA, Speech Communications, University of Arizona

Kathleen Schroder – MS, Child Development, University of LaVerne; BS, Psychology/Social Work, University of Portland

Holly Sprinkle – MA, English, Western Carolina University; BA, English, Western Carolina University

Mamasa Sumare – MS, Bioengineering, Arizona State University; BS, Bioengineering, Arizona State University

Latriece Tanksley – MS, Mathematics, Georgia Southern University; BS, Mathematics, Savannah State University

Norma Thomas - MAEd, Curriculum & Instruction, University of Phoenix; BS, Biology, University of Washington

Bron Thompson – MAEd, University of Phoenix; BS, Wildlife Management, McNeese State University

Tim Torgerson – MA, Philosophy, Binghamton University; BA, Philosophy and Comparative Literature, University of Wisconsin

Codie Van Sambeek – MS, Educational Psychology, Capella University; BS, Applied Management, National American University

Sally Renee Visaya – MFA, Fine Art, Claremont Graduate University; BA, Art, University of Hawaii

June Wagner – MA, Philosophy, Arizona State University; BA, Philosophy, Arizona State University

Catherine Zatarski Blanco – MA, Teaching, Grand Canyon University; BA, Theatre/Drama, Grand Canyon University

Christopher Davis – MCS, Computer Science, Howard University; BBA, Business Administration, North Carolina University

Carol Farabee – MS, Information Systems Engineering, Western International University; MBA, Management, Western International University; BA, Sociology, University of Northern Florida

Mindy Hamilton – JD, Law, New York Law School; BA, English Education, Eastern Kentucky University

Rebecca Maldonado – MA, Computer Information Systems, University of Phoenix; BA, Biological Sciences, Southern Illinois University

Robert Osterman – MA, Sociology/Behavior Science, California State University; BA, Sociology, California State University

Karen Rose – MS, Information Systems, University of Phoenix; BS, Computer Science, University of Alabama

Adrian Trejo – MA, Student Personnel Administration in Higher Education, New York University; MA, Communications and Leadership Studies, Gonzaga University; BA, Journalism, California State University

The Following information should replace the Corporate Officers and Board of Directors information listed under the Institutional Leadership, Board of Director section on page 5.

[Corporate Officers](#)

James D. Hutton, Ph.D., Chancellor and CEO

David Kramer, Treasurer

Sheryl Moody, Secretary

[Corporate Executives](#)

James D. Hutton, Ph.D., Chancellor and CEO

Vickey Cook, Vice President for Financial Aid

Sheila Eriksen, President of the Western Division

Sandi Gibson, President of the Eastern Division

Diane Gilmore, Vice President of Human Resources and Administration

David Kramer, Vice President and Chief Financial Officer

Sheryl Moody, Ph.D., J.D., Vice President, General Counsel and Chief Compliance Officer

James Vernon, Ph.D., Vice President and Chief Academic Officer

[High-Tech Institute, Inc., Board of Directors](#)

James D. Hutton, Ph.D., Chairman of the Board

Dennis G. Pobiak, Director

Marilyn E. Pobiak, Director

Matthew T. Vettel, Director

Christopher Busby, Director

[High-Tech Institute Holdings, Inc., Board of Directors](#)

James D. Hutton, Ph.D., Chairman of the Board

Dennis G. Pobiak, Director

Matthew T. Vetter, Director

The Ownership information listed on page 3 should be replaced with the following:

[Ownership](#)

Anthem College, Phoenix, Arizona is owned by High-Tech Institute, Inc., which is wholly owned by High-Tech Institute Holdings, Inc.

Addendum to May 25, 2011 Academic Catalog Catalog Effective: January 2011 – December 2012

This bulletin is an integral part of the College's Academic Catalog. The purpose of this bulletin is to amend current information or include additional information in the catalog. The information published herein has been updated **3/21/12**.

Online Attendance Policy:

While online education affords students flexibility in planning their studying time, effective learning and academic success require that students engage in learning activities regularly and participate in meaningful interactions with faculty and fellow students.

Each student is required to complete the following in each course:

- Confirm registration,
- Post regular attendance, and
- Contribute substantive participation.

A student who does not complete any of the requirements above is subject to immediate termination.

Confirmation of Registration

To be officially confirmed as registered in a course, each student is required at a minimum to acknowledge the review of the course syllabus and post attendance by the 3rd day of first week of the course.

A student who does not confirm registration in a course is subject to immediate termination.

Regular Attendance

To assure academic progress and success, each student must post attendance regularly every week of a course.

A student who does not post regular attendance in any two consecutive weeks is subject to immediate termination.

Substantive Participation

Substantive Participation requires active participation in the discussion areas, live learning sessions, instructions, learning activities, quizzes, assessments, case studies, tests and other additional assignments within the LMS as stated and outlined in each course syllabus. Substantive Participation also requires that active participation be completed and/or submitted on time as stated and outlined in each course syllabus.

A student who does not contribute substantive participation in any two consecutive weeks is subject to immediate termination.

How to Post Attendance

A student posts attendance for each week by completing and submitting at least one gradable assignment or learning activity within the Learning Management System (LMS) during that week.

- A gradable assignment in the online classroom is defined as, but is not limited to, posting in the discussion area(s), completing an assessment, submitting an assignment, or actively participating in a graded learning activity within the LMS.
- A learning activity is defined as any classroom engagement or interaction that a student has with the curriculum within the LMS. Examples of learning activities include participating in interactive coursework, initiating contact with a faculty member to ask a question about the academic subject studied in the course, assessments or quizzes, and viewing lectures within the LMS.

For attendance purposes, a week begins on Monday at 12:00 a.m. and ends the following Sunday at 11:59 p.m., Arizona time. Posting attendance on any day within the week counts for one week of attendance.

Termination

A student who fails to confirm registration, post regular attendance, or contribute substantive participation as defined above is subject to immediate termination.

To avoid termination, the student must:

- Communicate with Student Services, within the first week of the course (for failing to confirm registration) or by the Wednesday following a consecutive two-week absence (for failing to post regular attendance or contribute substantive participation);
 - A 'week' is defined as Monday at 12:00 a.m. through the following Sunday at 11:59 p.m. Arizona time.

- Provide any and all requested documentation which the Director of Student Services will evaluate in consultation with the relevant Program Chair to determine if the circumstances were valid and if it is academically sound for the student to remain in that course and/or in school; and
- If make-up work is approved by the instructor, complete and submit any approved make-up work as assigned by the instructor in accordance with the Make-Up Work Policy in the catalog.

Although make-up work may be allowed in these circumstances, any missed attendance cannot be made up. If approved make-up work is submitted within the four (4) weeks scheduled for the course, it will count towards the attendance requirements in the week it is submitted. If approved make-up work is submitted after the scheduled course end date, it will not count towards attendance. See the Make-Up Work Policy for additional guidelines on make-up work.

Catalog Amendments:

The following information is to replace the fifth bullet in the “Criteria for Evaluation” section on page 8.

A grade of “D” may be accepted for core courses taken at Anthem College - Phoenix where a “D” was considered passing.

The following is to be removed from the “Admissions Requirements – Online Students” section on page 6.

4. To be accepted into the program, the student must have a diploma or certificate in Medical Assisting which includes 24 semester credits or more in the medical assisting field from an institution accredited by an agency recognized by the U.S. Department of Education. The student must have completed a medical assisting externship or have over a year of verified work experience as a medical assistant. The diploma or certificate must have been awarded within the last five years prior to the student’s enrollment start date. If the timeframe is over the five year period, the Dean and/or the Campus President has the right to allow entry to the student with proof of current employment in the field.

“LexisNexis” is to be replaced with “Westlaw” in the Library and Learning Resource section on page 29 in the catalog.

The following verbiage is to replace under the Description of Health Information Management on page 54, second sentence.

Students will learn skills used in medical insurance, medical coding, reimbursement, data collection, and the standards of Health Insurance Portability and Accountability Act (HIPAA) compliance and safeguards that protect healthcare information.

The following information is to replace the second paragraph of the Transferability of Credit for U.S. Military Veterans on page 8.

This institution will evaluate all previous education and training of students receiving VA benefits, grant credit when appropriate, reduce the program length proportionately, and keep records of transcripts and evaluations.

To be added after “Bachelor Degree Completion Admission Requirements.” on page 9.

Associate of Science Degree Completion Admission Requirements

Associate of Science Medical Assisting

To be accepted into the program, the student must have successfully completed 24 credits in the following courses, or their equivalency, with a C or better grade: MA 101 Office Administration, MA 122

Bookkeeping/Clinical Procedures, MA 103 Insurance/Health Sciences, MA 104 Cardiopulmonary/ECG, MA 125 Laboratory/Clinical Procedures, MA 145 Body Systems, MA 295 Externship. Working as a medical assistant for over a year may substitute for the externship component.

To be added after “Changes to Programs, Schedules, etc.” under Rules, Regulations, and Policies on page 12

Course Substitutions: PD102 Career Success is deemed equivalent to PD101 Career Success and may be substituted in a student's program of study.

To replace the last sentence in the "Institutional Loan Program" section on page 22:

The loans have no associated fees and the interest rate varies depending upon the length of repayment.

To be added to the Student Information Disclosures section on page 33:

Program Disclosures

Anthem Education Group is pleased to provide information about each of its programs on its website at <http://www.anthem.edu/disclosures/>.

The following information is to replace the Unit of Credit on page 12 of the catalog.

Unit of Credit

One semester credit hour is defined as:

- 15 classroom or direct faculty instruction plus out-of-class independent work;
- 30 clock hours of laboratory activities; or
- 45 clock hours of externship.

For all courses except externship, one clock hour is defined as 50 minutes of class and 10 minutes of break time.

Work Outside of Class

Students are expected to perform learning activities outside of their class. Such out-of-class work enables students to master the competencies of the courses and leads toward the achievement of the program objective. For each classroom hour of lecture or direct faculty instruction, students are to complete two hours of work outside of class.

Types of Work Outside of Class

Student work outside of class may include but is not limited to the following:

- Reading assignments in preparation for new lessons or for reinforcement of learned concepts and principles;
- Worksheets or questions aimed at helping students comprehend what they have read;
- Writing assignments such as reflective paragraphs, journals, summaries, outlines, comments, essays and research papers;
- Projects that are designed to allow students to apply learned knowledge or to demonstrate the understanding of such knowledge;
- Case studies designed to teach students critical thinking and problem-solving skills or to develop competence in applying learned concepts and principles;
- Applied research conducted to enrich and/or deepen comprehension of certain concepts and principles;
- Library research projects designed for students to employ learning resources to broaden their horizon and/or to practice methods for locating and utilizing information in the library or on the Internet;
- Reviewing class notes and other materials in preparation for a formative or summative assessment, e.g., quizzes, tests, and exams;
- Mathematical problems and practices to enhance computational skills; and
- Hands-on practices to build and enhance proficiency in psychomotor skills.

Assessment of Work Outside of Class

Assessment of student work outside of class varies from course to course and assignment to assignment. Some may be assessed for a grade that counts toward the final grade of the course while others may be intended to help students get prepared for relevant learning activities in future classes.

Statement of Work Outside of Class

Student work outside of class is typically stated and specified in the course outline section of each syllabus. More detailed information is provided in handouts, worksheets, and project specification documents.

Online Unit of Credit

Due to the combination of asynchronous and synchronous components in online learning, the line between the classroom and outside of class work is not clearly delineated. We have differentiated between instructor-led activities and additional online learning activities in determining the appropriate calculation of credit for the online classroom, and designed our online instruction and learning so that the number of hours in one unit of credit reasonably approximates the unit of credit as defined in the Unit of Credit section.

Specifically, the following activities have been designed as instructor-led activities for the online classroom:

- Live Learning Sessions (including the recorded version of such);
- Threaded discussions;
- Instructor-facilitated multimedia presentations; and
- Open student-instructor interaction.

Additional online learning activities:

- Reading assignments;
- Research activities and projects;
- Portfolio/capstone projects;
- Gathering learning resources;
- Self-processing of the learning experience;
- Knowledge checks and assessments; and
- Any other self-directed learning activities.

The following statement is to replace the statement following the Pharmacy Technology program outline on page 73: This program is offered only at the ground campus.

Refund Policy Change for Online and Ground Campus (page 23-27):

INSTITUTIONAL REFUND POLICY

The Institutional Refund Policy is used to determine the amount of tuition to be refunded to a Student who withdraws or is terminated after the first day of class. Refunds are computed from the first date of entrance (commencement of training) to the last date of actual attendance as determined by official attendance records. The calculation for the Institutional Refund Policy is as follows:

$$\frac{\text{Number of Weeks Attempted in the Academic Year}}{\text{Total Number of Weeks in the Academic Year}} = \text{Percentage of Academic Year Attempted}$$

The resulting fraction is converted to a percentage and rounded up to the nearest 10%. The percentage is applied to the following chart to determine the amount which may be retained or refunded.

% of the Academic Year Attempted	% of Tuition Charged for the Academic Year (Owed by the Student)	% of Tuition Refunded by College
1% to 9%	10%	90%
10% to 19%	20%	80%
20% to 29%	30%	70%
30% to 39%	40%	60%
40% to 49%	50%	50%
50% to 59%	60%	40%
60% or more	100%	0%

**State of Georgia Online Students Refund Policy to be added to Refund Policy Page 27:
For All Term Based Programs:**

INSTITUTIONAL / STATE OF GEORGIA REFUND POLICY

A refund policy determines the amount of tuition charges the College has earned and if a refund of monies is due. Tuition charges are billed by term. Refunds will be calculated as a percentage of the term for which the Student is charged. The percentage is based on the number of weeks attended in the term by the student divided by the number of weeks in the term, stated as a percentage attended in the term. The resulting percentage is applied to the term charges which results in a refund as illustrated in the chart below:

% of the Term Attempted	% of Tuition Charged for the Term (Owed by the Student)	% of Tuition Refunded by College
1% to 5%	5%	95%
>5% to 10%	10%	90%
>10% to 19%	20%	80%
20% to 25%	25%	75%
>25% to 29%	30%	70%
30% to 39%	40%	60%
40% to 50%	50%	50%
>50% to 59%	60%	40%
60% or more	100%	0%

For Medical Office Administration Program:

INSTITUTIONAL / STATE OF GEORGIA REFUND POLICY

A refund policy determines the amount of tuition charges the College has earned and if a refund of monies is due. Tuition charges are billed by academic year. Refunds will be calculated as a percentage of the academic year for which the Student is charged. The percentage is based on the number of weeks attended in the academic year by the student divided by the number of weeks in the academic year, stated as a percentage attended in the academic year. The resulting percentage is applied to the academic year charges which results in a refund as illustrated in the chart below:

% of the Academic Year Attempted	% of Tuition Charged for the Academic Year (Owed by the Student)	% of Tuition Refunded by College
1% to 5%	5%	95%
>5% to 10%	10%	90%
>10% to 19%	20%	80%
20% to 25%	25%	75%
>25% to 29%	30%	70%
30% to 39%	40%	60%
40% to 50%	50%	50%
>50% to 59%	60%	40%
60% or more	100%	0%

To replace Satisfactory Academic Progress Policy starting on page 16.

Satisfactory Academic Progress

The Satisfactory Academic Progress (SAP) policy is intended to assure that timely intervention and advising are provided at appropriate intervals in each student’s academic path, allowing for the student to better gauge his or her own academic progress and plan for success. To make satisfactory academic progress, students are expected to successfully complete the courses they attempt.

Only students who meet the standards of SAP as defined in this policy may be eligible for consideration to receive Federal Title IV Financial Aid. The SAP policy is reviewed regularly, and an Anthem Education institution has the right to modify the policy at any time.

MINIMUM STANDARDS FOR ALL STUDENTS

Students must make satisfactory progress toward the completion of course requirements in their selected program of study. The School will consider students to be making satisfactory progress if they meet the following criteria:

- a) Maintain a minimally acceptable Cumulative Grade Point Average (CGPA);
- b) Achieve a minimally acceptable Incremental Completion Rate (ICR); and
- c) Complete the enrolled program within a Maximum Allowable Timeframe (MAT).

Minimum Standards for All Students

Students are required to maintain a minimum cumulative grade point average (CGPA) and successfully complete a minimum percentage of credits attempted (Incremental Completion Rate or ICR) at each evaluation point as stated below:

Evaluation Point	CGPA Requirement	ICR Requirement
Upon completion of the first scheduled payment period	1.5	50.00%
Each subsequent payment period	CGPA is less than 2.0	66.67%

Transfer credits will advance a student to subsequent evaluation points and to the CGPA and ICR criteria that accompany those evaluation points.

In addition to the requirements above, all students must at minimum have a 2.0 CGPA at the end of the second academic year.

Payment Periods Anthem College – Phoenix:

Program Name	Program Type	Calendar	Payment Period
Computer Networking & Security	Associates	Non-Term	16 weeks/12 credits attempted
Computer Networking & Security	Diploma	Non-Term	16 weeks/12 credits attempted
Computer-Aided Drafting	Associates	Non-Term	16 weeks/12 credits attempted
Computer-Aided Drafting	Diploma	Non-Term	16 weeks/12 credits attempted
Dental Assistant	Diploma	Non-Term	22 weeks/12 credits attempted
Electronics Technology	Associates	Non-Term	16 weeks/12 credits attempted
Medical Assistant	Associates	Non-Term	16 weeks/12 credits attempted
Medical Assistant	Diploma	Non-Term	16 weeks/12 credits attempted
Paralegal	Associates	Non-Term	16 weeks/12 credits attempted
Pharmacy Technology	Diploma	Non-Term	22 weeks/12 credits attempted
Veterinary Technology	Associates	Non-Term	16 weeks/12 credits attempted

Anthem College – Online:

Program Name	Program Type	Calendar	Payment Period
Accounting	Associates	Trimester	16 weeks
Business Management	Bachelors	Trimester	16 weeks
Business Management	Associates	Trimester	16 weeks
Criminal Justice	Associates	Trimester	16 weeks
Criminal Justice	Bachelors	Trimester	16 weeks
Health Information Management	Associates	Trimester	16 weeks
Healthcare Management	Associates	Trimester	16 weeks
Healthcare Management	Bachelors	Trimester	16 weeks
Medical Office Administration	Diploma	Non-Term	22 weeks/12 credits attempted
Paralegal	Associates	Trimester	16 weeks

Maximum Allowable Timeframe

In addition to the CGPA and ICR requirements listed above, students must successfully complete all the required course credits of their program within the Maximum Allowable Timeframe (MAT) in order to be awarded the original credential (diploma or degree) in which they enrolled. Maximum Allowable Timeframe is defined as 150% of the program length in terms of course credits, and it is calculated using 1.5 times the total number of course credits required in the applicable program.

Students who are unable to complete the program in MAT (150% of the program length in terms of course credits) must be dismissed as soon as it is determined.

For example, a student in a 36 semester credit diploma program may attempt 54 semester credits at maximum. (36 credits x 1.5 = 54 attempted credits maximum)

CONSEQUENCES FOR FAILING TO MEET MINIMUM STANDARDS

A student failing to maintain one or more of the minimum standards of academic progress will be notified of such and will face administrative actions taken to address such poor performance issues. Such administrative actions include Academic Warning, Financial Aid Warning, and Dismissal. A student on Academic Warning or Financial Aid Warning will need to meet the conditions set by an Academic Recovery Plan.

The standards for Academic Warning, Financial Aid Warning and Dismissal for each Evaluation Point are as follows:

Evaluation Point	Academic Warning or Financial Aid Warning	Dismissal
Upon completion of the first scheduled payment period	CGPA is less than 1.5 OR ICR is less than 50.00%	ICR is less than 25%
Each subsequent scheduled payment period	CGPA is less than 2.0 OR ICR is less than 66.67%	CGPA is less than 1.0 OR ICR is less than 33.33% OR Unable to complete in MAT OR Student on Financial Aid or Academic Warning who does not attain 2.0 CGPA or 66.67% ICR

Warning

Financial Aid Warning or Academic Warning status may be assigned without an appeal or other action by the student. A student on Warning is required to follow an Academic Recovery Plan. A student on Financial Aid Warning or Academic Warning who does not attain a 2.0 CGPA or 66.67% ICR by the subsequent evaluation point is dismissed.

Financial Aid Warning

A status assigned to a student who is receiving Federal Title IV Financial Aid and fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period. A student on Financial Aid warning may continue to receive Federal Title IV Financial Aid for one payment period despite a determination that the student is not making satisfactory academic progress.

Academic Warning

Academic Warning is a status assigned to a student who fails to make satisfactory academic progress as defined above but is not receiving Federal Title IV Financial Aid.

Academic Recovery Plan

The Academic Recovery Plan is designed to ensure that the student can regain good academic standing by the subsequent evaluation point.

Regaining Good Academic Standing

A student on Financial Aid Warning or Academic Warning who successfully completes 66.67% of the cumulative credit hours attempted and achieves a CGPA of 2.0 by the next scheduled evaluation point is removed from Financial Aid Warning or Academic Warning and placed back in good academic standing.

Dismissal

A student who has been dismissed may appeal to be reinstated in accordance with the *Appeals* section below.

APPEALS

Any student who wishes to appeal to be reinstated may do so in writing to the Dean of Education (DOE)/Dean of Academic Affairs (DOAA) only when mitigating circumstances have caused the poor academic progress and the student's situation has now changed to allow the student to make satisfactory academic progress.

The written appeal must:

- Clearly state the mitigating circumstances that have caused the student to be unsuccessful and include appropriate supporting documentation of such circumstances;
- Explain how such mitigating circumstances contributed to the student's academic situation; and

- Explain what has changed in the student's situation that would allow the student to attain satisfactory academic progress at the next evaluation point.

An Appeals Committee will review the student's appeal and determine whether the appeal may be granted to reinstate the student. The student may be asked to appear in person or by telephone to provide additional information during the review process when deemed necessary.

When an appeal is granted:

- The student must still meet any applicable Re-Entry requirements and/or terms and conditions as detailed in the Re-Entry Policy and Procedure to be allowed back into school;
- The student will be placed on Probation (Financial Aid Probation or Academic Probation as defined below); and
- The student will be required to follow an Academic Recovery Plan.

If an appeal is denied, the student must wait at least six months (180 days) before submitting another appeal.

Appeals for Maximum Allowable Timeframe

A student may submit an appeal for violating Maximum Allowable Timeframe if it is not prohibited by state or accrediting agencies. A student whose appeal is granted cannot incur any additional financial obligations for the remaining coursework. A student whose appeal is granted can still receive the credential for which he/she enrolled if it is not prohibited by state or accrediting agencies.

Probation

Probation (Financial Aid or Academic) is a status assigned to a student who failed to make satisfactory academic progress, was required to appeal per this policy, and has had the appeal approved.

A student on Probation is required to follow the requirements of an Academic Recovery Plan. A student on Probation that does not meet the requirements of the Academic Recovery Plan is dismissed and must sit out at least 12 months (365 days) before submitting an appeal to re-enroll.

Financial Aid Probation

Financial Aid Probation is used for students who were receiving Federal Title IV Financial Aid, failed to make satisfactory academic progress, were required to appeal per this policy, and have had the appeal approved with eligibility for aid reinstated.

If otherwise eligible, a student on Financial Aid Probation may receive Federal Title IV Financial Aid for one payment period. The student will be required to meet the requirements of an Academic Recovery Plan in order to qualify for further Federal Title IV Financial Aid.

Academic Probation

Academic Probation is used for students who are not receiving Federal Title IV Financial Aid.

Academic Recovery Plan

The Academic Recovery Plan is designed to ensure that the student can regain good academic standing by the subsequent evaluation point.

Regaining Good Academic Standing

A student on Probation who successfully completes 66.67% of the cumulative credit hours attempted and achieves a CGPA of 2.0 by a subsequent scheduled evaluation point is removed from Financial Aid Probation or Academic Probation and placed back in good academic standing.

GRADING SCALE AND THE EFFECT OF GRADES ON SAP

Grades that carry quality points are calculated in a student's Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). Grades that are included in credits attempted and/or credits earned are calculated in a student's Incremental Completion Rate (ICR).

Letter Grade	Quality Points	Definition	Credits Earned	Credits Attempted
A	4.0	90 – 100%	Yes	Yes
B	3.0	80 – 89%	Yes	Yes
C	2.0	70 – 79%	Yes	Yes
F	0.0	<70%	No	Yes
FR	-	Fail/Repeat	No	Yes
W	-	Withdrawal	No	Yes
I	-	Incomplete	No	No
P	-	Pass	Yes	Yes
TR	-	Transfer Credits	Yes	Yes
N	-	Not Attempted	No	No
AU	-	Audit	No	No

Notes of Explanation

When given for Transitional Studies courses (ENG 095 and MTH 095), any grades do not count towards CGPA.

A ^ may be used for scheduled courses that are not attempted or attended.

Prior grade information:

- D grade was used at Anthem College Phoenix for a 60 – 69%. It carried 1.0 quality points but was not considered passing in concentration courses.
- E grade was used for transfer credits.
- L grade was used for students who left a course to take a Leave of Absence. It counted as credits attempted but did not carry quality points.
- P – P/F, F – P/F, W – P/F, N – P/F grades were used for Pass/Fail courses to indicate a Pass, Fail, Withdrawal, or Not Attempted, respectively.
- R grade was used for repeated courses.
- T grade was used for students who transferred out of a course. It counted as credits attempted but did not carry quality points.
- TO grade was given for students who tested out of the course.
- UA, UB, and UC grades were used to indicate that a student has passed the course with an A, B, or C respectively but had unsatisfactory attendance.
- -- grade was used for lab courses.

WF was given for students who stopped attending within the last week of a course. It carried 0.0 quality points and counted as credits attempted

Repeated Courses

All failed courses must be successfully retaken to fulfill program graduation requirements. As failed courses are retaken, only the most recently attempted will count in the CGPA. The failing grade for the previous course is changed to an FR grade. The FR grade is counted as credits attempted but does not carry any quality points. It is calculated in the calculation of ICR and MAT but not included in the calculation of CGPA.

Withdrawals

The W grade is given when a student stops attending or withdraws from a course for any reason after they are officially confirmed in their registered course, typically beyond three (3) days after the course is started and before the last week of the course. If the student stops attending or withdraws from a course for any reason, other than a Leave of Absence, within the last week of the course, the student will receive a WF unless the student has achieved a passing grade.

The W grade is counted as credits attempted but does not carry any quality points. It is included in the calculation of ICR and MAT but not included in the calculation of CGPA.

The WF grade is counted as credits attempted and carries 0.00 quality points. It is included in the calculation of ICR, MAT and CGPA.

Incompletes

The I grade can be given for an externship or practicum course only. The I grade is only to be given if a student is unable to continue at a site for reasons that can be remedied (e.g. site cannot maintain an extern, student goes on an Leave of Absence (LOA), or student has to be pulled from site for issues that can be corrected).

The I grade is not counted as credits attempted or credits earned and does not carry any quality points. It is not included in the calculation of ICR, MAT, CGPA.

The I grade is changed to a W grade if the student does not fulfill the conditions of the Incomplete within 30 calendar days (not counting approved school holidays). On a case-by-case basis, if mitigating circumstances exist, the Dean and Campus President may approve additional 30 day extensions to allow the student to return and complete the externship or practicum course.

Pass

The P grade is given for satisfactory work in courses of which the final grade is designated as Pass or Fail. The P grade is counted as credits attempted and credits earned but does not carry any quality points. It is included in the calculation of ICR and MAT but not included in the calculation of CGPA.

Transfer Credits

Transfer credits granted in accordance with our Transfer Credit Policy as detailed in the *Credit for Prior Education* section of the catalog count toward meeting overall program credit requirements. Approved transfer credits are given a grade of TR.

The TR grade is counted as credits attempted and credits earned but does not carry any quality points. It is included in the calculation of ICR and MAT but not included in the calculation of CGPA.

Not Attempted

When a student drops a class within the first three (3) calendar* days of the registered course, the student is assigned a grade of N for the course.

The N grade is not counted as credits attempted or credits earned and does not carry any quality points. It is not included in the calculation of ICR, MAT, or CGPA.

*three (3) scheduled class days for externship courses.

Audit

The AU grade is given for courses audited in accordance with the *Audit Course Policy* section of the catalog.

The AU grade is not calculated as credits attempted or credits earned and does not carry any quality points. It is not included in the calculation of ICR, MAT, or CGPA.

CLARIFICATION OF OTHER RELATED TOPICS

Program Transfers

If a student changes programs or enrolls into a new program, only those courses that apply to the new program in accordance with the *Credit for Prior Education* section of the catalog will be counted in calculating the number of credits attempted and in calculating the CGPA. Any unsuccessful attempts at applicable courses will also be counted in the calculation.

A student must be making satisfactory academic progress in order to be eligible to transfer programs. See the *Program Transfer Policy* for additional information on program transfers.

School to School Transfers

A student must be making satisfactory academic progress in order to be eligible to transfer from one AEG school to another AEG school. A student who has been academically dismissed and wishes to transfer to another AEG school must appeal the dismissal at the originating school and receive reinstatement prior to the transfer.

Transitional Studies Courses

Credits from Transitional Studies courses are not counted in calculating the number of credits attempted or credits earned or in calculating the CGPA. However, any student who fails to pass one transitional course after three attempts is deemed unable to benefit from the education at the school and is therefore academically dismissed.

Leave of Absence

A Leave of Absence is not included in the calculation of MAT since no credits are attempted during that time. However, if a student begins a Leave of Absence beyond three (3) days after the start of a class, the student will receive a W grade for that class. The W is included in credits attempted for the purposes of calculating the ICR and MAT.

Grade Corrections

After any grade correction is made or a failed course is retaken, a SAP evaluation will be completed to determine whether the student's status at the most recent evaluation point requires correction.

Final Grade Appeals

Students who believe their final course grade is incorrect should make every effort to resolve the issue with the instructor directly. If a mutual agreement is not reached between the student and the instructor, the student has 30 days from the end of the course to appeal the final grade determination. The appeal must be in writing and addressed to the Dean of Education/Academic Affairs. The academic judgment of the instructor is presumed correct, so the appeal must provide detailed information on why the student believes the grade is incorrect. Students will be notified of the outcome of the appeal within 30 days of submission.

To replace Make-Up Work/Tests on page 20.

Make-Up Work

Students are expected to attend all scheduled hours and complete all coursework for each class in their program. Students are allowed to make-up limited amounts of coursework to ensure that they may continue to be successful, even when extenuating circumstances arise that cause students to miss portions of class. The Make-Up Work policy in no way alters the attendance or other requirements as stated in the school catalog.

MAKE-UP GRADED ASSESSMENTS (TESTS, EXAMS, AND QUIZZES)

Students are permitted to make up one (1) assessment per course within two (2) days of return to class. The student will have ten (10) points deducted from the earned assessment score. If a student does not make up the assessment within the two (2) days he will receive a zero (0) for the assessment.

It is the responsibility of the student to make arrangements for the make-up assessment. Arrangement for the make-up should be coordinated with the Faculty, Program Chair, or Dean of Education/Academic Affairs.

There will be no make-up of final exams for courses except under extreme extenuating circumstances. Permission to make up a final examination must be obtained from the Program Chair or Dean of Education/Academic Affairs. If a student arrives late for class, and an assessment is still in progress, the student may take the assessment without penalty. However, if a student is present on assessment day and doesn't take the assessment, the student receives a zero (0).

Permission to take an assessment in advance must have the approval of the Program Chair or the Dean of Education/Academic Affairs and may only be granted in situations where there are extenuating circumstances.

MAKE-UP ASSIGNMENTS

If a student misses an assignment due to absences or tardiness the assignment will have ten (10) points deducted from the score. If a student does not make-up the assignment within two (2) days of his return to class, the student will receive a zero (0) for the assignment.

If the assignment is worth 10 points or less the student receives a zero, but not a negative score.

If a student is present on the day an assignment is due and fails to turn in an assignment, he receives a zero (0).

Technology Programs ONLY: all labs must be turned in no later than two (2) days before the final exam.

Permission to make up of any additional assignments may be granted by the Program Chair or Dean of Education/Academic Affairs in situations where there are extenuating circumstances

To replace Make-Up of Work – Online Students on page 20.

Make-Up of Work – Online Students

Effective online learning and academic success require that students engage and actively participate in each Unit’s learning activities and complete assigned coursework on time. If students miss a due date the following make-up rules apply to learning activities, assignments, assessment, discussion forum responses, summary forum responses, and any other online coursework:

- With instructor approval, coursework may be submitted for Units 1, 2, and 3 with a deduction of 10% per day for each day past the original due date, if the work is received within the following Unit.
- Make-up work received after the following Unit will receive a zero (0).
- No make-up work will be accepted past the course end.

Additional Considerations:

Exceptions to this policy due to extenuating circumstances must be approved by the Program Chair or Dean of Academic Affairs. In addition, the Dean of Academic Affairs and the Campus President may suspend make-up privileges for students.

Make-up work cannot be used as an attempt to improve a previous low score on an Assessment and/or Learning Activity.

Students may not submit an Assessment and/or Learning Activity in advance of the week in which it is due.

Students have the right to challenge a final grade up to 14 business days after the course completion date; after that time period the grade stands.

The following information is to replace the “Transcripts” verbiage on page 12.

Transcripts

An official Student Transcript is maintained for each student. The transcript provides a complete record of all course grades. Anthem College will supply a reasonable number of official transcripts to whomever the student or graduate designates. There is no charge for this service. The College reserves the right to limit the number of transcripts provided at no charge. A hold may be placed on the issuing of official transcripts for students who have not made arrangements for all financial obligations to the College, have not participated in an exit interview with the Financial Aid Department, and/or have not completed all requested Career Services paperwork.

The following information is to replace the “Graduation” verbiage on page 31.

Graduation Requirements

Formal graduation ceremonies are held throughout the year. Students must complete all required courses in the program with a cumulative grade point average of 2.0 or better, and satisfactorily complete the externship portion, if applicable, in an approved facility. A Diploma is awarded to those meeting the graduation requirements of their respective program of study.

The Computer Networking & Security Program Outline is to replace the Program Outline on page 41 of the catalog.

Computer Networking & Security

Associate of Science Degree

Program Requirements: 21 Courses, 63 Semester Credits, and 84 Weeks.

Concentration

45 Semester Credit Hours

CNS101	A+ Hardware	3
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CNS103	A+ Software.....	3
CNS105	A+ Peripherals	3
CNS107	Desktop Support.....	3
CNS109	Windows Administration	3
CNS110	Network Concepts.....	3
CNS202	Advanced Windows Administration.....	3
CNS204	Exchange Server Administration	3
CNS210	Linux Administration	3
CNS212	Advanced Linux Administration	3
CNS214	Network Routing	3
CNS216	Network Switching & Security.....	3
CNS220	Network Security.....	3
NCT105	Word Processing and Spreadsheets.....	3
NCT110	Wireless Devices.....	3

Core Curriculum **18 Semester Credit Hours**

PD102	Career Success.....	3
ENG101	English Composition*	3
SPH 205	Speech Communication*	3
MTH220	College Algebra*	3
PSY101	Introduction to Psychology*	3
SCI210	Introduction to Ecology*	3

Total semester credit hours required **63**

** Indicates a general education course*

Diploma

Program Requirements: 12 Courses, 36 Semester Credits, and 48 Weeks.

Courses **36 Semester Credit Hours**

CNS101	A+ Hardware	3
CNS103	A+ Software.....	3
CNS105	A+ Peripherals	3
CNS107	Desktop Support.....	3
CNS109	Windows Administration	3
CNS110	Network Concepts.....	3
CNS202	Advanced Windows Administration.....	3
CNS204	Exchange Server Administration	3
CNS210	Linux Administration	3
NCT105	Word Processing and Spreadsheets.....	3
NCT110	Wireless Devices.....	3
PD102	Career Success.....	3

Total semester credit hours required **36**

The course descriptions are to replace the Computer Networking & Security Course Descriptions starting on page 89.

NCT105 – Word Processing and Spreadsheets Clock Hours: 30 Lecture / 30 Lab / Out-of-Class Work: 60
Semester Credit Hours: 3

In this course the student learns the major features and tools to support users of Microsoft Word and Microsoft Excel. Learning activities include generating documents, formatting data, and using productivity tools such as templates. The student also learns to assist users with creating and modifying documents using the many features available in these products. *Prerequisite:* None

CNS101 – A+ Hardware Clock Hours: 30 Lecture / 30 Lab / Out-of-Class Work: 60 - Semester Credit Hours: 3
This course introduces the student to personal computers with an emphasis on the internal components and basic startup processing. Training is provided for installing, replacing and maintaining parts such as memory, chips and interface cards. The student is taught to work with the hardware in a safe and effective way. *Prerequisite:* None

CNS103 – A+ Software
Clock Hours: 30 Lecture / 30 Lab / Out-of-Class Work: 60 - Semester Credit Hours: 3
This course trains the student to install, configure and troubleshoot common operating systems for personal computers with emphasis on Microsoft operating systems. An introduction to other operating systems such as Linux is included. *Prerequisite:* None

CNS105 – A+ Peripherals
Clock Hours: 30 Lecture / 30 Lab / Out-of-Class Work: 60 - Semester Credit Hours: 3
This course addresses the peripheral equipment and networks that allow computer systems to obtain, retain, display and transmit data. Students are taught how to install, configure and troubleshoot hardware devices such as printers, scanners and disks. Students will also work with configuring computers to transmit data across networks. *Prerequisites:* CNS101, CNS103

CNS107 – Desktop Support
Clock Hours: 30 Lecture / 30 Lab / Out-of-Class Work: 60 - Semester Credit Hours: 3
This course concentrates on training the student to be effective at supporting desktop users with typical business office programs. It also prepares the student to assist users with effective use of the systems in such areas as backups and installation of hardware and software. The use of scripting languages to assist in support functions and as a tool to automate functions will also be covered. The Microsoft Office suite of tools will be used extensively. *Prerequisites:* CNS101, CNS103

NCT110– Wireless Devices
Clock Hours: 30 Lecture / 30 Lab / Out-of-Class Work: 60 - Semester Credit Hours: 3
This course allows the student to learn the evolution of wireless networks, early mobile telephony, analog cellular telephony and digital cellular telephony. The student will learn the principles and fundamentals of wireless communications and trace the development of wireless technology over the years. They will also learn to set up different kinds of wireless networks, using appropriate equipment. *Prerequisite:* CNS101, CNS103

CNS109 – Windows Administration
Clock Hours: 30 Lecture / 30 Lab / Out-of-Class Work: 60 - Semester Credit Hours: 3
This course prepares the student to administer a configuration of desktop systems, peripherals and servers using Microsoft Windows Server software. Specific areas covered include installing, configuring and troubleshooting user accounts, file access, data storage, printers and server security. *Prerequisites:* CNS101, CNS103

CNS110 – Network Concepts
Clock Hours: 30 Lecture / 30 Lab / Out-of-Class Work: 60 - Semester Credit Hours: 3
This course will introduce the student to fundamental computer network concepts such as protocols, topologies, hardware, and network operating systems. This course also covers network installation, maintenance, troubleshooting, client/server architecture, TCP/IP, Ethernet, and wireless transmission.
Prerequisites: CNS101, CNS103, CNS105

CNS202 – Advanced Windows Administration
Clock Hours: 30 Lecture / 30 Lab / Out-of-Class Work: 60 - Semester Credit Hours: 3

This course covers advanced features of the Microsoft Windows Server software. Specific areas covered include network protocols and control, IP addressing, server availability and scalability, and server security.

Prerequisites: CNS101, CNS103, CNS105, CNS109

CNS204 – Exchange Server Administration

Clock Hours: 30 Lecture / 30 Lab / Out-of-Class Work: 60 - Semester Credit Hours: 3

This course covers the fundamental features of the Microsoft Exchange Server software. This includes installation planning, server preparation, installation and configuration. Also presented are routine administrative tasks such as managing recipient objects, security, client access, uninstalling and upgrading.

Prerequisites: CNS101, CNS103, CNS105, CNS109

CNS210 – Linux Administration

Clock Hours: 30 Lecture / 30 Lab / Out-of-Class Work: 60 - Semester Credit Hours: 3

This course will introduce the student to the fundamental Linux operating system concepts including Linux File systems, BASH Shell, system initialization and X Windows. This course covers basic Linux administrative tasks for the system and peripherals. *Prerequisites:* CNS101, CNS103, CNS105, CNS109

CNS212 – Advanced Linux Administration

Clock Hours: 30 Lecture / 30 Lab / Out-of-Class Work: 60 - Semester Credit Hours: 3

This course will prepare the student for more advanced Linux topics in the areas of administration, security, and application usage. This course includes installation methods for multiple Linux distributions, implementing on-the-fly hard drive partitioning, advanced interoperation with Microsoft based operating systems, Quota Management, advanced text processing commands, daemon management, and web based services.

Prerequisites: CNS101, CNS103, CNS105, CNS210

CNS214 – Network Routing

Clock Hours: 30 Lecture / 30 Lab / Out-of-Class Work: 60 - Semester Credit Hours: 3

This course will teach the student how routers control communication across networks. Cisco router technology will be used to show many ways in which networks can be configured to achieve the desired network control and performance. *Prerequisites:* CNS101, CNS103, CNS105, CNS110

CNS216 – Network Switching & Security

Clock Hours: 30 Lecture / 30 Lab / Out-of-Class Work: 60 - Semester Credit Hours: 3

This course will instruct the student in the use of switches to control network traffic. It covers LANs, VLANs, and trunking. It also covers the methods used to perform inter-VLAN routing.

Prerequisites: CNS101, CNS103, CNS105, CNS110

CNS220 – Network Security

Clock Hours: 30 Lecture / 30 Lab / Out-of-Class Work: 60 - Semester Credit Hours: 3

This course provides training with high-level security measures for web access, e-mail, file transfer, wireless access, and instant messaging. Physical access security measures are also addressed. The student is taught intrusion detection, virus protection, and the use of encryption to secure network resources.

Prerequisites: CNS101, CNS103, CNS105, CNS109, CNS110, CNS210

The Dental Assistant Program Outline is to replace the Program Outline on page 49 of the catalog.

Dental Assisting

Diploma

Program Requirements: 12 Courses, 39 Semester Credits, and 51 Weeks.

Courses

39 Semester Credit Hours

PD102	Career Success.....	3
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AH102	Human Body Support & Movement.....	3
DA121	Fundamentals of Dental Assisting.....	3
DA122	Chairside Techniques.....	3
DA123	Preventive Dentistry.....	3
DA124	Prosthodontic & Periodontal Procedures.....	3
DA125	Restorative Procedures.....	3
DA126	Dental Laboratory Procedures.....	3
DA128	Dental Radiography.....	3
DA130	Dental Specialties.....	3
DA282	Externship.....	6
DA295	Externship II.....	3
Total semester credit hours required		39

The course descriptions are to replace the Dental Assisting Course Descriptions starting on page 76.

DA121 – Fundamentals of Dental Assisting

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

This course introduces students to dental terminology and intraoral structures. Students will also learn infection control procedures that follow OSHA regulations and utilize a dental practice management system to keep patient records according to HIPAA guidelines. Principles and techniques in telephone communication; correspondence, scheduling, and recall will be covered. *Prerequisite: None*

DA122 – Chairside Techniques

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

This course introduced the students to the dental operator, equipment, instruments, four handed techniques and tray set-ups. Students learn to properly transfer instruments to the operator and to use various charting systems. This course also covers emergencies, patients with disabilities and seating and dismissing patients along with utilizing dental software to manage patient records at chairside. *Prerequisite: None*

DA123 – Preventive Dentistry

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

In this course, students learn preventive dentistry concepts and applications along with fundamental knowledge of the disease process, plaque control, oral hygiene, and basic principles of nutrition as related to oral health. They will also practice fluoride application, sealants, and coronal polishing procedures.

Prerequisite: AH102, DA121, DA122

DA124 – Prosthodontic & Periodontic Procedures

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

This course covers the scope of prosthodontics and periodontics including instrumentation, materials and procedures. Students will learn and research periodontal diseases that affect the oral cavity and the body as a whole. Periodontal diseases as they relate to removable prosthodontics will be discussed.

Prerequisites: AH102, DA121, DA122

DA125 – Restorative Procedures

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work Semester Credit Hours: 3

This course introduces students to the dental operator, equipment, instruments, four handed techniques and tray set-ups. Permanent and temporary restorative materials are introduced and instructions given on proper mixing techniques. Pedodontics, as a specialty, is introduced and the behavior patterns of children are studied.

Prerequisites: AH102, DA121, DA122

DA126 – Dental Laboratory Procedures

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

Students learn in this course the physical and chemical properties of dental impression materials will be emphasized along with their characteristics. They will be exposed to the procedure of obtaining patient's negative impressions of the oral cavity, pouring and trimming of positive models. Patients need for bleaching trays and athletic mouth guards, fabrication and delivery will also be explained in this course.

Prerequisites: AH102, DA121, DA122

DA128 – Dental Radiography

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

This course focuses on theory and practical application of dental radiography. Students learn various radiography techniques and practice x-ray techniques on a patient simulator (DXTTR mannequin). Emphasis on radiation safety is provided by industry approved monitoring devices. They will also learn to develop exposed film, mount x-ray film and perform maintenance on the x-ray equipment. *Prerequisites: AH102, DA121, DA122*

DA130 – Dental Specialties

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

This course covers the duties required of the assistant in the specialty areas of Oral Surgery, Endodontics, and Orthodontics. Students learn the instruments, terminology and procedures related to each dental specialty and gain new perspectives of dental care in each specialty area. *Prerequisites: AH102, DA121, DA122*

DA282 – Externship

Clock Hours: 30 Lecture / 180 Externship / 60 Out-of-Class Work - Semester Credit Hours: 6

Students will learn the strategies and skills in preparation for seeking employment in the field of study. This course will also allow the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and performs the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. (This externship is unpaid.) *Prerequisites: All program courses.*

DA295 – Externship II

Clock Hours: 0 Lecture / 0 Lab / 135 Externship - Semester Credit Hours: 3

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and performs the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. (This externship is unpaid.) *Prerequisites: DA282*

The Medical Assistant Objective is to replace the Program Objective on page 63 of the catalog.

Medical Assistant

Objective

The Medical Assistant is a multi-skilled health professional who plays an important role as a member of the health care team in a variety of medical settings. The Medical Assistant program introduces students to anatomy and physiology of the body systems, medical terminology, and required clinical and administrative skills needed for an entry-level Medical Assistant position. Students will engage in "hands on" training in clinical and administrative procedures such as injections, venipuncture, telephone techniques, filing and preparation of medical records. After successful completion of all classroom training, the student will then complete an externship in a healthcare setting.

Employment Opportunities

Graduates from the diploma program may seek specific positions such as: Clinical Medical Assistant, Administrative Medical Assistant, Medical receptionist, and Medical Bookkeeper

The Associate of Science Degree Program provides the foundation for a graduate to seek more expanded career opportunities in the field of medical assisting and prepares them for future career advancement.

Externship

After successful completion of all classroom training, the student will then complete an externship course within a healthcare facility. Through the externship experience the student will gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting.

The Medical Assistant Program Outline is to replace the Program Outline on page 64 of the catalog.

Medical Assistant

Associate of Science Degree

Program Requirements: 17 Courses, 60.8 Semester Credits, and 74 Weeks.

Concentration		33.8 Semester Credit Hours
AH104	Fundamentals of Allied Health.....	3
MA101	Office Administration.....	3.8
MA122	Bookkeeping/Clinical Procedures.....	3.8
MA103	Insurance/Health Science.....	3.8
MA104	Cardiopulmonary/ECG.....	3.8
MA125	Laboratory/Clinical Procedures.....	3.8
MA145	Body Systems.....	3.8
MA285	Externship.....	8
Core Curriculum		27 Semester Credit Hours
PD102	Career Success.....	3
AH 220	Ethical Aspects of Healthcare.....	3
AH 240	Medical Office Supervision.....	3
AH 250	Communication for Healthcare Professionals.....	3
ENG101	English Composition*.....	3
SPH 205	Speech Communication*.....	3
MTH220	College Algebra*.....	3
PSY101	Introduction to Psychology*.....	3
SCI210	Introduction to Ecology*.....	3
Total semester credit hours required		60.8

* Indicates a general education course

Diploma

Program Requirements: 9 Courses, 36.8 Semester Credits, and 42 Weeks.

Courses		36.8 Semester Credit Hours
PD102	Career Success.....	3.0
AH104	Fundamentals of Allied Health.....	3.0
MA101	Office Administration.....	3.8
MA122	Bookkeeping/Clinical Procedures.....	3.8
MA103	Insurance/Health Science.....	3.8
MA104	Cardiopulmonary/ECG.....	3.8
MA125	Laboratory/Clinical Procedures.....	3.8
MA145	Body Systems.....	3.8
MA285	Externship.....	8.0
Total semester credit hours required		36.8

The course descriptions are to replace the Medical Assistant Course Descriptions starting on page 102.

MA101- Office Administration

Clock Hours: 45 Lecture / 25 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3.8

Administration procedures, filling, telephone techniques, appointments, correspondence and mail handling are studied. Students learn to process patients and assist in examinations. Psychology and communication skills are applied to general patient care and human relations. The nervous system is introduced, and relevant medical concepts and terminology are also studied. *Prerequisite: PD102, AH104*

MA122 - Bookkeeping/Clinical Procedures

Clock Hours: 45 Lecture / 25 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3.8

Students are taught the basic concepts of sterile technique, sterile surgical procedures and injection techniques. The muscular system is introduced. Medical office bookkeeping, cash control, accounts payable, accounts receivable and payroll are explored. *Prerequisite: PD102, AH104*

MA103 - Insurance/Health Sciences

Clock Hours: 45 Lecture / 25 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3.8

Medical insurance coding and claim processing are introduced. The student is taught medical office emergency procedures. The Digestive system is presented with relationship to nutrition and diet planning. Elements of pathology and the human body's reaction to disease are studied. *Prerequisite: PD102, AH104*

MA104 - Cardiopulmonary/ECG

Clock Hours: 45 Lecture / 25 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3.8

The circulatory and respiratory systems are introduced with the teaching of blood pressure, temperature, pulse and respiratory measurement techniques. The electrical system of the heart as it relates to electrocardiography is studied along with the EKG machine. Recording techniques, recognition of interference's, patient care and mounting of the graph are taught. An introduction to medical law and ethics is also presented.

Prerequisite: PD102, AH104

MA125 - Laboratory/Clinical Procedures

Clock Hours: 45 Lecture / 25 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3.8

This course contains theory and practice in medical diagnostic and laboratory techniques. The renal system is taught in conjunction with the study of urinalysis. Hematology, including venipuncture, hemoglobin, hematocrit and blood chemistry procedures are taught. Inventory control and management are also studied.

Prerequisite: PD102, AH104

MA145-Body Systems

Clock Hours: 45 Lecture / 25 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3.8

Anatomical structure and the skeletal system are introduced. Theory of radiation safety and protection is taught. Students are trained in cardiopulmonary resuscitation (CPR) procedures in accordance with the guidelines provided by the American Heart Association. Students study the endocrine system, reproductive system, obstetrics and pediatrics, and relevant medical concepts and terminology are also studied.

Prerequisite: PD102, AH104

MA285 – EXTERNSHIP

Clock Hours: 30 Lecture / 270 Externship / 60 Out-of-Class Work - Semester Credit Hours: 8

Students will learn the strategies and skills in preparation for seeking employment in the field of study. This course will also allow the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the students gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. (This externship is unpaid.) *Prerequisites: All program courses*

**The Pharmacy Technology Objective is to replace the Program Objective on page 72 of the catalog.
Pharmacy Technician**

Objective

As a nationwide shortage of pharmacists continues to pose a challenge in the field of pharmacy and the role of the pharmacist expands to provide not only patient care and education but also advice to prescribers, the demand for formally educated pharmacy technicians has increased significantly. The well-educated technician is accountable for the daily tasks within the pharmacy, which allows the pharmacist to concentrate on patient care and advice. The objective of the Pharmacy Technician program is to train and develop qualified pharmacy technicians who value the fundamentals of pharmacy standards and competently assist the pharmacist in direct patient care. Graduates of this program are prepared to seek entry-level employment in a variety of pharmacy settings.

A Diploma as a Pharmacy Technician gives students a solid foundation of pharmacy fundamentals and terminology. Students of this program will get hands-on practice in multiple pharmacy areas such as hospital, retail, compounding, mail-order, and long-term care. Topics such as professionalism, state and federal law, and ethical issues will also be covered.

Upon completion of the Diploma Program, graduates may seek employment in a retail, hospital, compounding, mail-order, or long-term care pharmacies.

In most States, pharmacy technicians must be registered or licensed with the State board of pharmacy. Certification, although not required for all states, is available through the Pharmacy Technician Certification Board (PTCB) or the Institute for the Certification of Pharmacy Technicians (ICPT). To be eligible for state registration/licensure and national certification, students must not have had any drug-related or pharmacy-related convictions, including misdemeanors.

Externship

The externship course is undertaken following the successful completion of all classroom training. Through the externship experience the student will gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. The externship is unpaid and average eight hours a day.

The Pharmacy Technology Program Outline is to replace the Program Outline on page 73 of the catalog.

Pharmacy Technology

Diploma

Program Requirements: 12 Courses, 40 Semester Credits, and 52 Weeks.

Concentration	40 Semester Credit Hours
PD102 Career Success.....	3
AH101 Medical Terminology.....	3
AH102 Human Body Support & Movement.....	3
AH103 Human Body System Maintenance	3
PT150 Fundamentals of Pharmacology.....	3
PT155 Introduction to Pharmacy Technology.....	3
PT160 Compliance and Professional Standards.....	3
PT165 Pharmacy Technician Administration	3
PT170 Practice within the Community Setting	3
PT175 Practice within the Clinical Setting.....	3
PT281 Externship I.....	6
PT292 Externship II.....	4
Total semester credit hours required	40

The course descriptions are to replace the Pharmacy Technology Course Descriptions starting on page 108.

PT 150 – Fundamentals of Pharmacology

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

This course introduces the students to the fundamentals of pharmacology as needed within the pharmacy technician field. Students learn to categorize medications based on disease state and common classification standards. Pharmacology, pharmacokinetics, interactions, and therapeutic classes will also be covered.

Prerequisite: AH101, AH102, AH103

PT155 – Introduction to Pharmacy Technology

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

This course introduces students to the fundamentals required to work as a pharmacy technician. Students will learn commonly used abbreviations, routes of administration, use pharmacy references for research, and the components of a prescription and patient order. Calculations and formulas necessary for common pharmacy practice will be covered. *Prerequisite:* PT150

PT160 – Compliance and Professional Standards

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

In this course the student will learn federal and state laws when dealing with controlled substances. Professional standards and regulations will be addressed, including state license or registration, national certification, continuing education, and change management. Maintaining confidentiality and work ethics will also be stressed in this course. *Prerequisite:* PT155

PT165 – Pharmacy Technician Administration

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

This course focuses on the daily administrative tasks and responsibilities of the pharmacy technician in various pharmacy settings. Managing medication stock, comprehending the inventory process and using automation will be areas of study throughout the course. *Prerequisite:* PT155

PT170 – Practice within Community Settings

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

This course addresses pharmacy practice in community pharmacy settings and the tasks required of the pharmacy technician. Business transactions at the pharmacy out-window, policy and procedures, and technician's role in immunizations are all covered in this course. Students will also be practicing extemporaneous compounding commonly produced in community settings. *Prerequisite:* PT155

PT175 – Practice within Clinical Settings

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

This course focuses on the clinical pharmacy settings and the tasks required the pharmacy technician. Students will learn the different processes of drug distribution, medication dispensing, and specialty services offered within a clinical setting. Investigational medications, preparing sterile compounds within a laminar airflow hood, and aseptic technique will also be covered. *Prerequisite:* PT155

PT281 – Externship I

Clock Hours: 30 Lecture / 180 Externship / 60 Out-of-Class Work - Semester Credit Hours: 3

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the students gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. (This externship is unpaid.) *Prerequisites:* All program courses

PT292 – Externship II

Clock Hours: 0 Lecture / 0 Lab / 180 Externship - Semester Credit Hours: 4

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the students gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in

a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. (This externship is unpaid.) *Prerequisites: PT281*

The course descriptions are to replace the Allied Health and General Education Course Descriptions starting on page 76.

AH101 – Medical Terminology

Clock Hours: 48 Lecture / 0 Lab / 90 Out-of-Class Work - Semester Credit Hours: 3

This course is designed to teach the students basic knowledge and understanding of medical language and terminology used by health care professionals. The student will demonstrate the ability to create words using word parts, articulate the definition of medical terminology, and assign medical terminology as it relates to the body. *Prerequisite: None*

AH102 – Human Body Support & Movement

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

This course presents a fascinating and challenging study of human anatomy and physiology. Specifically, students will learn the complexity of organization in human body systems and their functions of support and movement. Additionally, the course will cover application of Cardiopulmonary Resuscitation (CPR) and First Aid. *Prerequisite: None*

AH103 – Human Body System Maintenance

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

During this course the student will be introduced to anatomy and physiology of the body systems that provide disease protection, body function support and reproduction. The students will explore the structures and functions of the integumentary, endocrine, lymphatic, digestive, urinary and reproductive systems of the body and their related pathologies. *Prerequisite: None*

AH104 – Fundamentals of Allied Health

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

This introductory course provides students with an overview of the allied health field. Basic knowledge of medical terminology, including word structure, spelling, and pronunciation will be covered. Students will be introduced to guidelines within healthcare set forth by various governmental agencies. Areas covered will be aseptic technique, bloodborne and airborne pathogens, HIPAA, and workplace safety. *Prerequisite: None*

AH220 – Ethical Aspects of Healthcare

Clock Hours: 48 Lecture / 0 Lab / 90 Out-of-Class Work - Semester Credit Hours: 3

This course introduces the student to the importance of ethics, laws, and bioethics in the field of healthcare. Major ethical issues such as abortion, genetic manipulation, and euthanasia will be covered. Students will research and debate ethical issues found within the healthcare field. *Prerequisite: None*

AH240 – Medical Office Supervision

Clock Hours: 48 Lecture / 0 Lab / 90 Out-of-Class Work - Semester Credit Hours: 3

This course introduces students to the supervisory functions and tasks associated with a medical office. Students are exposed to office management areas such as teambuilding, personnel, documentation, and financial management. The course allows the student to gain practical knowledge and principles and develop a professional attitude and skills for working with fellow employees in the healthcare field. *Prerequisite: None*

AH250 – Communication for Healthcare Professionals

Clock Hours: 48 Lecture / 0 Lab / 90 Out-of-Class Work - Semester Credit Hours: 3

This course introduces the student to communication skills necessary to interact with patients in various healthcare environments. Professional boundaries, family and patient dynamics, and barriers to communication are explored to develop skills for effective communication and interaction. *Prerequisite: None*

PD 102 – Career Success

Clock Hours: 30 Lecture / 30 Lab / 60 Out-of-Class Work - Semester Credit Hours: 3

This course is designed to help students become effective and successful learners in a college environment. Students learn to identify and apply effective learning strategies and to manage their student life along with other responsibilities. They are exposed to the use of computer technology for locating relevant information and generating coursework documents. *Prerequisite: None*

ENG101 – English Composition:

Clock Hours: 48 Lecture / 0 Lab / 90 Out-of-Class Work - Semester Credit Hours: 3

Writing skills are essential to professional success. This course will expose students to a variety of essay types, and students will learn to write with different methods. Students will critically analyze various reading materials and gain proficiency in generating writing that is effective and suitable for specific rhetorical purposes. *Prerequisite: None*

SPH205 - Speech Communication:

Clock Hours: 48 Lecture / 0 Lab / 90 Out-of-Class Work - Semester Credit Hours: 3

This course will help the student build confidence and skills in public speaking in their professional life. Students will learn to apply critical thinking skills, employ principles of verbal message development and related visual design, and plan and incorporate use of technology to effectively communicate with various audiences.

Prerequisite: None

MTH220 – College Algebra:

Clock Hours: 48 Lecture / 0 Lab / 90 Out-of-Class Work - Semester Credit Hours: 3

This course introduces the student to college level algebra. Students explore the major concepts of algebra including polynomials, quadratic equations, linear equations and functions. *Prerequisite: None*

PSY101 – Introduction to Psychology:

Clock Hours: 48 Lecture / 0 Lab / 90 Out-of-Class Work - Semester Credit Hours: 3

The scientific study of behavior with emphasis on terminology and principles that are fundamental to psychological thinking are surveyed in this course. Topics include: the scientific method, sensation, perception, consciousness, intelligence, learning, memory, personality, motivation, and emotion. *Prerequisite: None*

SCI210 – Introduction to Ecology

Clock Hours: 48 Lecture / 0 Lab / 90 Out-of-Class Work - Semester Credit Hours: 3

This course introduces basic principles of ecology, the study of relationships between living organisms and their environment. Topics include understanding environmental problems, science, matter, energy, systems, ecosystems, biodiversity, species interaction, populations, climate, and sustainability. *Prerequisites: None*

The Paralegal Program Outline is to replace the program outline on page 71.

Paralegal

Associate of Science Degree

Program Requirements: 20 Courses, 60 Semester Credits, and 80 Weeks.

Concentration

39 Semester Credit Hours

PL101	Sources of American Law	3
PL102	Civil Law and Litigation.....	3
PL103	Criminal Law and Adversarial Process.....	3
PL104	Family Law and Property.....	3
PL105	Transactional Law.....	3
PL106	Discovery and Evidence.....	3
PL201	Estate Planning and Probate	3
PL202	Administrative Law and ADR.....	3
PL203	Legal Research.....	3

PL204	Legal Writing	3
PL205	Technology for the Law Office	3
BM259	Business Communications.....	3
BM261	Business Law	3
Core Curriculum		21 Semester Credit Hours
PD102	Career Success.....	3
CIS101	Computer Applications.....	3
ENG101	English Composition*	3
SPH 205	Speech Communication*	3
MTH220	College Algebra*	3
PSY101	Introduction to Psychology*	3
SCI210	Introduction to Ecology*	3
Total semester credit hours required		60

** Indicates a general education course*

Texas Residents Addendum

“Anthem College Online Division is not regulated in Texas under Chapter 132 of the Texas Education Code.”

Minnesota Residents Addendum Attending Anthem College, Online

Catalog Effective: January 2011 – December 2012

This bulletin is an integral part of the College’s Academic Catalog. The purpose of this bulletin is to amend current information or include additional information in the catalog. The information published herein is updated **3/21/12**.

New Information:

Disclosure Statement

Anthem College is registered as a private institution with Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Program Disclosure Statements for Minnesota Residents Only:

Program Descriptions: (Pages 30-33, 38-39, 52-55)

Minnesota residents are required to complete an additional course for the Associate programs. Upon completion of the Associate degree programs, Minnesota residents will earn an Associate in Applied Science Degree. The following courses will be added to the Associate Programs:

MTH225- Algebra - 4.0 Semester Credit Hours (This course replaced MTH220 for MN residents only)

HUM114- Critical Thinking and Problem Solving- 4.0 Semester Credit Hours (course for MN Residents only)

Course Descriptions: (Pages 60-88)

For Minnesota residents only, the following course descriptions are applicable:

HUM114 Critical Thinking and Problem Solving - Semester Credit Hours: 4.0 Prerequisite: None
 Students are introduced to critical-thinking; a set of skills and strategies for making reasonable decisions. This course addresses theoretical and practical approaches to understanding human interaction and the solving of problems with emphasis on the enhancement of reasoning and argumentation skills. In a collaborative environment, students will be introduced to the concepts of truth; verification, and knowledge; inductive/deductive reasoning; and common errors in informal reasoning. Prerequisite: None

MTH225 Algebra - Semester Credit Hours: 4

This course introduces the student to college level algebra. Students explore the major concepts of algebra including polynomials, quadratic equations, linear equations and functions. Prerequisite: None

Program Descriptions

Associate in Applied Science Degree - Accounting Technology

***Minnesota Residents Only**

Objective

The accounting profession continues to evolve in the new century, and technological developments have significantly enhanced both quality and productivity throughout the industry. Increasing complexities in accounting, changes in accounting standards and the current economic conditions have all contributed to a growing need for individuals with entry-level skills in the accounting profession. The objective of the Associate in Applied Science Degree Program in Accounting Technology is to prepare students with a solid foundation of accounting knowledge and technological skills so they can seek entry-level employment in the accounting industry.

Description

The Accounting Technology program is built upon a solid set of core accounting courses that provide the competencies needed for graduates to be successful at the entry level. Additionally, specific courses have been designed to prepare students to proficiently use the technology commonly employed in the accounting industry. Furthermore, related subjects such as business, finance, economics, and accounting professional practices are covered to prepare students on general knowledge necessary as a professional in the field. Students in this program also take a set of general education courses that help train them in areas of critical thinking, verbal and written communication, humanities, mathematical, natural and social sciences.

The Associate in Applied Science Degree Program in Accounting Technology consists of 21 courses with a total of 65 semester credits, which can be completed in 20 months in the best case scenario. Of the 21 courses, 12 are in the accounting occupational field and 9 in general education. Graduates from the Associates program are prepared to seek entry-level employment such as: Bookkeeper, Accounts Receivable/Payable, Inventory Analyst, Payroll Specialist, Collection Specialist, Sales Analyst, and Tax Associate.

Concentration 36 Semester Credit Hours

AT101 Concepts of Accounting	3
AT102 Principles of Accounting	3
AT103 The Accounting Cycle	3
AT104 The Accounting Close	3
BM150 Fundamentals of Business	3
BM251 Fundamentals of Finance	3
AT201 Fundamentals of Economics	3
AT202 Accounting Information Systems I	3
AT203 Accounting Information Systems II	3
AT210 Accounting Professional Practices	3
AT215 Tax Accounting	3
BM259 Business Communications	3

Core Curriculum 29 Semester Credit Hours

PD101 Career Success	3
CIS101 Computer Applications	3
MTH101 Business Math	3

ENG101 English Composition*	3
SPH205 Speech Communication*	3
MTH225 Algebra*	4
PSY101 Introduction to Psychology*	3
SCI210 Introduction to Ecology*	3
HUM114 Critical Thinking and Problem Solving**	4

Total semester credit hours required 65

**Indicates a general education course. This program is offered only online.*

Associate in Applied Science Degree - Business Management

***Minnesota Residents Only**

Objective

The Associate in Applied Science Degree Program in Business Management provides students who have already earned a High School diploma or equivalency the opportunity to broaden their business knowledge by attaining an associate degree. The degree is designed to equip students with the knowledge and entry-level skills for employment in the business environment. The program is balanced on a theoretical and practical framework derived from the social, behavioral, managerial, and informational sciences. The program enables students to evaluate general business issues and focuses on problem solving in the workplace in relation to other aspects of the organization, such as employees, customers, suppliers, and society at large.

Description

The Associate in Applied Science Degree Program in Business Management provides students with the development of appropriate business and administrative skills, marketing research, and decision making abilities to excel in the business environment. Students will learn the conceptual and practical skills needed to enter the workforce. Upon completion of this degree graduates are prepared to seek entry-level business positions in their chosen fields, such as: Customer Service Representatives, Tellers, Retail Salespersons, Data Entry and Information Processing Clerks, Administrative Assistants, and General Office Clerks.

Concentration 33 Semester Credit Hours

BM150 Fundamentals of Business	3
BM152 Principles of Management	3
BM154 Fundamentals of Marketing	3
BM156 Business Information Technology	3
BM158 Human Resource Management	3
BM251 Fundamentals of Finance	3
BM253 Conflict Resolution	3
BM255 Macroeconomics	3
BM257 Microeconomics	3
BM259 Business Communications	3
BM261 Business Law	3

Core Curriculum 32 Semester Credit Hours

PD101 Career Success	3
CIS101 Computer Applications	3
AT101 Concepts of Accounting	3
MTH101 Business Math	3
ENG101 English Composition*	3
SPH205 Speech Communication*	3
MTH225 Algebra*	4
PSY101 Introduction to Psychology*	3
SCI210 Introduction to Ecology*	3
HUM114 Critical Thinking and Problem Solving*	4

Total semester credit hours required 65

**Indicates a general education course. This program is offered at the ground campus as well as online.*

Associate in Applied Science Degree - Criminal Justice

*Minnesota Residents Only

Objective

The Associate in Applied Science Degree Program in Criminal Justice provides students with the legal knowledge, critical thinking and communication skills that are highly valued in the criminal justice field. The program is designed to prepare students academically and socially for entry-level positions in today's criminal justice environment. Special attention is paid to the fields of corrections, law enforcement and security, the three main career paths for entry-level criminal justice professionals. Along with learning the basics of criminology, juvenile justice, and multiculturalism, students also receive training in technology, investigative techniques and firearms theory.

Description

The Associate in Applied Science Degree Program in Criminal Justice is designed to provide students with an understanding of the criminal justice system, techniques, technologies and required skills and abilities. Graduates of the program are prepared to seek entry-level positions in the criminal justice field. Graduates may apply for positions such as Correctional Officers, Juvenile Detention Officers, Security Guards, and Court Bailiffs. The course work consists of lecture / demonstration and practical applications.

Concentration 30 Semester Credit Hours

CJ103 Criminal Law and Adversarial Process	3
CJ155 Fundamentals of Criminal Justice	3
CJ157 Juvenile Delinquency	3
CJ159 Criminology	3
CJ163 Introduction to Corrections	3
CJ231 Criminal Investigation	3
CJ234 Police Community Relations	3
CJ236 Cultural Diversity in Law Enforcement	3
CJ241 Firearms Theory, Safety and Applications	3
BM253 Conflict Resolution	3

Core Curriculum 35 Semester Credit Hours

PD101 Career Success	3
CIS101 Computer Applications	3
BM152 Principles of Management	3
BM261 Business Law	3
BM259 Business Communications	3
ENG101 English Composition*	3
SPH205 Speech Communication*	3
MTH225 Algebra*	4
PSY101 Introduction to Psychology*	3
SCI210 Introduction to Ecology*	3
HUM114 Critical Thinking and Problem Solving*	4

Total semester credit hours required 65

**Indicates a general education course. This program is offered only online.*

Associate in Applied Science Degree - Paralegal

*Minnesota Residents Only

Objective

The legal field has long sought to become more efficient and cost effective. The well-educated paralegal is a valued member of the legal team and part of the solution to the challenges in this professional field. The objective of the Associate in Applied Science Degree Program in Paralegal is to develop qualified paralegals who have a fundamental understanding of the legal system and are eager to meet the growing needs of the legal field and competent in assisting legal professionals in delivering quality legal services.

Description

The Associate in Applied Science Degree Program in Paralegal lays a solid foundation of legal framework for the students and exposes them to civil law and litigation, criminal law and adversarial process, family law and property, transactional law, business law, estate planning and probate, administrative law and alternate dispute resolution. Students of this program will also learn to conduct discovery work, gather and organize evidence, do legal research and writing, and use electronic technology to prepare files, store documents, and file them electronically in court. The program also emphasizes career development, professionalism and ethics.

The Associate in Applied Science Degree Program in Paralegal consists of 21 courses with a total of 65 semester credits, which can be completed in 20 months in the best case scenario. Of the 20 courses, 13 are in the paralegal occupational field and 8 in general education. The program enables students to appreciate the legal traditions and use the technology available to the legal professional. Graduates from this program are prepared to seek entry-level employment in the vast field of legal services for such positions as: Paralegal, Document Clerk, Legal Assistant, Case Assistant, Litigation support staff, Court Clerk, Research Assistant, Factual Researcher, and Title Clerk.

Concentration 39 Semester Credit Hours

PL101 Sources of American Law	3
PL102 Civil Law and Litigation.	3
PL103 Criminal Law and Adversarial Process	3
PL104 Family Law and Property	3
PL105 Transactional Law	3
PL106 Discovery and Evidence	3
PL201 Estate Planning and Probate	3
PL202 Administrative Law and ADR	3
PL203 Legal Research.	3
PL204 Legal Writing	3
PL205 Technology for the Law Office	3
BM259 Business Communications	3
BM261 Business Law	3

Core Curriculum 26 Semester Credit Hours

PD101 Career Success	3
CIS101 Computer Applications	3
ENG101 English Composition*	3
SPH205 Speech Communication*	3
MTH225 Algebra*	4
PSY101 Introduction to Psychology*	3
SCI210 Introduction to Ecology*	3
HUM114 Critical Thinking and Problem Solving*	4

Total semester credit hours required 65

**Indicates a general education course. This program is offered only online.*

Student Questions or Concerns: If a Student has any questions or concerns, they may contact the State of Minnesota at: Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108
Phone: (651) 642-0533; (800) 657-3866 E-mail: info@ohe.state.mn.us Website: www.ohe.state.mn.us

Arkansas Residents Addendum Attending Anthem College, Online

Catalog Effective: January 2011 – December 2012

This bulletin is an integral part of the College's Academic Catalog. The purpose of this bulletin is to amend current information or include additional information in the catalog. The information published herein is effective **3/25/2011**.

Programs Offered to Arkansas Residents

At this time, Arkansas residents may enroll in the following programs only:

Accounting Technology- Associate of Applied Science

Business Management- Associate of Applied Science

Criminal Justice- Associate of Applied Science

Medical Billing & Coding- Associate of Applied Science

Paralegal- Associate of Applied Science

Disclosure Statement

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.

Student Grievance Policy

Student grievances relating to College matters should first be discussed with the individual Instructor and/or Program Manager and then the Dean of Academic Affairs. If the grievance is not resolved satisfactorily with the Dean of Academic Affairs, it can then be submitted to the Campus President of Anthem College, whose decision is considered final in all matters pertaining to the College.

For any grievances relating to Section 504 of the Rehabilitation Act of 1973 (prohibiting discrimination on the basis of disability), Title IX of the Education Amendments of 1972 (prohibiting discrimination on the basis of sex) or the Age Discrimination Act of 1975, the Campus President who is the Section 504 Coordinator should be contacted. The individual to contact is the Campus President, at (602) 279-9700.

The student may expect a grievance to be addressed and/or resolved in a timely manner, within two weeks from the time the grievance is issued at each level.

If a complaint is not settled at the institutional level, the student may contact the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington, Room 260, Phoenix, AZ 85007, 602-542-5709, <http://azppse.state.az.us>.

Colleges accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the College's accrediting agency—the Accrediting Council for Independent Colleges and Schools. All complaints considered by the Council must be in written form, with permission from the complainant for the Council to forward a copy of the complaint to the College for a response. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to: Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC, 20002, (202)336-6780. A copy of the Council's Complaint Form is available at the School and may be obtained by contacting the Dean of Academic Affairs.

Within 20 days of completing the institution's grievance procedures, the student may file the complaint in writing with the ICAC Coordinator, Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201.

The grievant must provide a statement from the institution verifying that the institution's appeal process has been followed. ADHE will notify the institution of the grievance within 15 days of the filing. Within 10 days after ADHE notification, the institution must submit a written response to ADHE. Other action may be taken by ADHE as needed.

Program Disclosure Statements for Arkansas Residents Only:

Program Descriptions: (Pages 31, 33, 35, 39, 41, 49, 53, 55)

Arkansas residents are required to complete additional courses for the Associate programs. Upon completion of the Associate degree programs, Arkansas residents will earn an Associate in Applied Science Degree. The following courses will be added to the Associate Programs:

Associate: ENG102 Technical Writing- 3.0 Semester Credits

Course Descriptions: (Pages 60-88)

For Arkansas residents only, the following course descriptions are applicable:

ENG102- Technical Writing - Semester Credit Hours: 3

This course addresses the study, discussion, and writing of technical descriptions and processes, formal and informal proposals, and reports. The course is designed to prepare students to demonstrate a high level of effectiveness in handling the demands of communication on the job. *Prerequisite: ENG101*

Miscellaneous Anthem College Information:

Course information:

The course number for PD101 – Career success was update to PD102 – Career success and is to be reflected in the Program Outlines of the following: Accounting Technology, Associate of Science Degree program page 35.

- *Business Management, Bachelor of Science and Associate of Science Degree programs pages 37, 39.*
- *Criminal Justice, Bachelor of Science and Associate of Science Degree programs pages 41, 43.*
- *Health Information Management, Associate of Science Degree program pages 55.*
- *Healthcare Management, Bachelor of Science and Associate of Science Degree programs pages 57, 59.*
- *Paralegal, Associate of Science Degree program page 71.*

Anthem College – Ground Campus

ANTICIPATED GRADUATION DATES

Start Date	Dental Assisting Diploma	Pharmacy Technology Diploma	Medical Assistant Diploma	Computer Networking & Security Diploma	Computer Networking & Security AS	Medical Assistant AS	Paralegal AS	Veterinary Technology AS
04/02/12	04/19/13	04/26/13	02/15/13	03/29/13	12/20/13	10/04/13	11/15/13	01/03/14
04/30/12	05/17/13	05/24/13	03/15/13	04/26/13	01/31/14	11/01/13	12/20/13	02/07/14
05/29/12	06/14/13	06/21/13	04/12/13	05/24/13	02/28/14	11/29/13	01/31/14	03/21/14
06/25/12	07/12/13	07/26/13	05/10/13	06/21/13	03/28/14	01/03/14	02/28/14	04/18/14
07/30/12	08/16/13	08/23/13	06/07/13	07/26/13	04/25/14	02/14/14	03/28/14	05/16/14
08/27/12	09/13/13	09/20/13	07/05/13	08/23/13	05/23/14	03/14/14	04/25/14	06/13/14
09/24/12	10/11/13	10/18/13	08/09/13	09/20/13	06/20/14	04/11/14	05/23/14	07/11/14

VACATIONS AND HOLIDAYS SCHEDULE

May 28, 2012	Memorial Day
July 2 - July 8, 2012	Summer Break
September 3, 2012	Labor Day
November 19 - 25, 2012	Fall Break
December 24, 2012 - January 6, 2013	Winter Break
January 21, 2013	Martin Luther King Day
May 27, 2013	Memorial Day
July 1 - July 7, 2013	Summer Break
September 2, 2013	Labor Day

ASSOCIATE OF SCIENCE PROGRAMS TUITION & FEES

Application Fee: \$20

Computer Networking & Security (AS)

(84 weeks) (63 Semester Credits) (1,200 Clock Hours)

	\$ 12,380.00	1 st AY Tuition	
+	\$ 12,380.00	2 nd AY Tuition	
+	\$ <u>7,740.00</u>	3 rd AY Tuition	
	\$ 32,500.00	Program Tuition	
	\$ 1,200.00	Transitional Course Tuition per Course	
x	<u>2</u>	Required Transitional Courses	
+	\$ 2,400.00	Transitional Courses Cost	
	\$ 34,900.00	TOTAL PROGRAM CHARGES	

Medical Assistant (AS)

(74 weeks) (60.8 Semester Credits) (1,224 Clock Hours)

	\$ 12,140.00	1 st AY Tuition	
+	\$ 12,140.00	2 nd AY Tuition	
+	\$ <u>3,680.00</u>	3 rd AY Tuition	
	\$ 27,960.00	Program Tuition	
	\$ 1,200.00	Transitional Course Tuition per Course	
x	<u>2</u>	Required Transitional Courses	
+	\$ 2,400.00	Transitional Courses Cost	
	\$ 30,360.00	TOTAL PROGRAM CHARGES	

Paralegal (AS)

(80 weeks) (60 Semester Credits) (1,044 Clock Hours)

	\$ 12,568.00	1 st AY Tuition	
+	\$ 12,568.00	2 nd AY Tuition	
+	\$ <u>6,284.00</u>	3 rd AY Tuition	
	\$ 31,420.00	Program Tuition	
	\$ 1,200.00	Transitional Course Tuition per Course	
x	<u>2</u>	Required Transitional Courses	
+	\$ 2,400.00	Transitional Courses Cost	
	\$ 33,820.00	TOTAL PROGRAM CHARGES	

Veterinary Technology (AS)

(87 weeks) (72.5 Semester Credits) (1,540 Clock Hours)

	\$ 11,413.00	1 st AY Tuition	
+	\$ 11,413.00	2 nd AY Tuition	
+	\$ <u>7,134.00</u>	3 rd AY Tuition	
	\$ 29,960.00	Program Tuition	
	\$ 1,200.00	Transitional Course Tuition per Course	
x	<u>2</u>	Required Transitional Courses	
+	\$ 2,400.00	Transitional Courses Cost	
	\$ 32,360.00	TOTAL PROGRAM CHARGES	

Total Program Charges include: Tuition, Books, Supplies and Testing Fees (when applicable). Tuition rates and fees are subject to change.

Electronics Technology and CAD/Drafting Associate of Science Programs are no longer offered at the ground campus.

ANTHEM COLLEGE GROUND CAMPUS TUITION & FEES

DIPLOMA PROGRAMS

Application Fee Charged: \$ 20																									
<p><input type="checkbox"/> Dental Assisting (Diploma) (51 weeks) (39 Semester Credits) (945 Clock Hours)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 15%;">\$ 12,648.00</td> <td style="width: 15%;">1st AY Tuition</td> <td style="width: 60%;"></td> </tr> <tr> <td style="text-align: right;">+</td> <td style="border-bottom: 1px solid black;">\$ 3,952.00</td> <td>2nd AY Tuition</td> <td></td> </tr> <tr> <td></td> <td>\$ 16,600.00</td> <td>Total Tuition</td> <td></td> </tr> </table>		\$ 12,648.00	1 st AY Tuition		+	\$ 3,952.00	2 nd AY Tuition			\$ 16,600.00	Total Tuition		<p><input type="checkbox"/> Computer Networking & Security (Diploma) (48 weeks) (36 Semester Credits) (720 Clock Hours)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 15%;">\$ 14,667.00</td> <td style="width: 15%;">1st AY Tuition</td> <td style="width: 60%;"></td> </tr> <tr> <td style="text-align: right;">+</td> <td style="border-bottom: 1px solid black;">\$ 7,333.00</td> <td>2nd AY Tuition</td> <td></td> </tr> <tr> <td></td> <td>\$ 22,000.00</td> <td>Total Tuition</td> <td></td> </tr> </table>		\$ 14,667.00	1 st AY Tuition		+	\$ 7,333.00	2 nd AY Tuition			\$ 22,000.00	Total Tuition	
	\$ 12,648.00	1 st AY Tuition																							
+	\$ 3,952.00	2 nd AY Tuition																							
	\$ 16,600.00	Total Tuition																							
	\$ 14,667.00	1 st AY Tuition																							
+	\$ 7,333.00	2 nd AY Tuition																							
	\$ 22,000.00	Total Tuition																							
<p><input type="checkbox"/> Medical Assistant (Diploma) (42 weeks) (36.8 Semester Credits) (840 Clock Hours)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 15%;">\$ 11,731.00</td> <td style="width: 15%;">1st AY Tuition</td> <td style="width: 60%;"></td> </tr> <tr> <td style="text-align: right;">+</td> <td style="border-bottom: 1px solid black;">\$ 3,259.00</td> <td>2nd AY Tuition</td> <td></td> </tr> <tr> <td></td> <td>\$ 14,990.00</td> <td>Total Tuition</td> <td></td> </tr> </table>		\$ 11,731.00	1 st AY Tuition		+	\$ 3,259.00	2 nd AY Tuition			\$ 14,990.00	Total Tuition		<p><input type="checkbox"/> Pharmacy Technology (Diploma) (52 weeks) (40 Semester Credits) (978 Clock Hours)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 15%;">\$ 11,036.00</td> <td style="width: 15%;">1st AY Tuition</td> <td style="width: 60%;"></td> </tr> <tr> <td style="text-align: right;">+</td> <td style="border-bottom: 1px solid black;">\$ 3,954.00</td> <td>2nd AY Tuition</td> <td></td> </tr> <tr> <td></td> <td>\$ 14,990.00</td> <td>Total Tuition</td> <td></td> </tr> </table>		\$ 11,036.00	1 st AY Tuition		+	\$ 3,954.00	2 nd AY Tuition			\$ 14,990.00	Total Tuition	
	\$ 11,731.00	1 st AY Tuition																							
+	\$ 3,259.00	2 nd AY Tuition																							
	\$ 14,990.00	Total Tuition																							
	\$ 11,036.00	1 st AY Tuition																							
+	\$ 3,954.00	2 nd AY Tuition																							
	\$ 14,990.00	Total Tuition																							
Total Tuition includes: Tuition, Books, Supplies and Testing Fees (when applicable). Tuition rates and fees are subject to change.																									

Electronics Technology and CAD/Drafting Diploma Programs are no longer offered at the ground campus.

Class Schedules:

Session:	70-Hour Concentration Courses: (five days per week)	60-Hour Core Courses: (three - four days a week)	48-Hour Core Courses: (three days a week)
<input type="checkbox"/> Session I:	7:00 a.m. - 10:30 a.m.	7:00 a.m. - 12:00 a.m. (three days a week)	7:00 a.m. - 11:00 a.m.
<input type="checkbox"/> Session II:	11:00 a.m. – 2:30 p.m.	6:00 p.m. – 10:00 p.m. (four days a week & three days in week 4)	6:00 p.m. – 10:00 p.m.
<input type="checkbox"/> Session III:	3:00 p.m. – 6:30 p.m.		
<input type="checkbox"/> Session IV:	7:00 p.m. – 10:30 p.m.		

**ANTHEM COLLEGE – ONLINE CAMPUS
VACATION AND HOLIDAY SCHEDULE**

No Classes in Session

July 2 - July 8, 2012	Summer Break
November 19 - November 25, 2012	Fall Break
December 24, 2012 - January 6, 2013	Winter Break
July 1 - July 7, 2013	Summer Break
November 25 – December 1, 2013	Fall Break
December 23, 2013 – January 5, 2014	Winter Break

**ANTHEM COLLEGE ONLINE CAMPUS
Anticipated Graduation Dates**

Start Dates	Medical Office Administration Diploma	Business Management & Accounting Technology AS	Criminal Justice & Paralegal AS	Health Information Management AS	Healthcare Management AS	Medical Assistant (AS completer)	Business Management & Healthcare Management BS	Criminal Justice BS	Healthcare Management (BS Completer)
04/02/12	03/31/13	11/24/13	11/24/13	11/24/13	11/24/13	03/31/13	07/26/15	07/26/15	07/28/13
04/30/12	04/28/13	01/05/14	01/05/14	01/05/14	01/05/14	04/28/13	08/23/15	08/23/15	08/25/13
05/28/12	05/26/13	02/02/14	02/02/14	02/02/14	02/02/14	05/26/13	09/20/15	09/20/15	09/22/13
06/25/12	06/23/13	03/02/14	03/02/14	03/02/14	03/02/14	06/23/13	10/18/15	10/18/15	10/20/13
07/30/12	07/28/13	03/30/14	03/30/14	03/30/14	03/30/14	07/28/13	11/15/15	11/15/15	11/24/13

ANTHEM COLLEGE ONLINE TUITION & FEES

Application fee: \$20.00

Medical Office Administration (Diploma)

(48 weeks) (42 Semester Credits) (900 Clock Hours)

1st AY Tuition \$12,960.00

2nd AY Tuition \$ 3,240.00

Total Tuition \$16,200.00

Medical Assisting Degree Completion (AS)

Three 16-week terms (48 weeks) (36 Semester Credits)**

\$425 per credit hour x 36 Semester Credits = \$15,300

Paralegal (AS)

Five 16-week terms (80 weeks) (60 Semester Credits)

\$495 per credit hour x 60 Semester Credits = \$29,700

Criminal Justice (AS)

Five 16-week terms (80 weeks) (60 Semester Credits)

\$495 per credit hour x 60 Semester Credits = \$29,700

Criminal Justice (BS) (Major: Juvenile, Corrections or Police)

Ten 16-week terms (160 weeks) (120 Semester Credits)

\$475 per credit hour x 120 Semester Credits = \$57,000

Health Information Management (AS)

Five 16-week terms (80 weeks) (60 Semester Credits)

\$495 per credit hour x 60 Semester Credits = \$29,700

Health Care Management (AS)

Five 16-week terms (80 weeks) (60 Semester Credits)

\$495 per credit hour x 60 Semester Credits = \$29,700

Health Care Management Degree Completion (BS)

Five 16-week terms (80 weeks) (60 Semester Credits)**

\$500 per credit hour x 60 Semester Credits = \$30,000

Health Care Management (BS)

Ten 16-week terms (160 weeks) (120 Semester Credits)

\$475 per credit hour x 120 Semester Credits = \$57,000

Business Management (AS)

Five 16-week terms (80 weeks) (60 Semester Credits)

\$495 per credit hour x 60 Semester Credits = \$29,700

Business Management (BS)

Ten 16-week terms (160 weeks) (120 Semester Credits)

\$475 per credit hour x 120 Semester Credits = \$57,000

Accounting Technology (AS)

Five 16-week terms (80 weeks) (60 Semester Credits)

\$495 per credit hour x 60 Semester Credits = \$29,700

*Tuition Includes: Text Books and Supplies (if applicable)

Tuition rates and fees are subject to change.

ANTHEM COLLEGE ONLINE TUITION & FEES Minnesota Residents Only

Application fee: \$20.00

Accounting Technology (AAS)

Five 16-week terms (84 weeks) (65 Semester Credits)
\$495 per credit hour x 65 Semester Credits = \$32,175

Health Information Management (AAS)

Five 16-week terms (84 weeks) (65 Semester Credits)
\$495 per credit hour x 65 Semester Credits = \$32,175

Business Management (AAS)

Five 16-week terms (84 weeks) (65 Semester Credits)
\$495 per credit hour x 65 Semester Credits = \$32,175

Criminal Justice (AAS)

Five 16-week terms (84 weeks) (65 Semester Credits)
\$495 per credit hour x 65 Semester Credits = \$32,175

Paralegal (AAS)

Five 16-week terms (84 weeks) (65 Semester Credits)
\$495 per credit hour x 65 Semester Credits = \$32,175

Health Care Management (AAS)

Five 16-week terms (84 weeks) (65 Semester Credits)
\$495 per credit hour x 65 Semester Credits = \$32,175

Health Care Management Degree Completion (BS)

Five 16-week terms (80 weeks) (60 Semester Credits)**
\$500 per credit hour x 60 Semester Credits = \$30,000

Medical Assisting Degree Completion (AAS)

Three 16-week terms (52 weeks) (41 Semester Credits)
\$425 per credit hour x 41 Semester Credits = \$17,425

Business Management (BS)

Ten 16-week terms (160 weeks) (120 Semester Credits)
\$475 per credit hour x 120 Semester Credits = \$57,000

Criminal Justice (BS)

Ten 16-week terms (160 weeks) (120 Semester Credits)
\$475 per credit hour x 120 Semester Credits = \$57,000

Tuition is charged per term at the cost per credit hour*.

Tuition Includes: Text Books and Supplies (if applicable)

**Does not include

Tuition rates and fees are subject to change.

Anthem Online Campus – Minnesota Residents ONLY Anticipated Graduation Date

Start Date	Accounting Technology AAS	Health Information Management AAS	Health Care Management AAS	Business Management AAS	Criminal Justice AAS	Paralegal AAS	Medical Assisting (Completer) AAS	Health Care Management (Completer) BS	Business Management BS	Criminal Justice BS
04/02/12	01/05/14	01/05/14	01/05/14	01/05/14	01/05/14	11/24/13	02/03/13	11/24/13	07/26/15	07/26/15
04/30/12	02/02/14	02/02/14	02/02/14	02/02/14	02/02/14	01/05/14	03/03/13	01/05/14	08/23/15	08/23/15
05/28/12	03/02/14	03/02/14	03/02/14	03/02/14	03/02/14	02/02/14	03/31/13	02/02/14	09/20/15	09/20/15
06/25/12	03/30/14	03/30/14	03/30/14	03/30/14	03/30/14	03/02/14	04/28/13	03/02/14	10/18/15	10/18/15
07/30/12	04/27/14	04/27/14	04/27/14	04/27/14	04/27/14	03/30/14	05/26/13	03/30/14	11/15/15	11/15/15

**ANTHEM COLLEGE ONLINE TUITION & FEES - Arkansas Residents Only
(Only Associate programs offered at this time for Arkansas Residents)**

Application fee: \$20.00

Accounting Technology (AAS)

Five 16-week terms (84 weeks) (63 Semester Credits)
\$495 per credit hour x 63 Semester Credits = \$31,185

Business Management (AAS)

Five 16-week terms (84 weeks) (63 Semester Credits)
\$495 per credit hour x 63 Semester Credits = \$31,185*

Criminal Justice (AAS)

Five 16-week terms (84 weeks) (63 Semester Credits)
\$495 per credit hour x 63 Semester Credits = \$31,185

Paralegal (AAS)

Five 16-week terms (84 weeks) (63 Semester Credits)
\$495 per credit hour x 63 Semester Credits = \$31,185

Tuition is charged per term at the cost per credit hour*.

Tuition Includes: Text Books and Supplies (if applicable)

Tuition rates and fees are subject to change.

ANTHEM COLLEGE ONLINE CAMPUS – Arkansas Residents Only

Start Dates	Anticipated Graduation Dates			
	Accounting Technology AAS	Business Management AAS	Criminal Justice AAS	Paralegal AAS
04/02/12	01/05/14	01/05/14	01/05/14	01/05/14
04/30/12	02/02/14	02/02/14	02/02/14	02/02/14
05/28/12	03/02/14	03/02/14	03/02/14	03/02/14
06/25/12	03/30/14	03/30/14	03/30/14	03/30/14
07/30/12	04/27/14	04/27/14	04/27/14	04/27/14