CONTACT INFORMATION

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www.brightoncollege.edu
www.theparalegalinstitute.edu

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Current Students: studentservices@brightoncollege.edu
Admissions Department: admissions@brightoncollege.edu

January 1, 2017

The information contained in this catalog was accurate at the time of publication. Following publication, any catalog information may change without notice, including without limitation, the information regarding tuition, fees, costs, class schedules, the student calendar, the program outline, the course descriptions, curricula, faculty, advisory committees, student services, administrative policies, program objectives and career opportunities for graduates of the program.

New courses as well as course changes are included in this edition of the catalog. Students pursuing a diploma under a previous edition of the catalog should refer to that edition to determine course requirements for their program.

Brighton College expects its students to read and understand the information published in this document. Failure to read and understand this catalog will not excuse any student from the application of any requirement or regulation published herein.

Brighton College is owned by Paul Zagnoni and Learnkey Inc. Brighton College's Governing Board consists of Paul Zagnoni, Jeff Coruccini, Lori Coruccini, John Clemons, David Clemons, Eric Kades, and Gary Janson. Brighton College's president is Paul Zagnoni and Executive Vice President is Sam Fernandez.
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MESSAGE FROM THE EXECUTIVE VICE PRESIDENT

Welcome to Brighton College! Brighton College and the former Paralegal Institute share a long history of providing excellent, affordable, career-oriented education that positions students for success in the workforce! Brighton College was founded in 1961 in Hudson, Ohio and offers programs in allied health professions, including medical coding, medical billing, medical records, medical office specialist, health services management, pharmacy technician; business programs including business management, business accounting, customer support representative; home inspection; child development; and information technology including CompTIA, Cisco, Advance Securities Practitioner and CISSP. Through Brighton College’s paralegal division, programs are offered in paralegal studies and legal nurse consulting.

Brighton College and The Paralegal Institute division are one in the same, sharing in their student services team, executive management, accreditation, mission, and vision. Together, their passion is in serving those who dedicate their lives to serving our community. We are committed to providing affordable education while maintaining high-quality online pathways to students seeking preparation for a new career.

Thank you for considering Brighton College. Please explore our catalog and you will discover why our programs are an excellent choice. Whether you are looking for an entry level position in a new career, wanting to enhance your current career, or making a career change, be assured of our commitment to support you as you set out on a career path that will be enjoyable, rewarding, and paved with opportunities.

Sincerely,

Sam Fernandez
Executive Vice President
MISSION STATEMENT

The mission of Brighton College is to offer relevant, affordable, unique, career-oriented educational programs to all qualified students in a flexible, personalized manner.

The Goals of Brighton College are:

- To provide quality distance education to students from diverse backgrounds seeking preparation for a career in an employer-driven field
- To offer programs that are affordable and assist students to graduate with no or minimal debt
- To deliver curriculum that is current, relevant, and prepares students for success in their chosen field
- To ensure that every student progresses toward their educational goals in a supportive and positive environment
- To provide quality instruction from practicing professionals, specializing in their respective area and sharing their expertise and experience ensuring that what students are learning is relevant and current in today’s world
- To assist graduates in realizing their career goals upon completion of their program and throughout their careers by offering job-readiness training services
- To provide students access to a community of partnerships within targeted industries and organizations
- To ensure institutional stability by maintaining highly efficient processes, and high standards of student support

Objectives

The mission and goals of Brighton College are accomplished by successfully achieving the following objectives:

- To provide a positive, supportive distance learning environment through excellent student services that leads to learning new skills and accomplishing educational goals
- To prepare competently skilled graduates for a position in their chosen field through a curriculum that incorporates practical application of the skills learned
- To deliver a curriculum that prepares students to successfully sit for a certification exam when appropriate to the program of study
- To continually review, update, or add new curriculum in order to offer the most current information and meeting industry standards
- To assess its mission and achievement of institutional effectiveness through student academic progress, faculty effectiveness, student satisfaction, affordability, and graduate outcomes
- To increase our strategic alliances with community outreach organizations, workforce and educational partners
ACCREDITATION
Brighton College is accredited by the Distance Education Accrediting Commission, DEAC, which is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation.

The Distance Education Accrediting Commission is located at 1601 18th Street, N.W., Suite 2 Washington D.C. 20009-2529. You may contact them at 202.234.5100 or visit them on the web at www.deac.org.

MEMBERSHIPS AND AFFILIATIONS
● Council for Higher Education Accreditation (www.chea.org)
● BBB accredited Business (Better Business Bureau)
● Association for Healthcare Documentation Integrity (AHDI)
● American Health Information Management Association (AHIMA)
● American Medical Billing Association (AMBA)
● National Healthcare Association (NHA)
● VA Benefits Approved
● The Paralegal Institute at Brighton College is an Associate Member, National Association of Legal Assistants (www.nala.org)
● The Paralegal Institute at Brighton College is a member of the American Association of Legal Nurse Consultants (www.aalnc.org)

ACADEMIC CALENDAR
Hours of Operation, Administrative Office: Monday – Friday, 8 a.m. to 5 p.m. Mountain Standard Time (Arizona)

Holidays
Brighton College honors the holidays listed below. The administrative office will therefore be closed on these dates. When the holidays fall on the weekend, Brighton will typically align with the federal observance, usually the Friday prior or the Monday following such holiday. Current students will be informed of specific office closures by email and/or website updates.

Observed Holidays:
New Year’s Day Labor Day
Martin Luther King Day Columbus Day
President’s Day Veteran’s Day
Memorial Day Thanksgiving Day, and the following Friday
Independence Day Christmas Eve and Christmas Day
Instructors are available by email outside of normal business hours.
Phone: 1.800.354.1254 or 602.212.0501
Fax: 602.212.0502
E-mail: info@brightoncollege.edu and info@theparalegalinstitute.edu

ACADEMIC DELIVERY MODE
At Brighton College the courses are delivered through an online learning management system (LMS). Students are scheduled to take one course at a time. Depending on the student’s schedule, motivation, and credit hours of the course, some courses will take more time than others. The instructors and student service coordinators will help students stay on track, but students must always keep in mind that they must complete the program in the maximum amount of time as set out in the catalog and enrollment agreement. Students are expected to complete two to three lessons per week, per course to achieve academic progress as outlined in their enrollment agreement.

In some courses, students participate in discussion boards, allowing for interaction with faculty. This interaction, in conjunction with prescribed course assignments, such as quizzes, writing assignments, and case studies, are designed to facilitate the student’s successful completion of each course in a manner that supports the attainment of his/her long-term academic and professional goals.

TIME COMMITMENT FOR PROGRAMS
Brighton College has open enrollment allowing students to enroll at any time. Students may proceed through their program as quickly as they want, at a pace that works best for them, within the parameters of their enrollment agreement. Courses are completed within a specified number of weeks (see individual course syllabi). However, certain funding options may have specified requirements that impact eligibility. Basic guidelines have been established to provide students with reasonable expectations to complete their specific program of study. These guidelines are based on an average student pursuing a full-time enrollment load with an expectation of completing two to three lessons per week per course.

STATEMENT OF NONDISCRIMINATION
Consistent with the tenets that lie at the foundation of an institution for higher learning, Brighton College has a strong commitment to the principle of nondiscrimination in its admission and employment practices, administration of educational policies, and other school-
administered programs. Brighton College does not discriminate on the basis of race, color, gender, religion, age, marital status, national origin, physical disability, veteran’s status, or any other basis prohibited by applicable federal, state, or local laws.

ADMISSIONS POLICIES
Candidates seeking admission to Brighton College can apply online at www.brightoncollege.edu or www.theparalegalinstitute.edu, or call 800.354.1254. Candidates must be 18 years of age or older to apply, or provide permission from responsible parties.

Interested candidates should submit the following:
- A completed application and $50 application fee

At time of enrollment, applicants should submit the following to enroll:
- Initial down payment according to chosen payment plan.
- Evidence of earning a high school diploma or GED, or the recognized equivalent (degree programs only).
- Students who have attended an accredited university or college in the United States recognized by the U.S. Department of Education and have completed 12 or more college credits may submit an official college transcript in lieu of a high school transcript to qualify for associate degree programs.

Candidates for admission must meet the following requirements upon enrollment:
- Be 18 years of age or older or provide permission from responsible parties to enroll.
- Have the ability to speak, read, and write English fluently
- Have earned a high school diploma or GED, or the recognized equivalent (degree programs only)
- Have the ability to use a personal computer and the internet
- Have the ability to receive and send email
- Have the ability to be self-motivated and work independently

Legal Nurse Consultant candidates must submit evidence of their credential (R.N., B.S.N., L.P.N., P.A. or M.D.) to be eligible for admission. Official transcripts must be sent directly to Brighton College.

If, for any reason, you are not accepted into Brighton College, all monies remitted with the Enrollment Application will be promptly returned except for the $50 application fee.

Brighton College must take reasonable measures to ensure that students accepted for
enrollment in a program have no physical limitations that might possibly prevent them from successfully completing the program or gaining employment in the field for which the training is offered. Please inform Brighton College if you have any special needs that might prevent successful completion of the program or require further action by the college.

**Enrollment Dates**

Brighton College has open enrollment, meaning you may enroll and begin a program at any time. While the courses are flexible in that you can set the times and schedule that best fits your lifestyle, the courses and programs must be completed in maximum times as indicated. Extensions beyond the required time to complete a program will only be approved for students who have maintained satisfactory academic progress, have paid in full, or are current with their payment plan during the time period of the program. Students must have completed 50% of the program during the required time period in order to be considered for an extension.

**Transfer Credit**

Students pursuing an associate’s degree or a diploma may receive transfer credit not to exceed 50% of the credits in the program. The courses must satisfy the subject matter and curriculum requirements of the student’s degree or diploma program. Brighton College reserves the right to accept or reject any or all academic credits offered for transfer. The student requesting recognition of transfer credit may be requested to provide an academic catalog or other more detailed materials, such as a course syllabi and course descriptions. The courses must have been college-level, completed with a grade of C or better, and for core program coursework they must have been completed within the past five years. General Education courses may have been taken at any time. The credits must have been awarded by institutions accredited by agencies that are recognized by the United States Secretary of Education and/or The Council for Higher Education Accreditation. (This can be determined through the Council for Higher Education Accreditation (CHEA) website: [www.chea.org](http://www.chea.org).) The student must supply an official transcript(s) from the previous institution(s) within 90 days of enrollment. During the enrollment process, unofficial transcripts may be provided for evaluation. Brighton College does not consider grade points or hours attempted for work completed at other institutions; therefore, transfer credit neither raises nor lowers a student’s grade point average.

Brighton College neither guarantees nor implies that other institutions will accept credit hours earned at the College. A student who anticipates transferring to another institution should first contact the other institution to determine whether or not their credit hours will transfer. Policies governing the transferability of credit vary greatly from school to school.

Veterans: Brighton College will inquire about each veteran’s previous education and training, and request transcripts from all prior institutions, including military training, traditional college.
coursework, and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

**Foreign Credentials**

Brighton College welcomes applications from individuals with credentials from non-U.S. institutions. Such applicants must first obtain an independent foreign credentials evaluation from Education Credential Evaluators, Inc. (ECE), Post Office Box 514070, Milwaukee, WI 53203, USA, telephone 414.289.3400, fax 414.289.3411, or another independent U.S. evaluator approved by the college. Request forms and cost information are available at the ECE website (www.ece.org). Foreign undergraduate applicants must obtain a general evaluation while subject evaluations will be required for individual transfer courses.

**International Students**

Brighton College admits students living outside of the continental United States. All programs at Brighton College are taught in English. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), or a 6.5 on the International English Language Test (IELTS). International students on a monthly payment plan must pay with a credit card. Shipping and handling charges for materials not included in the tuition must be pre-paid prior to release. All tuition and fees must be paid in U.S. currency. Students are responsible for all custom duties.

**PROGRAMS IN HEALTH SCIENCES**

Brighton College’s Diploma programs are designed to prepare students with the academic knowledge and necessary skills to prosper in entry-level positions in the healthcare environment. The courses completed within the diploma programs earn college credit and may be eligible to transfer into the associate degree at Brighton College.

The Associate Degree in Health Services Management prepares graduates to work in a specific department of management, such as patient records, coding, or billing. The general education courses include the fundamental academic disciplines; English, Interpersonal Communications, American History, Mathematics, and Psychology.

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit</th>
<th>Estimated</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>456</td>
<td>789</td>
<td>1012</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Program</th>
<th>Hours</th>
<th>Length</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree – Health Services Management</td>
<td>60</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Diploma – Pharmacy Technician</td>
<td>15</td>
<td>6 months</td>
<td>9 months</td>
</tr>
<tr>
<td>Diploma – Medical Records Technician</td>
<td>21</td>
<td>8 months</td>
<td>12 months</td>
</tr>
<tr>
<td>Diploma – Medical Coding and Billing</td>
<td>22</td>
<td>9 months</td>
<td>14 months</td>
</tr>
<tr>
<td>Diploma – Legal Nurse Consultant</td>
<td>20</td>
<td>10 months</td>
<td>15 months</td>
</tr>
<tr>
<td>Diploma – Medical Office Specialist</td>
<td>20</td>
<td>10 months</td>
<td>15 months</td>
</tr>
</tbody>
</table>

A 6-month extension may be granted at no additional charge to students requiring additional time to complete the program. Under extenuating circumstances, a second extension may be approved for an additional fee of $500.

**ASSOCIATE DEGREE IN HEALTH SERVICES MANAGEMENT**

Brighton College’s Associate Degree in Health Services Management is designed to prepare students with the academic knowledge and necessary skills to prosper in entry-level positions in the healthcare environment. Subjects in the health services management program include medical office procedures, law and ethics in medicine, anatomy and physiology, business, coding procedures, medical transcription, principles of management, accounting, and human resource management. Brighton’s associate degree programs also include a foundation comprised of general education curriculum to prepare students for future career opportunities.

**Overall Program Competencies**

- Develop a foundational knowledge in the areas of medical terminology, anatomy, and physiology
- Use various classification systems to code and categorize patient information for reimbursement purposes, for databases and registries, and to maintain patients’ medical and treatment histories, specifically billing, coding, and medical transcription
- Organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems
- Demonstrate a working knowledge of the legal and ethical environment the healthcare industry must adhere to in order to discuss patient information and discrepancies with other professionals such as physicians and insurance personnel
- Demonstrate a working knowledge and understanding of business functions essential to the success of the health services industry

**Curriculum**
General Education courses are in **bold**.

<table>
<thead>
<tr>
<th>Module 1</th>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUS 100  Skills for Success</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 201  English Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HSM201  Introduction to Health Services</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MED 200  Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MED 104  Medical Office Procedures</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module 2</th>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUS 201  Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COM 201  Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MED 103  Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MED 201  Medical Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSY201  Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module Three</th>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUS 202  Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HST 200  American History I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MTH 101  Principles of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MCB 101  Medical Coding I</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module Four</th>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACC 101  Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS 203  Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HST 201  American History II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MCB 102  Medical Coding II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TRN 101  Beginning Medical Transcription</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 60

**General Education**

Brighton College’s general education curriculum connects principles and theory not associated with a particular field of study with the core content of the program and encompasses a variety of disciplines that provide a strong foundation for a well-rounded education. The general education curriculum for the Associate Degree in Health Services Management focuses on five key areas:

- **Written and Interpersonal Communication**: 6 credit hours
- **Social Science**: 6 credit hours

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Physiology 3 credit hours
Mathematics 3 credit hours
Total General Education Requirements 18 credit hours

Upon completion of the General Education requirements, students will be able to:

- Demonstrate college-level writing, research, documentation, and critical thinking skills
- Communicate effectively, reflect critically, problem solve logically, and apply these skills to achieve personal and professional growth
- Apply skills in the workplace that enhance professional and personal success
- Critically evaluate the impact on society of individual and group behavior
- Apply quantitative information and problem-solving skills to arrive at reasoned decisions

DIPLOMA – PHARMACY TECHNICIAN

Brighton College’s Pharmacy Technician Diploma prepares students to be employed in many pharmaceutical settings. The majority are in retail pharmacies, hospital settings, and mail order facilities.

Pharmacy technicians who work in retail or mail-order pharmacies have varying responsibilities, depending on state rules and regulations. Technicians receive written prescriptions or requests for prescription refills from patients. They also may receive prescriptions sent electronically from the doctor’s office. To prepare the prescription, technicians must retrieve, count, pour, weigh, measure, and sometimes mix the medication. Then, they prepare the prescription labels, select the type of prescription container, and affix the prescription and auxiliary labels to the container. Once the prescription is filled, technicians price and file the prescription, which must be checked by a pharmacist before it is given to the patient. Technicians may establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications.

Overall Program Competencies

- Utilize medical terminology and knowledge of human diseases
- Comply with hospital and retail pharmacy policies and procedures
- Dispense pharmaceutical materials in an accurate manner
- Create and update patient’s health and insurance information
- Communicate with insurance companies for authorizations and payments
- Measure, mix, and label drugs as needed
- Protect patient’s health information by following HIPAA regulations
Courses for Diploma - Pharmacy Technician

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 102 Essentials of Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MED 109 Human Diseases</td>
<td>3</td>
</tr>
<tr>
<td>PHM 102 Pharmacy Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PHM 103 Pharmacy Practice I</td>
<td>3</td>
</tr>
<tr>
<td>PHM 104 Pharmacy Practice II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

DIPLOMA – MEDICAL RECORDS TECHNICIAN

Brighton College’s Diploma in Medical Records Technician prepares a student for a career as a Medical Records Technician. Medical Records Technicians are charged with the accuracy of the medical records for the healthcare facility.

Every time a patient receives healthcare, a record is maintained of the observations, medical or surgical interventions, and treatment outcomes. This record includes information that the patient provides concerning his or her symptoms and medical history, the results of examinations, reports of x-rays and laboratory tests, diagnoses, and treatment plans. Medical records technicians organize and evaluate these records for completeness and accuracy. They make sure that patients’ initial medical charts are complete, all forms are completed and properly identified and signed, and that all necessary information is in the computer. They regularly communicate with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information.

The objective of the Medical Records Technician program is to train students who wish to work with medical records in a healthcare setting. Graduates can obtain employment as medical records assistants. Hospitals employ a large number of medical records clerks and assistants. In addition, individuals may find employment in doctors’ offices, clinics, nursing homes, and home health agencies.

Overall Program Competencies

- Abstract information from documentation in order to assure the correct ICD-9-CM and/or ICD-10-CM CPT codes are assigned
- Protect patient’s health information by following HIPAA regulations
- Accurate upkeep of both electronic and physical records
- Follow laws and guidelines for proper documentation, maintenance, and usage of medical records
• Apply core knowledge in the following areas: medical terminology, anatomy and physiology, medical office procedures, and electronic records

Certification bestows a measure of professional recognition that can set graduates apart from others in the field that may not have this credential. Included with tuition, graduates will receive a certification exam voucher from the National Healthcareer Association (NHA) for the appropriate exam for their field as offered through NHA.

<table>
<thead>
<tr>
<th>Medical Records Technician Diploma Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses</td>
</tr>
<tr>
<td>MED 101 Introduction to Healthcare</td>
</tr>
<tr>
<td>MED 102 Essentials of Medical Terminology</td>
</tr>
<tr>
<td>MED 103 Anatomy and Physiology</td>
</tr>
<tr>
<td>MED 104 Medical Office Procedures</td>
</tr>
<tr>
<td>MED 108 Medical Records</td>
</tr>
<tr>
<td>MCB 101 Medical Coding I</td>
</tr>
<tr>
<td>MCB 102 Medical Coding II</td>
</tr>
<tr>
<td><strong>Total Credit Hours:</strong></td>
</tr>
</tbody>
</table>

**DIPLOMA – MEDICAL CODING AND BILLING**

Brighton College’s Diploma in Medical Coding and Billing prepares a student for occupations related to both medical coding and medical billing. Medical coders and billers are utilized in all medical settings. A medical coder may work in a doctor’s office, an outsource facility, a hospital, or from home as an independent contractor. Medical billers correspond with insurance companies for payment for services rendered; they can work from a variety of locations including doctor’s offices, outsource facilities and hospitals.

The Medical Coding and Billing combined program offers the unique opportunity to learn two healthcare fields, thus increasing your value in the competitive healthcare job market. This program assists students in acquiring the necessary medical knowledge to demonstrate competence in medical coding and billing. A medical coder identifies and assigns numerical codes to patient procedures and diagnoses by abstracting information from the patient record and utilizing required coding systems. The information is then submitted for financial reimbursement to health insurance companies and/or government agencies. A medical biller is
responsible for reviewing information that will be sent to various insurers, distributing billing information to the appropriate parties, and completing the billing process.

The objective of the Medical Coding and Billing program is to prepare individuals for entry-level positions in hospitals, physicians’ offices, insurance companies, health maintenance organizations (HMOs), mental health facilities, and coding/billing organizations in the coding and billing fields.

Overall Program Competencies

- Review information that will be sent to insurance companies for reimbursement
- Abstract information from documentation in order to assign the correct ICD-9-CM and/or ICD-10-CM CPT codes
- Protect patient’s health information by following HIPAA regulations
- Complete claims forms for electronic submission to insurance companies
- Prepare billing information for electronic transmission to insurance companies
- Apply core knowledge in the following areas: medical terminology, anatomy and physiology, medical office procedures, and electronic records

Certification bestows a measure of professional recognition that can set graduates apart from others in the field that may not have this credential. Included with tuition, graduates will receive a certification exam voucher from the National Healthcareer Association (NHA) for the appropriate exam for their field as offered through NHA.

### Medical Coding and Billing Diploma Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 101 Introduction to Healthcare</td>
<td>1</td>
</tr>
<tr>
<td>MED 102 Essentials of Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MED 104 Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED 103 Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>MBL 101 Medical Billing I</td>
<td>2</td>
</tr>
<tr>
<td>MBL 102 Medical Billing II</td>
<td>2</td>
</tr>
<tr>
<td>MCB 101 Medical Coding I</td>
<td>3</td>
</tr>
<tr>
<td>MCB 102 Medical Coding II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours:</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

DIPLOMA – MEDICAL OFFICE SPECIALIST CERTIFICATE

Brighton College School Catalog January 2017
Also referred to as Medical Office Secretary or Medical Office Assistant, a Medical Office Specialist will perform routine administrative tasks to help keep the physicians’ offices and clinics running efficiently.

**Overall Program Competencies**

- Review and answer practice correspondence
- Operate computer systems or other types of technology to accomplish office tasks
- Schedule appointments, greet patients, and maintain files using medical office software
- Update and maintain patient and other practice-specific information
- Coordinate collection and preparation of operating reports such as time and attendance
- Understand basic accounting principles
- Perform basic medical coding tasks

<table>
<thead>
<tr>
<th>Medical Office Specialist Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 201 Introduction to Health Services</td>
<td>3</td>
</tr>
<tr>
<td>MED 200 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MED 104 Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED 103 Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>ACC 101 Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MCB 101 Medical Coding I</td>
<td>3</td>
</tr>
<tr>
<td>Microsoft Office Course</td>
<td>NC</td>
</tr>
<tr>
<td><strong>Total Credit Hours:</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

Certification bestows a measure of professional recognition that can set graduates apart from others in the field that may not have this credential. Included with tuition, graduates will receive a certification exam voucher from the National Healthcareer Association (NHA) for the appropriate exam for their field as offered through NHA.

Most medical office assistants work in physicians’ offices and other healthcare facilities. In 2012, more than half of all medical assistants worked in physicians’ offices.

**PROGRAMS IN HOME INSPECTION**

Brighton College's Home Inspection programs provide the opportunity for individuals who are seeking certification as home inspectors to meet their respective state’s education requirement and prepare for the home inspectors’ license examination. The Arizona Specialized Short Course is aimed specifically at meeting the State of Arizona's requirements. The curriculum
Home inspection conforms to the Standards of Practice outlined by the American Society of Home Inspectors (ASHI).

### PROGRAMS IN HOME INSPECTION

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours</th>
<th>Estimated Length</th>
<th>Maximum Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Inspection Certificate</td>
<td>15</td>
<td>4 months</td>
<td>6 months</td>
</tr>
<tr>
<td>Home Inspection Arizona Specialized Short Course</td>
<td>115 Clock Hrs</td>
<td>4 months</td>
<td>6 months</td>
</tr>
</tbody>
</table>

### HOME INSPECTION CERTIFICATE

Brighton College’s Home Inspection Certificate prepares the student for employment in home inspection and home inspection services. The skills developed will support the student in the construction services, real estate and/or real estate development sectors. The student will analyze and assess homes and construction sites. The student will also develop reports regarding the safety and value of that property and the potential repairs required for the purchase, sale, or valuation of the property.

### Overall Program Competencies

With the successful completion of this program, a student should be able to do the following:

- Read, interpret, and report on home construction plans and drawings
- Evaluate and report on the construction integrity of the home’s roof and ceiling
- Evaluate and report on the quality of the home’s exterior
- Evaluate and report on the quality of the home’s interior construction and remodeling
- Inspect, analyze and evaluate the mechanical systems used in the home and/or building
- Apply the knowledge of zoning laws and regulations to a home inspection and valuation of a home and/or building
- Apply methodologies used in small business management to the establishment and management of a home inspection business
- Evaluate and apply software and computer tools in the management of a home inspection business

<table>
<thead>
<tr>
<th>Home Inspection Certificate Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IHI 2462 – Introduction to Home Inspection</td>
<td>3</td>
</tr>
<tr>
<td>FRI 2468 – Framing, Roofing, Interior and Exterior Finishes</td>
<td>3</td>
</tr>
<tr>
<td>MCS 2601 – Mechanical Systems</td>
<td>3</td>
</tr>
<tr>
<td>HIP 2677 – The Home Inspection Process</td>
<td>3</td>
</tr>
</tbody>
</table>
HIB 2704 – The Home Inspection Business | 3
Total Credit Hours: | 15

Note: Some states have home inspection license laws that require live home inspections. Please be sure to check with your state to see if there are any additional requirements to obtaining your license, in addition to training.

HOME INSPECTION CERTIFICATE

The purpose of the Home Inspection Arizona Specialized Short Course certificate program is to provide the opportunity for individuals who are seeking Arizona State certification as home inspectors to complete the required minimum of 80 coursework hours. The program provides the coursework and includes a final exam that evaluates the student’s knowledge of systems and standards in the home inspection field.

Brighton College’s Home Inspection Arizona Specialized Short Course certificate program prepares the student for employment in home inspection and home inspection services. The skills developed will support the student in the construction services, real estate and/or real estate development sectors.

Employment of construction and building inspectors is projected to grow 8 percent from 2014 to 2024, about as fast as the average for all occupations. Public interest in safety and desire to improve the quality of construction should continue to create demand for inspectors. Certified construction and building inspectors who can perform a variety of inspections should have the best job opportunities.

Overall Program Competencies

With the successful completion of this program, a student should be able to do the following.

- Read, interpret, and report on home construction plans and drawings
- Inspect and evaluate the constructional integrity of the foundations of homes and buildings
- Analyze the quality of home walls, floors, ceilings, and roofs
- Validate the construction quality of chimneys and flues
- Inspect the mechanical systems installed in homes, including the wiring needed for these systems
- Inspect and evaluate the integrity of plumbing systems utilized in home construction
- Evaluate the home’s exterior property and determine how it may impact the overall valuation of a home
- Examine for the potential of decay and environmental hazards in a home
- Develop reports that explain the quality, potential concerns, and valuation of a home and its property

Brighton College does not warranty, guarantee, or make representation that successful completion of the course of study will permit the student to obtain licensure or certification. The student is solely responsible for determining and complying with state, local, or professional licensure and certification.
requirements. The student is also responsible for taking the steps necessary to satisfy those requirements.

Completion Requirements

To earn a Home Inspection Arizona Specialized Short Course Certificate a student must do the following:

- Complete all course lesson exams required in the program with a score of 70% or more
- Pass the final exam with a score of 70% or more
- Complete all program requirements within six months
- Meet all financial obligations to the college

Due to the low mortgage rates stimulating home sales and home resales remaining steady, there will be an estimated increase of 22% in the area of home inspections over the next decade. In addition, the rising concern for public safety and the desire to improve the quality of home construction suggests an increase in employment for home inspectors.

Brighton College does not guarantee job placement or employment. Disclosures regarding job placement or employment are included on the enrollment agreement and in this catalog.

PROGRAMS IN LEGAL STUDIES

Maintenance of a nation’s system of laws is a large and important responsibility that takes an ever-growing group of trained professionals. While lawyers have long had assistants, it was not until late 1968 that the American Bar Association first officially recognized the paralegal profession.

The paralegal field began and grew for two main reasons: (1) There is a great deal of legal work that falls into the area of procedure, which paralegals may carry out, as opposed to substance, which attorneys must execute and for which they must take responsibility; and (2) there is a growing demand by individuals and businesses for more legal services at a lower cost. This is, in part, accomplished through the use of qualified assistants to attorneys. The paralegal provides a much-needed service in an important profession. As a paralegal, you will enjoy the respect given to professionals who solve difficult problems in the lives of great corporations and ordinary people. You may research cases, gather information by telephone, establish case files, interview experts or witnesses, carry out investigations, or draft legal documents.

Legal Nurse Consultants practice in a wide area of legal specialties in civil and criminal litigation. The nursing process requires assessment, analysis and issue identification, outcome identification, planning, implementation and evaluation. These processes are the basis of legal research and analysis, so you can see how you can adapt the skills you have used in nursing to
begin a new and exciting career as a Legal Nurse Consultant.

PROGRAMS IN LEGAL STUDIES

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours</th>
<th>Estimated Length</th>
<th>Maximum Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree - Paralegal Studies</td>
<td>60</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Diploma - Paralegal Studies</td>
<td>21</td>
<td>8 months</td>
<td>12 months</td>
</tr>
<tr>
<td>Diploma - Legal Nurse Consultant</td>
<td>20</td>
<td>10 months</td>
<td>15 months</td>
</tr>
</tbody>
</table>

A 6-month extension may be granted at no additional charge to students requiring additional time to complete the program. Under extenuating circumstances, a second extension may be approved for an additional fee of $500.

ASSOCIATE DEGREE IN PARALEGAL STUDIES

The Associate Degree in Paralegal Studies core program provides a foundation in the law and legal analysis and writing. Upon successful completion, you will be able to use legal research tools and techniques necessary to find the law, rules and regulation, prepare professional legal documents, establish case files, interview experts or witnesses, carry out investigations and demonstrate a broad knowledge of litigation practice, law, and procedure. You will acquire core knowledge in the following areas of law: business law, family law, criminal law, real property, torts, and contract. Your legal training will be enhanced by choosing five specialty courses in the areas of the law that interest them most. Brighton College’s associate degree programs also include a foundation comprised of comprehensive general education curriculum to prepare students for future career opportunities.

Overall Program Competencies

Upon successful completion of the Associate Degree in Paralegal Studies core program students will be able to:

- Identify primary and secondary sources of the law
- Use research tools and techniques necessary to find the law
- Prepare written legal analysis identifying issues in a case, the rule of law, application, counterarguments and conclusions
- Prepare professional legal documents
- Establish case files
- Interview experts or witnesses
- Carry out investigations and demonstrate a broad knowledge of litigation practice, law and procedure
- Apply core knowledge in the following areas of law: administrative law, business law, criminal law, real property, torts, and contracts

Certification bestows a measure of professional recognition that can set graduates apart from others in the field that may not have this credential. The opportunity to be designated as a Certified Legal Assistant (CLA) is provided by the National Association of Legal Assistants (NALA). [www.nala.org](http://www.nala.org). Examinations leading to the CLA are given periodically to those students who have successfully completed recognized training programs. The Paralegal Institute is a member of NALA and both the diploma and the associate degree programs satisfy the educational requirements of this national testing organization.

### Associate Degree in Paralegal Studies Courses

<table>
<thead>
<tr>
<th>Core Courses (Required)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGS 100 Paralegal Today</td>
<td>3</td>
</tr>
<tr>
<td>LGS 108 Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>LGS 208 Legal Analysis and Writing</td>
<td>3</td>
</tr>
<tr>
<td>LGS 110 Litigation and Trial Practice</td>
<td>3</td>
</tr>
<tr>
<td>LGS 200 Administrative Law</td>
<td>3</td>
</tr>
<tr>
<td>LGS 206 Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>LGS 204 Real Property</td>
<td>3</td>
</tr>
<tr>
<td>LGS 103 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>LGS 301 Torts: Personal Injury Litigation</td>
<td>3</td>
</tr>
<tr>
<td>LGS 107 Contracts</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialty Courses (Choose 15 Credit Hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LGS 102 Domestic Relations</td>
<td>3</td>
</tr>
<tr>
<td>LGS 106 Trusts, Wills, and Estate Administration</td>
<td>3</td>
</tr>
<tr>
<td>LGS 201 Immigration Law</td>
<td>3</td>
</tr>
<tr>
<td>LGS 202 Environmental Law</td>
<td>3</td>
</tr>
<tr>
<td>LGS 203 Intellectual Property</td>
<td>3</td>
</tr>
<tr>
<td>LGS 207 Bankruptcy Law</td>
<td>3</td>
</tr>
<tr>
<td>LGS 205 Social Security Disability</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education Courses (Required)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 201 English</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Credit</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>COM 201 Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 202 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MTH 101 Principles of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201 Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Core Program</strong></td>
<td><strong>30</strong></td>
</tr>
<tr>
<td><strong>Specialty Courses</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td><strong>General Education</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td><strong>Total Credit</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

**General Education**

Brighton College’s general education curriculum connects principles and theory not associated with a particular field of study with the core content of the program and encompasses a variety of disciplines that provide a strong foundation for a well-rounded education. The general education curriculum for the Associate Degree in Paralegal Studies focuses on five key areas:

- English
- Interpersonal Communications
- Principles of Management
- Principles of Mathematics
- Psychology

Upon completion of the General Education requirements students will be able to:

- Demonstrate college-level writing, research, documentation and critical thinking skills
- Communicate effectively, reflect critically, problem solve logically, and apply these skills to achieve personal and professional growth
- Apply skills in the workplace that enhance professional and personal success
- Critically evaluate the impact on society of individual and group behavior
- Apply quantitative information and problem-solving skills to arrive at reasoned decisions

**DIPLOMA IN PARALEGAL STUDIES**

The Paralegal Diploma program provides a foundation in legal studies. Upon successful completion of the Paralegal Diploma, you will be able to use research tools and techniques necessary to find the law, rules and regulation, prepare professional legal documents, establish case files, interview experts or witnesses, carry out investigations and demonstrate a broad knowledge of litigation practice, law, and procedure.
This Diploma in Paralegal Studies is not a degree level program. The courses completed within this program earn college credit and may be eligible to transfer into the Associate Degree in Paralegal Studies program at Brighton College. The objective of the paralegal diploma program is to prepare students for a career as a paralegal. Students enrolling in the diploma program may already have a bachelor’s degree and want to expand their career opportunity or want to change careers altogether.

**Overall Program Competencies**

- Identify primary and secondary sources of the law
- Use research tools and techniques necessary to find the law
- Prepare written legal analysis identifying issues in a case, the rule of law, application, counterarguments and conclusions
- Prepare professional legal documents
- Establish case files
- Interview experts or witnesses
- Carry out investigations and demonstrate a broad knowledge of litigation practice, law, and procedure
- Apply core knowledge in the following areas of law: business law, business organization, torts, and contracts

Certification bestows a measure of professional recognition that can set graduates apart from others in the field that may not have this credential. The opportunity to be designated as a Certified Legal Assistant (CLA) is provided by the National Association of Legal Assistants (NALA). [www.nala.org](http://www.nala.org). Examinations leading to the CLA are given periodically to those students who have successfully completed recognized training programs. The Paralegal Institute is a member of NALA and both the diploma and the associate degree programs satisfy the educational requirements of this national testing organization. Graduates will receive an exam voucher for NALA CLA certification exam, included with tuition.

<table>
<thead>
<tr>
<th>Diploma in Paralegal Studies Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Courses (Required)</strong></td>
<td></td>
</tr>
<tr>
<td>LGS 100 Paralegal Today</td>
<td>3</td>
</tr>
<tr>
<td>LGS 108 Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>LGS 208 Legal Analysis and Writing</td>
<td>3</td>
</tr>
<tr>
<td>LGS 110 Litigation and Trial Practice</td>
<td>3</td>
</tr>
<tr>
<td>LGS 206 Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>LGS 301 Torts: Personal Injury Litigation</td>
<td>3</td>
</tr>
<tr>
<td>LGS 107 Contracts</td>
<td>3</td>
</tr>
</tbody>
</table>
DIPLOMA – LEGAL NURSE CONSULTANT

The role of the Legal Nurse Consultant is to evaluate, analyze, and offer an opinion on the delivery of healthcare and its outcomes. A Legal Nurse Consultant is a registered nurse and therefore a unique and valuable member of a litigation team. You will use the same problem solving skills required in nursing in the practice of legal nurse consulting. The nursing process requires assessment, analysis and issue identification, outcome identification, planning, implementation and evaluation. These processes are the basis of legal research and analysis, so you can see how you can adapt the skills you have used in nursing to begin a new and exciting career as a Legal Nurse Consultant.

Legal Nurse Consultants practice in a wide area of legal specialties in civil and criminal litigation. The practice areas for Legal Nurse Consultants are diverse. You can practice independently or work in a law firm on cases involving medical malpractice, personal injury, toxic tort and product liability. You may work as a case manager for an insurance company or a health maintenance organization. Hospitals, ambulatory care centers, and clinics employ Legal Nurse Consultant as the primary investigators of potential and filed claims involving patients who were injured during the course of medical treatment.

The Legal Nurse Consultant Program provides a foundation in legal research, legal writing, litigation and trial practice, and examines the roles of Legal Nurse Consultants in a variety of practice environments and legal areas.

Many Legal Nurse Consultants decide to start their own legal nurse consulting business. The course culminates with guidance on business principles, including how to start a consulting business, how to write a business and marketing plan, how to grow a consulting business, general business practices, and ethics. As the final project for the course, students write their own marketing plan and business plan.

This Legal Nurse Consultant program is not a degree level program. The courses completed within this program earn college credit and may be eligible to transfer into an associate degree program at Brighton College.

**Overall Program Competencies**

- Identify primary and secondary sources of the law
- Use research tools and techniques necessary to find the law
● Prepare written legal analysis identifying issues in a case, the rule of law, application, counterarguments, and conclusions
● Prepare professional legal documents
● Establish case files
● Interview experts or witnesses
● Carry out investigations and demonstrate a broad knowledge of tort litigation practice, law and procedure
● Explain the Legal Nurse Consultant’s role in professional negligence, product liability, toxic tort, and criminal litigation
● Evaluate and analyze medical records and case analysis
● Describe the Legal Nurse Consultant’s role in the insurance industry and in risk management
● Describe the ethics, professionalism, and standards of practice for Legal Nurse Consultants
● Design a business and marketing plan for a legal nurse consulting business

<table>
<thead>
<tr>
<th>Legal Nurse Consultant Diploma Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foundation Legal Courses</strong></td>
<td></td>
</tr>
<tr>
<td>LGS 108 Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>LGS 208 Legal Analysis and Writing</td>
<td>3</td>
</tr>
<tr>
<td>LGS 110 Litigation and Trial Practice</td>
<td>3</td>
</tr>
<tr>
<td>MED 108 Medical Records</td>
<td>3</td>
</tr>
<tr>
<td><strong>Core Program</strong></td>
<td></td>
</tr>
<tr>
<td>LNC 201 Legal Nurse Consulting Principles</td>
<td>4</td>
</tr>
<tr>
<td>LNC 202 Legal Nurse Consulting Practices</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

**Admission Requirements Diploma – Legal Nurse Consultant**
In addition to the general admissions requirements stated in this catalog, Legal Nurse Consultant candidates must submit evidence of their credential to be eligible for admission. Official transcripts must be sent directly to Brighton College.
The Associate of Science in Business Management degree program prepares students for an entry level position in business. The program is designed to benefit students who have a strong interest in a particular field and would like to advance in their current position or who would like to gain a competitive advantage over other candidates having earned an associate degree. The program combines basic business principles as well as competence in management, marketing, technology, and human resources. Students may personalize their degree program in business management by choosing elective courses on a particular career focus area.

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours</th>
<th>Estimated Length</th>
<th>Maximum Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree – Business Management</td>
<td>60</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Customer Support Representative</td>
<td>24</td>
<td>1 year</td>
<td>15 months</td>
</tr>
<tr>
<td>Business Accounting Clerk</td>
<td>21</td>
<td>1 year</td>
<td>15 months</td>
</tr>
</tbody>
</table>

A 6-month extension may be granted at no additional charge to students requiring additional time to complete the program. Under extenuating circumstances, a second extension may be approved for an additional fee of $500.

ASSOCIATE OF SCIENCE IN BUSINESS MANAGEMENT
The objective of the Associate of Science in Business Management is to prepare students with the knowledge, technical skills, and sound business principles to pursue an entry-level position in a variety of business fields. Depending on the student’s career focus, graduates may seek positions in such industries as retail, insurance, finance, technology, telecommunications, banking, or credit card companies, or in telemarketing sales and service, outside sales, or combination inside and outside sales. The program will accommodate those students who are currently employed and desiring advancement as well as students seeking initial employment. The general education curriculum offers a strong foundation for a well-rounded education. The core curriculum provides instruction focusing on basic business principles, teamwork and leadership skills, decision-making and problem solving skills, as well as the ability to motivate people and communicate effectively. The elective career focus courses have an emphasis in accounting, business law, office management, or sales and customer services.

Discipline-Specific Competencies
• Apply basic economic, finance, and accounting principles to organizational environments
• Recognize human resource concepts and activities in organizational environments
• Define the various tasks and responsibilities of managers in organizations
• Identify the types of businesses and the laws and regulations on business
• Define and apply marketing and distribution principles used in business
• Identify and use the appropriate technology in business

The Associate of Science in Business Management degree program prepares students for an entry level position in business. The program is designed to benefit students who have a strong interest in a particular field and would like to advance in their current position or who would like to gain a competitive advantage over other candidates having earned an associate degree. The program combines basic business principles as well as competence in management, marketing, technology, and human resources. Students may personalize their degree program in business management by choosing elective courses on a particular career focus area.

Courses for the Associate of Science in Business Management

<table>
<thead>
<tr>
<th>Core Courses (Required)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS100 Skills for Success</td>
<td>3</td>
</tr>
<tr>
<td>ACC114 Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS201 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS202 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS130 Marketing and Distribution Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUS203 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>ECO210 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO220 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BST200 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BIS201 Business Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialty Career Focus Courses (Choose 12 Credit Hours)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT118 Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACT220 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BIT205 Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>BLAW210 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
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</tr>
<tr>
<td>BLAW220</td>
<td>Cyberlaw</td>
</tr>
<tr>
<td>BUS210</td>
<td>Global Business</td>
</tr>
<tr>
<td>COM110</td>
<td>Communications and Speech</td>
</tr>
<tr>
<td>TBS114</td>
<td>Selling Techniques</td>
</tr>
<tr>
<td>TBS221</td>
<td>Consumer Behavior</td>
</tr>
<tr>
<td>TBS260</td>
<td>Advanced Selling Techniques</td>
</tr>
<tr>
<td>TBS270</td>
<td>Internet Sales and Service</td>
</tr>
<tr>
<td>TBS280</td>
<td>Sales Personalities and Profiles</td>
</tr>
<tr>
<td>TBS285</td>
<td>Customer Service</td>
</tr>
<tr>
<td>TBS290</td>
<td>Negotiation Strategies</td>
</tr>
<tr>
<td>COM111</td>
<td>Business Communications</td>
</tr>
<tr>
<td>ENG101</td>
<td>Business English</td>
</tr>
<tr>
<td>HST200</td>
<td>American History I</td>
</tr>
<tr>
<td>HST201</td>
<td>American History II</td>
</tr>
<tr>
<td>MTH101</td>
<td>Principles of Mathematics</td>
</tr>
<tr>
<td>PSY201</td>
<td>Introduction to Psychology</td>
</tr>
</tbody>
</table>

**General Education Courses (Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM111</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG101</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>HST200</td>
<td>American History I</td>
<td>3</td>
</tr>
<tr>
<td>HST201</td>
<td>American History II</td>
<td>3</td>
</tr>
<tr>
<td>MTH101</td>
<td>Principles of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PSY201</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Core Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Total Credit</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

**General Education**

Brighton College’s general education curriculum offers courses in a variety of disciplines that provide a strong foundation for a well-rounded education. The general education curriculum for the Associate of Science in Business Management focuses on five key areas:

- English
- Communications
- American History
- Mathematics
- Psychology

Upon completion of the General Education requirements students will be able to:
● Demonstrate college-level writing utilizing proper grammar, editing, and usage skills vital to successful written business communication
● Communicate effectively, reflect critically, problem solve logically, and apply these skills to achieve personal and professional growth
● Reflect critically on the impact of historical and contemporary events on society
● Apply quantitative information and problem-solving skills to arrive at reasoned decisions
● Critically evaluate the impact on society of individual and group behavior

BUSINESS ACCOUNTING CLERK CERTIFICATE
The objective of this program is to prepare students with the knowledge, technical skills, and sound business accounting principles to pursue an entry-level position in a variety of business fields. Graduates may seek positions in such industries as retail, insurance, finance, technology, telecommunications, banking, or credit card companies. Bookkeeping, accounting, and auditing clerks produce financial records for organizations. They record financial transactions, update statements, and check financial records for accuracy.

Overall Program Competencies
• Upon completing this program students will learn to:
• Use bookkeeping software, online spreadsheets, and databases
• Enter (post) financial transactions into the appropriate computer software
• Receive and record cash, checks, and vouchers
• Put costs (debts) and income (credits) into the software, assigning each to an appropriate account
• Produce reports, such as balance sheets (costs compared with income), income statements, and totals by account
• Check for accuracy in figures, postings, and reports
• Reconcile or note and report any differences they find in the records

<table>
<thead>
<tr>
<th>Business Accounting Clerk Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101 Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 114 Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ECO 210 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 220 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ACT 118 Accounting II</td>
<td>3</td>
</tr>
</tbody>
</table>
Bookkeeping, accounting, and auditing clerks work in offices. Bookkeepers who work for multiple firms may do site visits to their clients’ places of business. They often work alone, but sometimes they collaborate with accountants and managers, and depending on the size of the organization, they may work with bookkeeping, accounting, and auditing clerks from other departments.

CUSTOMER SUPPORT REPRESENTATIVE CERTIFICATE

The objective of this program is to prepare students for entry level positions in business sales and customer service of technical products, goods or services to businesses and individuals. Graduates may seek positions in but not limited to telemarketing sales and service representative, outside sales, or combination inside and outside sales in such industries as retail, insurance, finance, technology, telecommunications, banking, or credit card companies. The program will accommodate those students who are currently employed and desiring advancement as well as students seeking initial employment. The general education curriculum offers a strong foundation for a well-rounded education. The core curriculum provides instruction focusing on basic business principles, basic and advanced selling techniques, internet sales and service, customer service, negotiations strategies, team leadership, supervisory techniques, and sales personalities and profiling. The curriculum provides instruction focusing on basic and advanced selling techniques, negotiation strategies, internet sales and service, consumer behavior, marketing and distribution, and effective communication leading to excellent customer service.

Overall Program Competencies

Upon completing this program students will learn to:

- Define and apply marketing and distribution principles
- Describe consumer buying behavior
- Communicate effectively in order to identify needs, problem solve logically and apply skills to achieve excellent customer service
- Apply professional selling techniques
- Apply customer service techniques required in order to sell and service products, systems, or services
- Identify and use the appropriate technology to aid the implementation of sales and service
### Courses for the Customer Support Representative Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM110 Communication and Speech</td>
<td>3</td>
</tr>
<tr>
<td>TBS 130 Marketing and Distribution Principles</td>
<td>3</td>
</tr>
<tr>
<td>TBS 114 Selling Techniques</td>
<td>3</td>
</tr>
<tr>
<td>TBS 221 Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>TBS 285 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>TBS 270 Internet Sales and Service</td>
<td>3</td>
</tr>
<tr>
<td>TBS 260 Advanced Selling Techniques</td>
<td>3</td>
</tr>
<tr>
<td>TBS 290 Negotiation Strategies</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

### PROGRAMS IN INFORMATION TECHNOLOGY

Under a growing threat of global cyber warfare and industrial espionage, the U.S. Department of Defense sought out training and competency standards for all of its privileged IT technicians as well as for those who work on government networks via contract. The result was the DoD regulation 8570 that was issued in 2004. The regulation set forth a series of baseline certifications, which would be required of individuals who have privileged access to any government network. Under this regulation, IT technicians must maintain their certification(s) status to remain employed under the government contracts. It also requires them to gain increasingly more advanced certifications in order to qualify for higher-level positions within the unit’s hierarchy.

The Information Technology certificate programs from Brighton College are designed in direct response to the training requirements of DoD regulation 8570. Aligned with the 8570 regulation, each certificate covers objectives based on the relevant standard(s).

### PROGRAMS IN INFORMATION TECHNOLOGY

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours</th>
<th>Estimated Length</th>
<th>Maximum Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate – CompTIA (Computer Technology Industry Association)</td>
<td>34</td>
<td>13 months</td>
<td>20 months</td>
</tr>
<tr>
<td>Certificate – CISCO</td>
<td>31</td>
<td>12 months</td>
<td>18 months</td>
</tr>
</tbody>
</table>

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Page 33
Certificate – Advanced Security Practitioner (ASP) | 13 | 5 months | 8 months
Certificate – Certified Information Systems Security Practitioner (CCISP) | 21 | 8 months | 12 months

CompTIA CERTIFICATE PROGRAM

Overall Program Competencies

Students who successfully complete this program will be able to:

- Demonstrate proper BIOS configuration, including boot sequences
- Describe different hardware components with speeds and compatibility
- Identify different communication protocols with their uses and limitations
- Demonstrate proficiency in troubleshooting using the OSI model
- Demonstrate in a given scenario, how to troubleshoot common router and switch problems
- Compare and contrast different LAN and WLAN technologies
- Explain different methods and rationales for network performance optimization
- Categorize standard connector types based on network media
- Recognize a variety of attack strategies and how to defeat them
- Differentiate multiple methods of intrusion detection and have the ability to explain how each one conceptually works
- Demonstrate the ability to identify and explain the different types of cryptographic algorithms

Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCH100</td>
<td>CompTIA A+ Part I</td>
<td>6</td>
</tr>
<tr>
<td>TCH200</td>
<td>CompTIA A+ Part II</td>
<td>7</td>
</tr>
<tr>
<td>TCH110</td>
<td>CompTIA Network+ Part I</td>
<td>5</td>
</tr>
<tr>
<td>TCH210</td>
<td>CompTIA Network+ Part II</td>
<td>5</td>
</tr>
<tr>
<td>TCH130</td>
<td>CompTIA Security+ Part I</td>
<td>5</td>
</tr>
<tr>
<td>TCH230</td>
<td>CompTIA Security+ Part II</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>34</td>
</tr>
</tbody>
</table>

CISCO CERTIFICATE PROGRAM

Overall Program Competencies

Students who successfully complete this program will be able to:
● Demonstrate an understanding of basic topologies (Examples include Bus, Star, Ring and Mesh)
● Differentiate Data Link and Network Addresses
● Understand how to translate logical addresses into physical addresses
● Know the differences between the protocols TCP/IP, IPX, and AppleTalk
● Explain the three basic services of the Application Layer
● Compare and contrast LAPB and HDLC (Cisco Proprietary)
● Demonstrate an understanding of the 5 basic dialer map steps for configuring DDR
● Demonstrate the relationship between access lists and packet control
● Describe the features of TACACS+ and RADIUS AAA protocols
● Describe how to prevent layer 2 attacks by configuring basic Catalyst switch security features
● Describe the building blocks of IPSec and the security functions it provides
● Implement Zone Based Firewall using SDM

Curriculum

<table>
<thead>
<tr>
<th>Cisco Certificate Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Code</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td>CIS100</td>
<td>Cisco Certified Entry Networking Technician (CCENT) Part I</td>
</tr>
<tr>
<td>CIS200</td>
<td>Cisco Certified Entry Networking Technician (CCENT) Part II</td>
</tr>
<tr>
<td>CIS110</td>
<td>Cisco Certified Network Associate (CCNA) Part I</td>
</tr>
<tr>
<td>CIS210</td>
<td>Cisco Certified Network Associate (CCNA) Part II</td>
</tr>
<tr>
<td>CIS130</td>
<td>Implementing Cisco IOS Network Security (IINS) Part I</td>
</tr>
<tr>
<td>CIS230</td>
<td>Implementing Cisco IOS Network Security (IINS) Part II</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

ADVANCED SECURITY PRACTITIONER CERTIFICATE PROGRAM

Overall Program Competencies
Students who successfully complete this program will be able to:
● Distinguish which cryptographic tools and techniques are appropriate for a given situation
● Explain the security implications of enterprise storage
● Explain the importance of application security
● Analyze the security risk implications associated with business decisions
● Implement security and privacy policies and procedures based on organizational requirements
● Carry out relevant analysis for the purpose of securing the enterprise
● Explain advanced authentication tools, techniques and concepts
● Adapt solutions to address emerging threats and security trends
● Use judgment to solve difficult problems that do not have a best solution
● Support legal compliance and advocacy by partnering with HR, legal, management and other entities
### Advanced Security Practitioner Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASP100</td>
<td>CompTIA Advanced Security Practitioner (CASP) Part I</td>
<td>6</td>
</tr>
<tr>
<td>ASP200</td>
<td>CompTIA Advanced Security Practitioner (CASP) Part II</td>
<td>7</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

### CCISP CERTIFICATE PROGRAM

#### Overall Program Competencies

Students who successfully complete this program will be able to:

- Explain access control mechanisms and architecture that protect information systems assets
- Demonstrate proficiency in modern network architecture and design
- Demonstrate the cognitive ability to create a complete system of policies, procedures, standards, and guidelines
- Demonstrate a clear understanding of the life cycle and effectiveness of software security applications
- Compare and contrast the different cryptographic protocols and make recommendations for each application
- Demonstrate the ability to implement a network architecture which anticipates threats and best utilizes the resources at hand
- Assess current operations policy in regards to incident response and make recommendations improvements
- Explain the importance of a disaster recovery policy and demonstrate multiple effective strategies
- Demonstrate the ability to collect digital forensic evidence while maintaining the its integrity
- Demonstrate knowledge of physical security systems and how they add to the overall security of the network.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISP100</td>
<td>Certified Information Systems Security Professional (CISSP) Part I</td>
<td>5</td>
</tr>
<tr>
<td>ISP105</td>
<td>Certified Information Systems Security Professional (CISSP) Part II</td>
<td>5</td>
</tr>
<tr>
<td>ISP200</td>
<td>Certified Information Systems Security Professional (CISSP) Part III</td>
<td>5</td>
</tr>
<tr>
<td>ISP 205</td>
<td>Certified Information Systems Security Professional (CISSP) Part IV</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>21</strong></td>
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</table>

### PROGRAM IN CHILD DEVELOPMENT
<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours</th>
<th>Estimated Length</th>
<th>Maximum Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development Associate (CDA) Diploma</td>
<td>135 Clock</td>
<td>10 weeks</td>
<td>15 weeks</td>
</tr>
</tbody>
</table>

**Child Development Associate Diploma**

Preschool and childcare center managers and lead staff oversee daily activities, and prepare plans and budgets. They are responsible for various aspects of their center’s program. Some of the duties include developing educational programs and setting educational standards, communicating with parents, resolving conflicts between children, ensuring facilities are maintained and cleaned according to state regulation, and assisting in executing educational programs and standards.

The Child Development Associate Career Diploma program prepares students for the Child Development Associate (CDA) program and teaches students the knowledge and skills needed to put into practice the 6 CDA core competencies and their 13 functional areas.

The program concentrates on the core set of Council for Professional Recognition Competency Standards that guide early childcare and child learning professionals.

**Overall Program Competencies**

When students have completed the program they will be able to:

- Describe the elements that maintain a safe, healthy, learning environment
- Describe classroom methods to advance physical, intellectual, social and emotional development
- Apply techniques that establish positive and productive relationships with families
- Summarize processes and procedures that promote a well-run program responsive to the needs of children and families
- Describe principles of professionalism for a child development associate
- Identify the requirements necessary to earn a Child Development Associate (CDA) Credential, begin to build the professional resource file, and prepare a plan to meet all requirements

The Child Development Associate program is intended for students already employed or seeking an entry-level position as an early child care professional. As a student works toward becoming a qualified teacher of young children, the CDA credentialing process requires
candidates to earn 120 clock hours of professional early childhood education, with no fewer than 10 hours in each of eight subject areas.

This program includes the following 8 subject areas the CDA Council for Professional Recognition requires:

- Planning a safe and healthy learning environment (Module I)
- Advancing children's physical and intellectual development (Module II)
- Supporting children's social and emotional development (Module II and Module III)
- Building productive relationships with families (Module III)
- Managing an effective program (Module III)
- Maintaining a commitment to professionalism (Module III)
- Observing and recording children’s behavior (Module III)
- Understanding principles of child development and learning (Module II)

Please Note: States have different requirements for childcare workers. A student should check with the state in which he/she intends to practice for specific licensing/certification requirements.

COURSE DESCRIPTIONS

**ACC 101 Introduction to Accounting (3 credit hours)** – This course is an introduction to accounting that provides an overview of the fundamental principles used by corporations to record financial transactions. It includes key terms used by accounting professionals and covers the following topics: the accounting equation, financial statements, recording of business transactions, trading business vs. service business, accounting journals, special controls for accounting for cash, accounts receivable and accounts payable, business assets, inventories, payroll and financial statements for partnership and corporate forms of organizations. Prerequisite: MTH 101.

**ACC114 Accounting I (3 credit hours)** – This course focuses on financial accounting and reporting. Topics covered include accounting terminology and concepts, analyzing transactions, the double-entry framework, journalizing and posting transactions, adjusting entries, depreciation methods, tax and payroll requirements, financial statements and statements of cash flow. Prerequisite: MTH 101.

**ACT118 Accounting II (3 credit hours)** – This accounting course is a continuation of Accounting I and focuses on specialized accounting procedures for merchandising business, partnerships,
accounting for corporations and manufacturing businesses. Topics covered include corporations' organization and capital stock, taxes, earnings, distributions, and the retained earnings statement, bonds, statement of cash flows, analysis of financial statements, departmental accounting, and manufacturing accounting. Prerequisite: ACC114 Accounting I.

**ACT220 Managerial Accounting (3 credit hours)** – This course gives an overview of managerial accounting. Students will develop a functional knowledge of basic managerial accounting principles. Topics include product costing: manufacturing processes, cost terminology, and cost flows; job costing, process costing, and operations costing; activity-based costing; cost behavior; cost-volume-profit analysis; relevant costs and product planning decisions; long-term (capital investment) decisions; the use of budgets in planning and decision making; variance analysis—a tool for cost control and performance evaluation; decentralization, performance evaluation, and the balanced scorecard; financial statement analysis and the statement of cash flows. Prerequisites: Accounting I and Accounting II.

**ASP 100 CompTIA Advanced Security Practitioner (CASP) Part I (6 credit hours)** – CASP is an international, vendor-neutral standard that proves competency in enterprise security; risk management; research and analysis; and integration of computing, communications, and business disciplines. This course introduces the standard, which forms the basis of this two-part class, and covers the technical knowledge and skills required to conceptualize, design, and engineer secure solutions across complex enterprise environments.

**ASP200 CompTIA Advanced Security Practitioner (CASP) Part II (7 credit hours)** – This course expands on the topics covered in Part I to enhance the student’s knowledge of enterprise security; risk management; research and analysis; and integration of computing, communications, and business disciplines. The course requires students to apply critical thinking and judgment across a broad spectrum of security disciplines to propose and implement solutions that map to enterprise drivers, demonstrating the ability to conceptualize, design, and engineer secure solutions across complex enterprise environments. Prerequisite: ASP100.

**BIS204 Business Information Systems (3 credit hours)** – This course introduces students to the techniques and tools of management information systems. Information systems and the strategies for managing them change quickly.

**BIT205 Software Applications (3 credit hours)** – This course provides an overview of microcomputer applications including a brief introduction to computer concepts, computer operating systems, software and hardware. It introduces the student to word processing,
spreadsheets, the internet, graphics, and database software. Included is the creation of web pages, integration of the applications, and hands-on introduction to Microsoft Windows commands, files, features and functions. Prerequisite: Business Information Systems.

**BLAW210 Business Law (3 credit hours)** – This course traces the history and development of the judicial system and the social and legal environment of business. Principles of business legal ethics and corporate social responsibilities, government regulation of business, securities law, consumer protection law, labor law, employment law, and environmental law are discussed and analyzed through use of cases and problems. Prerequisite: Introduction to Business.

**BLAW220 Cyberlaw (3 credit hours)** – This course introduces students to abuses in cyberspace, the effect it has on businesses, and how businesses can protect themselves. Topics include jurisdiction and venue in cyberspace, copyright law in the digital age, trademarks in e-commerce, patents and trade secrets in the information age, e-commerce and online contracts, online tax-related issues, cybercrimes, tort law in cyberspace, regulating online speech, constitutional and statutory privacy. Prerequisite: Introduction to Business.

**BST200 Business Statistics (3 credit hours)** – This course introduces fundamental statistical concepts with a strong emphasis on the practical relevance of course material to students' lives and careers.

**BUS 100 Skills for Success (3 credit hours)** – This course is designed to strengthen students' study skills and learn effective strategies to increase performance and success in college. Students learn how to use their learning styles to tailor their approach to learning, process information more efficiently, manage time effectively, set goals, increase concentration, increase motivation, reduce stress and procrastination, read college textbooks more effectively, take notes, prepare for tests, and perform well on different kinds of test.

**BUS 102 Career Exploration (3 credit hours)** – As students complete their program of study and prepare to search for a position in their new career, this course gives an introduction to the world of work covering labor market information, career planning, job search techniques, resume preparation, interviewing skills and questions, and correspondence.

**BUS 201 Introduction to Business (3 credit hours)** – An overview of the basic functions of business and how they interrelate. Topics covered include fundamentals of economics, global business, e-business, entrepreneurship, human resources, marketing, management, finance and investment.

**BUS 202 Principles of Management (3 credit hours)** – The study of management theory and applications related to the manager’s role in a global business environment. Topics include
strategic planning, organizational structure and design, ethics and social responsibility, motivating employee performance, decision making, and the nature of leadership. Prerequisite: BUS 201.

**BUS 203 Human Resource Management (3 credit hours)** – The study of human resource management issues and skills needed for effective performance by managers and employees. The focus of the course is on recruiting, performance management, training and development, disciplining employees, compensation, incentives and rewards, career planning and employee benefits. Prerequisite: BUS 201.

**BUS100 Skills for Success (3 credit hours)** – This course is designed to strengthen students' study skills and learn effective strategies to increase performance and success in college. Students learn how to use their learning styles to tailor their approach to learning, process information more efficiently, manage time effectively, set goals, increase concentration, increase motivation, reduce stress and procrastination, read college textbooks more effectively, take notes, prepare for tests, and perform well on different kinds of test.

**BUS201 Introduction to Business (3 credit hours)** – This course gives an overview of the basic functions of business and how they interrelate. Topics covered include fundamentals of economics, global business, e-business, entrepreneurship, human resources, marketing, management, finance and investment.

**BUS202 Principles of Management (3 credit hours)** – This course provides the study of management theory and applications related to the manager’s role in a global business environment. Topics include strategic planning, organizational structure and design, ethics and social responsibility, motivating employee performance, decision making, and the nature of leadership. Prerequisite: BUS 201.

**BUS203 Human Resource Management (3 credit hours)** – This course provides students with the technical background needed to be a knowledgeable consumer of human resource (HR) products and services, to manage HR effectively, or to be a successful HR professional. The course emphasizes how managers can more effectively acquire, develop, compensate, and manage the internal and external environment that relates to the management of human resources.

**BUS210 Global Business (3 credit hours)** – This course considers the objectives and strategies of international business in the context of global competition. It introduces a framework for students to understand strategies in the global marketplace. Prerequisite: Introduction to Business.
CIS100 Cisco Certified Entry Networking Technician (CCENT) Part I (4 credit hours) – The CCENT courses provide the student with the knowledge and ability to install, operate and troubleshoot a small enterprise branch network, including basic network security. Students will learn the skills required for entry level network support positions—the starting point for many successful careers in computer networking. This course introduces the standard that covers networking fundamentals, WAN technologies, basic security and wireless concepts, routing and switching fundamentals, and configuring simple networks. CCENT is the first step toward achieving CCNA, which covers medium-size enterprise branch networks with more complex connections.

CIS110 Cisco Certified Network Associate (CCNA) Part I (5 credit hours) – This class, covering routing and switching, is designed for entry level network engineers. It presents foundational networking knowledge and strengthens the student’s value to employers. This course introduces the relevant standard, which forms the basis of this two-part class and teaches students the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks. Prerequisite: CIS100.

CIS130 Implementing Cisco IOS Network Security (IINS) Part I (6 credit hours) – This course is associated with the CCNA Security certification and presents information on securing Cisco routers and switches and their associated networks. Course topics include installation, troubleshooting, and monitoring of network devices. It also develops competency in the technologies that Cisco uses in its security infrastructure. Prerequisite: CIS100.

CIS200 Cisco Certified Entry Networking Technician (CCENT) Part II (5 credit hours) – Expanding upon the fundamentals introduced in Part I, the CCENT Part II course further develops the students ability to demonstrate the skills required for entry level network support positions, including networking fundamentals, WAN technologies, basic security and wireless concepts, routing and switching fundamentals, and configuring simple networks. CCENT is the first step toward achieving Certified Cisco Network Associate (CCNA), which covers medium-size enterprise branch networks with more complex connections. Prerequisite: CIS100.

CIS210 Cisco Certified Network Associate (CCNA) Part II (5 credit hours) – Expanding upon the knowledge gained in Part I, this course helps to maximize the student’s investment in foundational networking knowledge and increases their value to employers. This course validates each student’s ability to install, configure, operate, and troubleshoot medium-size routed and switched networks. Prerequisite: CIS110.

CIS230 Implementing Cisco IOS Network Security (IINS) Part II (6 credit hours) – This course expands on Part I to strengthen the student’s knowledge of securing Cisco routers and switches
and their associated networks. Coursework is designed to validate the skills needed for installation, troubleshooting, and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. It also strengthens competency in the technologies that Cisco uses in its security infrastructure. Prerequisite: CIS130.

**COM111 Business Communications (3 credit hours)** – This course focuses on establishing a framework for business communication focusing on interpersonal and group communication. Topics include spoken and written messages, communicating electronically, delivering messages, writing persuasive messages, report process and research methods, managing data and using graphics, organizing and preparing reports and proposals, designing and delivering business presentations, preparing resumes and techniques for job interviews.

**COM 201 Interpersonal Communications (3 credit hours)** – An introduction to person-to-person communication principles and concepts. Topics include intercultural issues, conflict management, and communicating in groups and in public.

**COM110 Communication and Speech (3 credit hours)** – This course teaches the basics of communication principles and concepts. Topics include foundations of communication, interpersonal communications and problem solving, communicating in groups and in public, and developing and delivering persuasive and informative speeches.

**ECO210 Microeconomics (3 credit hours)** – This course provides an introduction to microeconomics. Students learn to apply their own life experiences to key economic concepts. Students learn from today's latest economic developments and examples, from the impact of the 2007–2009 recessions to the economic effects of the BP oil spill. Topics include economic systems, market structure and pricing, resource markets, market failure and public policy, and international economics.

**ECO220 Macroeconomics (3 credit hours)** – This course provides an introduction to macroeconomics. Students connect their life experiences to key macroeconomic concepts. Students learn from today's latest economic developments and examples, from the impact of the 2007–2009 recessions to the stimulus package and the Fed's aggressive actions to stabilize the economy. Topics include fundamentals of macroeconomics, fiscal and monetary policy, and the international setting. Prerequisite: ECO210 Microeconomics.

**ENG 101 Business English (3 credit hours)** – A comprehensive study covering grammar, editing, writing, and usage skills vital to successful written communication. This course is designed to assist students with the mechanics of writing and to improve their ability to write clearly.
ENG 201 English Composition (3 credit hours) – This course is designed to develop the student’s ability to write clearly. Emphasis is on effective writing and revising techniques including purpose, organization, and mechanics. Various modes and strategies of descriptive, narrative, and illustrative essays are covered. The course culminates with a research paper.

HSM 201 Introduction to Health Services (3 credit hours) – An overview of the healthcare system and its functions today. The course focuses on the different components of the industry and how the nation’s healthcare system is structured. In addition, insurance and reimbursement mechanisms and regulatory and planning mechanisms are covered.

HST 200 American History I (3 credit hours) – A survey of United States history from our beginnings as a nation until 1877.

HST 201 American History II (3 credit hours) – A survey of United States history since 1877, focusing on the social, political, and historical forces that have shaped the United States. Prerequisite: HST 200.

ISP100 Certified Information Systems Security Professional (CISSP) Part I (5 credit hours) – The CISSP® is a globally recognized standard of achievement that confirms an individual's knowledge in the field of information security. CISSPs are information assurance professionals who define the architecture, design, management and/or controls that assure the security of business environments. This course introduces the ten CISSP domains of the (ISC)²® CBK®. Topics covered focus on three of the ten domains including Physical (environmental) Security, Security Architecture and Design, and Telecommunications and Network Security.

ISP105 Certified Information Systems Security Professional (CISSP) Part II (5 credit hours) – This course expands on information assurance and covers topics related to the following CISSP domains: Operations Security, Access Control, Software Development Security. Prerequisite: ISP100.

ISP200 Certified Information Systems Security Professional (CISSP) (5 credit hours) – This course continues to expand on information assurance knowledge and covers topics related to two CISSP domains: Business Continuity and Disaster Recovery Planning, and Legal, Regulations, Investigations, and Compliance. Prerequisite: ISP105.

ISP205 Certified Information Systems Security Professional (CISSP) Part IV (6 credit hours) – This course concludes the series on CISSP and covers the remaining two CISSP domains: Cryptography, and Information Security Governance and Risk Management. The knowledge acquired in these courses includes understanding current topics in security, such as risk
management, cloud computing, mobile security, and application development. Prerequisite: ISP200.

**LNC 201 Legal Nurse Consulting Principles (4 credit hours)** – After completing the foundational courses in legal research, legal analysis and writing and the legal process, this core course includes in-depth coverage on topics on the Legal Nurse Consultant’s role. Topics include professional negligence, product liability, toxic tort, criminal litigation, life care planning and damage assessment, the nurse as expert witness, working with experts, preparation for and evaluation of deposition and trial testimony, medical records and case analysis, medical literature research, client interviews and communication, independent medical examinations, discovery/disclosure, alternative dispute resolution and mediation, trial preparation and trial practice, and the Legal Nurse Consultant’s role in the insurance industry and in risk management. The course includes guidance on business principles for the Legal Nurse Consultant: ethics, professionalism, and standard practices.

**LNC 202 Legal Nurse Consulting Practice (4 credit hours)** – A continuation of LNC 201, the course culminates with guidance on how to start a Legal Nurse Consulting business, including how to write a business plan and marketing plan, how to grow a consulting business, and general business practices. As the final project for the course, students write their own marketing plan and business plan. Prerequisite: LNC 201.

**LGS 100 Paralegal Today (3 Credit Hours)** – This course is the core of the paralegal program. Students will learn the past, present, and future of the paralegal profession, including the paralegal defined, educational options, techniques for marketing skills, and career opportunities. Instruction on ethics and professional responsibility, the organizational structure of the legal workplace, and office culture and politics will prepare students for the challenges of today's paralegal. Students receive a formal introduction to law by examining sources of American law, the court system and alternative dispute resolution, substantive law in its various forms, as well as administrative law and government regulation. Legal procedures and advanced skills involving civil litigation and trial procedures, criminal law, conducting interviews and investigations, using primary and secondary sources to legal research, the emerging technology of computer-assisted legal research, in addition to legal analysis and writing provide valuable insight and a solid foundation for the future legal assistant.

**LGS 102 Domestic Relations (3 Credit Hours)** – This course prepares paralegal students for the area of family law. Students are introduced to the legal principles and processes involved in the law of marriage, divorce, separation, support, custody and visitation, annulment and adoption,
and tax consequences of separation and divorce. Students learn to draft common agreements, pleadings, and other documents applicable to these topics.

**LGS 103 Criminal Law (3 Credit Hours)** – This course explores the general principles of criminal liability, the defenses to criminal liability, and the elements of crimes against persons, property, and society, while it encourages critical thinking about these topics. Special emphasis is given to both the law and the procedural aspects of criminal justice.

**LGS 106 Trusts, Wills and Estate Administration (3 Credit Hours)** – This course focuses on the basics of property law and its application to the main theme of wills, trusts, and estate administration. The laws that govern construction and administration of wills and trusts are covered in detail along with the roles of various participants in the process. Students will learn to develop an estate plan to dispose of assets and diminish or eliminate estate taxes through the effective use of wills and trusts. Ethics is addressed to prepare the paralegal student for the necessity to adhere to a prescribed set of rules and guidelines that will apply to their work.

**LGS 107 Contracts (3 Credit Hours)** – This course provides paralegal students with a well-organized, functional approach to the law of contracts. Paralegal students learn an approach for analyzing contract problems that they will need for their professional assignments. Topics include the type of law to apply to contract transactions, when a contract is formed, when it is enforceable, a plaintiff’s allegation of breach, a defendant response to an allegation of breach, and the remedies available for a breach of contract.

**LGS 108 Legal Research (3 Credit Hours)** – This course is designed to teach the fundamentals of Legal Research. The student will learn research tools and techniques necessary to find the actual law, but also how to use the various secondary materials, which assist in the research process. Some of the topics covered are case reporters, digests, codes, annotated codes, annotated reporters, citators, loose-leaf services, legal encyclopedias, treatises and computerized research services. As part of the course, students enrolled in Legal Research receive a subscription to Westlaw online legal library. Students have the opportunity to take a series of tutorials to learn effective online research skills. Upon successful completion, students receive a Paralegal Training Certificate from Thomson-West.

**LGS 110 Litigation and Trial Practice (3 Credit Hours)** – This course provides comprehensive coverage of the civil litigation practice for paralegals. It provides detailed information on the litigation process from the pre-suit investigation to the appeal. Special emphasis is made on the role of the lawyer and those responsibilities that may be delegated to the legal assistant. Attention is given to litigation principles, lawyer and client relationship and ethics, gathering
evidence, deposition, preparation for a civil trial, structure of a civil trial, judgments, and appeals.

**LGS 200 Administrative Law (3 Credit Hours)** – The continuing growth of administrative law and regulations makes this course fundamental and essential to most law practices. The course covers the delegation of authority to agencies, legislation oversight, judicial review, disclosure of information, the administrative process, procedural due process, formal adjudication, rules and rulemaking, obtaining judicial review and more.

**LGS 201 Immigration Law (3 Credit Hours)** – This course covers the law of immigration and the changes that have taken place in immigration law since September 11, 2001. It walks the student through the entire background, process, and tools essential for a legal professional’s mastery of immigration law.

**LGS 202 Environmental Law (3 Credit Hours)** – This course provides an overview of the role other areas of law play in the development and implementation of these policies. Students will receive an introduction to law and the legal system, including court structure and civil procedure. They will learn principles of American property law and examine common law theories and remedies for environmental harms and liabilities, as well as land use and regulation and constitutional issues in environmental regulation.

**LGS 203 Intellectual Property (3 Credit Hours)** – This course covers four fields of intellectual property law: trademarks, copyrights, patents, and trade secrets. It covers topics such as the duration of rights, protection from infringement, and new and international developments in each field.

**LGS 204 Real Property (3 Credit Hours)** – This course is directed toward the training and practice of legal assistants in the area of modern real estate transactions. Topics covered are property ownership, surveys and legal descriptions of real property, easements, contract forms and standard provisions found in real estate contracts, deeds, real estate finance, real estate lending, mortgages and foreclosures, title examinations and title insurance, real estate closings, condominiums, cooperatives and time-shares, and residential and commercial leases.

**LGS 205 Social Security Disability (3 Credit Hours)** – This course provides insight to the disability appeals process and complex administrative procedures that ultimately appear before a federal administrative law judge. Students will learn to understand and apply key legal issues in the successful representation of clients before the Social Security Administration generally, and the Office of Hearing and Appeals specifically.
LGS 206 Business Organizations (3 Credit Hours) – This course prepares paralegal students for the practical aspects of the law of business organizations. It covers all issues that are typically encountered in working with business clients. Topics include the types of business organizations, formation of a corporation, corporate financial structure, employment and compensation, and operating and maintaining business entities.

LGS 207 Bankruptcy (3 Credit Hours) – This course gives a brief history of bankruptcy law, research aids, alternatives to bankruptcy, a discussion of the role of the various parties involved in the bankruptcy process, and an overview concerning eligibility and the selection of the appropriate bankruptcy chapter under which a bankruptcy should be filed. Emphasis is placed on the paralegal’s role in the fact gathering process and the interface with clients.

LGS 208 Legal Analysis and Writing (3 Credit Hours) – A requisite for the capable legal assistant is the ability to prepare professional legal documents. This comprehensive course provides the student with in-depth knowledge of the fundamentals of legal analysis and writing. Students will first examine an overview of the legal system, including analytic principles and the legal process. They will learn the specifics of legal analysis, including statutory analysis, case law and briefing, identifying and stating the issue, case application and counter analysis. Emphasis on application of these key principles in legal writing will allow students to prepare interoffice memorandums, court briefs and general legal correspondence. Students enrolled in Legal Analysis and Writing receive a subscription to Westlaw online legal library. Students have the opportunity to take a series of tutorials to learn effective online research skills. Upon successful completion, students receive a Paralegal Training Certificate from Thomson-West.

LGS 301 Torts: Personal Injury Litigation (3 Credit Hours) – This course explores civil wrongs, and your studies will illustrate and explain the different types of tort recoveries that are allowed by law. Students learn the elements required to prove each tort, and defenses that may be posed, and a step-by-step strategy for the preparation and settlement for each type of action. Topics include tort theory based upon negligence, products liability, libel, slander, and malpractice.

LGS 302 America’s Court Systems (3 Credit Hours) – This course teaches the fundamentals of the legal system in America and includes an overview of federal courts, state courts, appellate, lower, and juvenile courts. It covers the dynamics of courthouse justice, prosecutors, defense attorneys, judges, defendants and victims and the processing, sentencing of the guilty.

LGS 303 Ethics (3 Credit Hours) – This course provides students with an honest, straightforward approach to the provocative issue of morals and standards in an arena filled with potential contradictions. Students will gain insight into morality, ethics and human behavior, and
developing moral and ethical behavior. Ethics and law enforcement, ethics and legal professionals, ethics of prosecution, punishment and corrections, and ultimately, policy and decision-making are likewise noteworthy.

**LGS 404 Laws of Evidence (3 Credit Hours)** – This course focuses on the fundamentals: the definition of the law of evidence, its origin, as well as the relevant application of such—when, and by whom. Examination of the admissibility of evidence to support or disprove facts is critical in any case; therefore, consideration will be given to actual cases as students learn evidentiary rules and the part they play in the recognition, gathering, and presentation of evidence deemed admissible at trial.

**MBL 101 Medical Billing I (2 credit hours)** – An introduction to the field of medical insurance billing and reimbursement, including insurance payment methods, HIPAA and the legal medical record, the billing and reimbursement cycle, physician coding and compliance, and claims processing. In this course, students learn to use software for electronic medical records implementation. Prerequisite: MED 102 or equivalent.

**MBL 102 Medical Billing II (2 credit hours)** – A continuation of the study of medical insurance billing and reimbursement, including healthcare payers such as Medicare, Medicaid, Blue Cross and Blue Shield, TRICARE and CHAMPVA. Worker’s Compensation, disability, and hospital billing are also addressed. In this course, students learn to use software for electronic medical records implementation. Prerequisite: MBL 101.

**MCB 101 Medical Coding I (3 credit hours)** – Medical Coding I and Medical Coding II are companion courses. Students study the purpose and use of the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) (or International Classification of Diseases 10th Revision, Clinical Modification, ICD-10-CM, and International Classification of Diseases 10th Revision, Procedure Classification System ICD-10-PCS) classification system. Topics include coding conventions, coding principles, and CMS official coding guidelines (inpatient and outpatient). Students will be required to assign ICD-9-CM (or ICD-10-CM/PCS) coding manual and a computerized encoder is incorporated; inpatient, outpatient, and physician office reimbursement systems is discussed.

**MCB 102 Medical Coding II (3 credit hours)** – A continuation of Coding I, students study the purpose and use of the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) (or International Classification of Diseases 10th Revision, Clinical Modification, ICD-10-CM, and International Classification of Diseases 10th Revision, Procedure Classification System ICD-10-PCS) classification system. Topics include coding conventions, coding principles, and CMS official coding guidelines (inpatient and outpatient). Students will be
required to assign ICD-9-CM (or ICD-10-CM/PCS) coding manual and a computerized encoder is incorporated; inpatient, outpatient, and physician office reimbursement systems is discussed.

MED 101 Introduction to Healthcare (1 credit hour) – This course provides an overview of the evolution of medicine, the role of allied health professionals, and the different medical specialties.

MED 102 Essentials of Medical Terminology (3 credit hours) – This course is an exploration of the systems of the human body, including the musculoskeletal, cardiovascular, respiratory, gastrointestinal, and urinary systems, as well as reproductive, integumentary, blood/lymph, endocrine, and nervous systems and how they relate to each other. In addition, some of the most common diseases and disorders affecting these systems and the treatments for them are discussed.

MED 103 Anatomy and Physiology (4 credit hours) – This course provides a comprehensive study of the structure and function of the human body systems. Students will acquire core knowledge in the components of each system, and how systems relate to each other. Special emphasis is on the musculoskeletal, cardiovascular, respiratory, gastrointestinal, urinary, and reproductive (male and female) systems.

MED 104 Medical Office Procedures (4 credit hours) – This course provides the required background for the responsibilities of the administrative medical assistant. It prepares students for the ever-increasing use of technology in the medical office, with an emphasis on the importance on the computerization of routine tasks and of communications. Students learn to perform the duties of the administrative medical assistant under realistic conditions and with realistic pressures that require them to organize the work and set priorities.

MED 108 Medical Records (3 Credit Hours) – While nurses may have knowledge of a specific area of medical records, this course provides a general overview and review of medical records practices in hospitals and healthcare offices. Topics covered include medical record forms and content, medical record formats, numbering and filing systems, storage and retrieval systems and legal requirements for maintaining medical records.

MED 109 Human Diseases (3 credit hours) – This course is an introductory study of pathophysiology organized by body system. Etiology, symptoms, and treatments are covered for each common disease. Course includes information on new procedures, medicines and therapies, as well as tips for health promotion and disease prevention.
MED 200 Medical Terminology (4 credit hours) – This course provides a comprehensive study of the language of medicine, including medical and dental root words, prefixes, and suffixes on a system-by-system basis.

MED 201 Medical Law and Ethics (3 credit hours) – This course provides an overview of the laws and ethics needed to give competent, compassionate care to patients that is within acceptable legal and ethical boundaries. This course can serve as a guide to help resolve the many legal and ethical questions a healthcare practitioner will face in the work environment.

MTH 101 Principles of Mathematics (3 credit hours) – This course provides the history of mathematics and gives an overview of mathematical principles including the nature of numeration systems, algebra, geometry, money, logic, chance, graphs, voting and apportionment.

PHM 102 Pharmacy Mathematics (3 credit hours) – An examination of basic mathematical concepts and instruction in the methods of filling prescriptions and physician orders. Topics include household, apothecary and metric measurement, and calculating drug dosages for various routes of administration.

PHM 103 Pharmacy Practice I (3 credit hours) – This course and Pharmacy Practice II prepare students to have a working knowledge of basic pharmacology and the duties and responsibilities of a pharmacy technician, including law and ethical guidelines for practice. Topics include classifications of drugs; routes of administration, dosage forms, and drug doses; anatomy and physiology of the human body; essential functions relating to inventory control and purchasing; procedures and techniques relating to aseptic technique, compounding, and parenteral dosage preparation; trade and generic names of drugs and abbreviations used in pharmacy practice; and the procedures and operations relating to the manufacturing, packaging, and labeling of drugs.

PHM 104 Pharmacy Practice II (3 credit hours) – This course and Pharmacy Practice I prepare students to have a working knowledge of basic pharmacology and the duties and responsibilities of a pharmacy technician, including law and ethical guidelines for practice. Topics include classifications of drugs; routes of administration, dosage forms, and drug doses; anatomy and physiology of the human body; essential functions relating to inventory control and purchasing; procedures and techniques relating to aseptic technique, compounding, and parenteral dosage preparation; trade and generic names of drugs and abbreviations used in pharmacy practice; and the procedures and operations relating to the manufacturing, packaging, and labeling of drugs. Prerequisite: PHM 103.

PSY 201 Introduction to Psychology (3 credit hours) – An introduction to the theories and methodological approaches to psychology. Topics include psychological bases of behavior,
learning, memory, social behavior, personality, motivation, emotion, human development and abnormal behavior.

**TBS114 Selling Techniques (3 credit hours)** – This course emphasis is on mastering and applying the fundamentals of selling. Focusing on trust-based selling, the text reflects the author’s extensive experience as a leading sales educator and as sales manager, trainer, and consultant with major corporations.

**TBS130 Marketing and Distribution Principles (3 credit hours)** – This course provides an overview of marketing, consumer decision making, business marketing, segmenting and targeting markets, decision support systems and marketing research. In addition, it includes an examination of the distribution process of goods and services, the interrelationships of customer demands, production, pricing, promotion, and the movement of goods from producer to consumer.

**TBS221 Consumer Behavior (3 credit hours)** – This course focuses on the core concepts and applications of contemporary consumer behavior as it is practiced today. It highlights today’s challenges while the most current consumer behavior statistics and contemporary examples reflect recent developments in business. It emphasizes how to handle ethics and diversity as well as ever-changing demographics and cultural trends.

**TBS260 Advanced Selling Techniques (3 credit hours)** – This course is a study of advanced techniques including opening, investigating, demonstrating capability and obtaining commitment of the consultative and strategic seller. Prerequisite: TBS114 Selling Techniques.

**TBS270 Internet Sales and Service (3 credit hours)** – This course focuses on the process of establishing an online business that generates internet sales through marketing, social media and service. Students will learn about current trends in internet marketing, lead conversion, marketing automation and how new integrated tools are changing the game, search engine optimization, social media strategies, and how to measure website usage and effectiveness of online and offline campaigns.

**TBS285 Customer Service (3 credit hours)** – This course is a study of customer service techniques required in order to sell and service products, systems, or services, and provides a clear and usable process for developing the skills, attitudes, and thinking patterns needed to win customer satisfaction and loyalty.

**TBS290 Negotiation Strategies (3 credit hours)** – This course focuses on principles, techniques, and analysis or strategies involved in negotiation and the development of integrated strategies.
It provides insight on how to negotiate in a win/win fashion and how to overcome dilemmas that may occur. In this course, students learn to assess and develop their own negotiating style. Prerequisite TBS 260.

**TBS280 Sales Personalities and Profiles (3 credit hours)** – This course focuses on discovering sales strengths through utilization of personality profiling and behavioral style profiling, assessment instruments as applied to account representatives, retail salespersons, sales engineers, industrial product salespersons, non-technical and service salespersons.

**TCH100 CompTIA A+ Part I (6 credit hours)** – The CompTIA A+ certification is the ideal starting point for a career in IT. This course introduces the standard that forms the basis of this two-part class, covering the maintenance of PC’s, mobile devices, laptops, operating systems, and printers. The emphasis in the Part I course is on the topics related to computer hardware.

**TCH110 CompTIA Network+ Part I (5 credit hours)** – The CompTIA Network+ certification is an internationally recognized IT standard and is the logical next step after the associated A+ certification. This course introduces network technologies, installation and configuration, media and topologies, management, and security.

**TCH130 CompTIA Security+ Part I (5 credit hours)** – The CompTIA Security+ is an internationally recognized cyber security standard. It is also the first major milestone in the DoD’s 8570 regulation on network security. This course introduces the standard that forms the basis of this two-part class, covering network security, compliance, vulnerabilities, identity management, and cryptography. Prerequisite: TCH130.

**TCH200 CompTIA A+ Part II (7 credit hours)** – This course continues to expand upon the standard, with emphasis on topics related to mobile devices, security, and troubleshooting. Prerequisite: TCH100.

**TCH210 CompTIA Network+ Part II (5 credit hours)** – This course further expands the student’s knowledge of network technologies, installation and configuration, media and topologies, management, and security related to the associated standard. Prerequisite: TCH110.

**TCH230 CompTIA Security+ Part II (6 credit hours)** – This course expands on Part I, furthering the student’s knowledge related to network security, compliance, vulnerabilities, identity management, and cryptography. Prerequisite: TCH130.

**TRN 101 Beginning Medical Transcription (4 credit hours)** – The study of medical transcription and its practical application to comprehensive dictation including chart notes, history and physicals, emergency room reports, consultations, initial office evaluations and discharge
summaries. Prerequisite: MED 102 or equivalent.

**TRN 102 Advanced Medical Transcription (4 credit hours)** – Continued practice of medical transcription, incorporating both medical and surgical dictation in the medical specialties of cardiology, gastroenterology, orthopedics, pathology and radiology. Prerequisite: TRN 101.

**TUITION, FEES, AND TERMS POLICY**
Information concerning tuition, program costs, payment schedules, and financing options may be found on the Enrollment Agreement for each program of study. Students may contact the Student Services Department with questions or for assistance.

A student is required to clear any indebtedness to the college before grades and transcripts will be issued, or the successful completion of a certificate, diploma, or degree is awarded. A processing fee is charged for checks returned for any reason. All tuition, fees, and payment policies are subject to change.

**TUITION**
Tuition is charged by credit hour per course. Students electing to take individual or additional courses beyond their program of study will be charged at the current tuition rate.

**PAYMENTS AND RELEASE OF RECORDS**
After the student successfully completes a program or course, the college will grant a degree/certificate only if the student satisfies all financial obligations. All records and services may be withheld from a student who has any outstanding obligations to the college.

**EMPLOYER TUITION REIMBURSEMENT**
Some students may be eligible for full or partial reimbursement of their program tuition by their employers. Your company may be able to take advantage of The Employee Education Assistance Act (IRS Code, Section 127). Check with your supervisor or Human Resource Department.

**FEES**
- Additional Transcript Fee........................................................................................................ $10
- Reinstatement/Probation Fee.................................................................................................. $25
- Re-Admission Fee................................................................................................................... $200
- Program Extension Fee.......................................................................................................... $500

**Program Withdrawal**
If for any reason you discontinue your studies, Brighton College has established cancellation and refund policies for your protection. A grade of “W” will be recorded in the course(s) the student was in the process of completing, but had not yet finished.

A student may voluntarily withdraw from a training program at any time in any manner including in writing, by email, or phone.

8777 E. Via De Ventura,
Suite 300, Scottsdale, AZ 85258
Website: www.brightoncollege.edu and/or www.theparalegalinstitute.edu
Telephone: 1.800.354.1254
Facsimile: 602.212.0502

**Refund Calculation**

If Brighton College is notified of cancellation within five (5) calendar days after midnight of the day on which the enrollment agreement is accepted, an applicant requesting cancellation in whatever manner within this time will be given a refund of all money paid to Brighton College. This refund will be paid within thirty (30) days of the notification.

From five (5) calendar days after midnight on the day on which the enrollment agreement is accepted and until the time Brighton College receives the first completed lesson assignment from the student, upon cancellation, Brighton College is entitled to a registration fee of $75 already retained.

**Refund Calculation Details**

a) A Time-Based Term has beginning and ending dates for no more than 16 weeks in length.
b) Start date will begin based off of first submission of activity.
c) Student is eligible for a refund of 100% of the tuition for any courses never started.
d) Time-Based Term refund will be disclosed in the enrollment agreement.
e) When enrolling students in an academic program of study comprised of two or more courses that award semester credit hours as defined in DETC C.9. Policy on Degree Programs, institutions must treat each course separately for the purposes of calculating the appropriate amount of tuition refund owed to the student.
f) When a student cancels enrollment, the institution may retain the application fee and the one-time registration fee not to exceed $200 plus a percentage of all costs paid by the student in accordance with the following refund schedule:
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<th>Length of course</th>
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*Please see each course syllabus for course length details.*

**Term of Enrollment Agreement**
Each enrollment agreement will have a fixed term stated on the agreement based on the maximum time to complete for each program. After the term expires, no refund of tuition will be issued. Students may be dropped from their programs after their enrollment period, as indicated on the enrollment agreement. If a program extension is requested and approved, a $500 fee will charged.
ACADEMIC POLICIES

Integrity Scholarship

Brighton College is a licensed and accredited institution founded on the principles of scholastic honesty. Academic dishonesty is an affront to the integrity of scholarship and a threat to quality of learning.

Principles of academic integrity require that every Brighton College student:

● Properly acknowledge and cite all use of the ideas, results, or words of others.
● Properly acknowledge all contributors to a given piece of work.
● Make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration.
● Obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
● Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
● Uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Plagiarism is the presentation of someone else’s ideas or work as someone’s own. As such, plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form is a grave offense and will not be tolerated by the college.

Adherence to these principles is necessary in order to insure that:

● Everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments.
● All student work is fairly evaluated and no student has an inappropriate advantage over others.
● The academic and ethical development of all students is fostered.
● The reputation of the college for integrity in its teaching, research, and scholarship is maintained and enhanced.

To maintain its credibility and uphold its reputation, Brighton College reserves the right to terminate enrollment for violations of integrity not limited to but including falsifying information contained on your enrollment agreement or on any other documentation submitted to Brighton College, receiving unauthorized assistance or collaboration on an exam, written assignment, or proctored exam, committing plagiarism, violating any other standards of
academic honesty or Brighton College policies. Any assignments found to be plagiarized will receive a grade of "F" or "0" and will not be considered for resubmission. Students must demonstrate academic progress toward completing their program by meeting the established guidelines. (See Satisfactory Academic Progress.)

Student Conduct

● Messages:
  • Submitted email messages become the property of Brighton College.
  • Assume all messages you post are available to other online learners.
  • Do not submit confidential or restricted information.
  • If you are submitting someone else’s ideas, be sure you get that person’s permission.
  • Please remember that comments by learners represent their opinions, not those of Brighton College.
  • Sending provoking, distracting or misleading messages is forbidden.
  • Messages designed to provoke irrelevant or angry responses are also not permitted.

● Behavior:
  • A student must not disrupt the learning of others.
  • Please welcome all online learners regardless of age, race, background, national origin, gender, sexual orientation, or religious beliefs.
  • Statements of bigotry, racism and hatred are strictly prohibited and are grounds for termination from the program.
  • Never pretend to be someone else in your interactions with other students.
  • Never alter another’s work and claim it as your own.
  • Avoid profane or obscene language.
  • Behave the way you would behave in a classroom setting.
  • Never send pornographic mail or pictures.
  • Do not use Brighton College’s online classroom to promote yourself, your company, or your beliefs. It is fine to mention your experiences as they relate to the course material.
  • Sales pitches, chain letters, or advertisements are strictly prohibited.
  • You may disagree with the opinions of other learners, however, do not personally attack another learner or use harassing language.

Any violations of the above conduct policy will be grounds for immediate termination. A student may be dismissed from the College if he or she fails to comply with school policies and
procedures. A student may apply for re-admission one year after dismissal.

Technical Requirements
General Requirements:

- Pentium III 500 MHz (minimum) or higher processor
- Microsoft Windows XP®, Vista®, 7 with latest service pack, Mac OS X (Unless otherwise noted in program specific requirements)
- Internet Access (High speed/Broadband connection required)
- Sound card and speakers (Earphones recommended)
- Adobe Flash Player (ver. 10 or higher)
- Windows Media Player (ver. 10 or higher) or Quicktime Player (ver. 7 or higher)
- PDF reader
- Internet Explorer, Firefox x, Chrome, or Safari (current version preferred)
- Javascript and cookies must be enabled
- Webcam

MOSS 2.0 System Requirements for all Medical Coding and Billing programs:

- Operating System: Windows XP w/Service Pack 2, Windows Vista, or Windows 7
- Screen Resolution: 800 X 600 minimum
- Recommended: Microsoft Access 2007 (Microsoft Access Runtime supplied on disk)

Note: Your operating system must meet the minimum system requirements. Windows XP Home and Mac are not supported by the HPI SUM nor MOSS 2.0 software programs.

Intellectual Property Policy
Brighton College owns all proprietary rights, including patent, copyright, trade secret, and trademark rights to all Brighton College materials provided in conjunction with enrollment. No portion of the materials may be copied or otherwise duplicated, nor may the materials be distributed or transferred to any other person or entity. The materials are for the use of the individual student in a Brighton College course. Any other use of the materials violates the enrollment agreement.

Intellectual Property rights in scholarly works belong to the faculty member of student who created the work, unless an agreement provides otherwise. Faculty scholarship does not include courses.

Grievance Procedure
If a student, faculty member, or staff at Brighton College feels they have been unfairly treated with administrative issues, financial issues, technical issues, faculty performance, grading, program content, program effectiveness, library services, or misrepresentation by the college, they may file a grievance.

The Brighton College’s grievance procedure is as follows:

- Within five (5) business days of the alleged action(s), the complaint or concern should be addressed to the instructor or staff member involved.
- If the student feels more action is needed, an appointment may be scheduled for a phone conference with the Director of Student Management. The student should request this appointment within five (5) business days of the instructor or staff member’s response. The Director of Student Management will schedule the conference within five (5) days of the student’s request.
- If the previous steps have not solved the complaint, the student must present in writing all facts of the grievance to the Vice President at 8777 E. Via De Ventura, Suite 300, Scottsdale, AZ 85258.
- The student should present the facts within seven (7) business days of the phone conference with the Director of Student Management. The Vice President will either address the grievance him/herself or take action to form a grievance committee within five (5) days of the receipt of the facts. The grievance committee, if formed, will be comprised of the appropriate number of individuals from the appropriate areas to ensure a fair and unbiased evaluation.
- After a decision has been rendered by the grievance committee, the student may request that the Vice President review the process and outcomes of the grievance.
- If the student complaint cannot be resolved after exhausting Brighton College’s grievance procedure, the student may file a complaint with 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. Phone: 602.542.5709. Website: www.azppse.gov.
- Brighton College is accredited by the Distance Education Accrediting Commission, DEAC (Formerly Distance Education and Training Council-DETC), 1601 18th Street N.W., Suite 2, Washington D.C. 20009, 202.234.5100, www.deac.org.

Lesson Exams
Lesson exams provided in accompanying lesson plans are taken open-book. When completing your lesson exams, you may use your textbook, notes, and other available materials for assistance. It is important that you put forth your best effort when you take lesson exams.
These exams will help you to test your knowledge as you move through the courses.

**Writing Assignments**
Writing is an important part of your academic development, and ultimately, your effectiveness as a legal, health, business, and IT services professional. The skills you develop in this course are directly transferable to your discipline area. The bulk of legal communication is written. You will learn the best approach to the writing process and guidelines to follow in order to communicate in the workplace.

**Comprehensive Final Exams**
After successful completion of all of your lessons in a course, you will take a final exam. You should study your lesson exams and review any areas of weakness before you take your exams. The final exam will test your comprehension of the course you completed and will give you the opportunity to apply the material you are learning. If you are enrolled in an associate degree program, you will also be required to take proctored exams, which are comprised of multiple choice and true/false questions.

**Proctored Exams**
All associate degree students are required to take two proctored exams through an online proctoring service, ProctorU, as required in specific courses. Proctored exams are open-book and only course material, course resources, and personal notes may be used. Students may not use Google or any other online search options to locate answers during proctored exams. A webcam is required to complete proctored tests. Transfer credits will be considered on a case-by-case basis and alternate courses will be established upon enrollment as warranted. For students who do not have access to a webcam, they may check with the local library, community centers, and recreational centers for availability. Active duty and deployed service members may request proctoring through a military education officer or test control officer. If necessary, a proctored exam may be done in person with a non-affiliated individual such as an administrator, librarian, counselor, or human resource personnel. In-person proctored exams require approval from the Student Services Manager prior to taking the exam.

**Tutoring and Academic Advising**
Academic advising is available to students through the Student Services Department. Students may contact their Student Service Coordinator to discuss their needs and available resources.

**Attendance**
Students taking online courses at Brighton College are expected to actively participate each week of the course. A variety of learning activities and assessments, graded and ungraded, are required to successfully complete each scheduled course. Only graded items are counted toward attendance and
include submitting assignments, posting in a graded discussion area, completing a quiz or exam. Students are urged to participate in each course a minimum of twice per week to maintain academic progress. Some activities may be required but are not graded. For example, an ungraded introduction discussion post may be required for some courses but does not qualify for attendance because it is ungraded. Earning attendance does not constitute earning a passing grade.

Students having no graded activity submissions for two consecutive weeks will be placed on academic warning. Students continuing to have no graded activity after the two-week academic warning period will be placed on academic probation and will be charged a $25 reinstatement fee.

Once a student is on probation, the student will be removed from auto-payment processing (if applicable). If a student reinstates after probation and inactivity continues for 30 days, the student will be sent a drop warning two weeks from reinstatement date. Prolonged inactivity will result in the student being dropped on the 30th day of inactivity upon reinstatement.

**Library Resources**

In support of our students in their academic pursuits, Brighton College maintains a series of online library resources (LIRN) that cover categories relevant to our diploma and associate degree program tracks. All active Brighton College students are encouraged to use these resources throughout their enrollment.

**GRADING POLICY**

A final grade is issued at the end of each course. Letter grades earn a number of points and are measured on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numeric</th>
<th>Standard</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>Very Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>00 – 59</td>
<td>Failed</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawn</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
<td>0</td>
</tr>
</tbody>
</table>
F = Failed – The student was unable to satisfy the minimum expectations of the course. When the course is retaken, the new grade will replace the “F” and the cumulative Grade Point Average (GPA) will be adjusted accordingly.

W = Withdrawn – Indicates that the student withdrew from the College prior to completion of the term. When the course is retaken, the new grade will replace the “W” and the cumulative Grade Point Average will be adjusted accordingly.

I = Incomplete – Indicates the student failed to complete the course. When the course is retaken, the new grade will replace the “I” and the cumulative Grade Point Average will be adjusted accordingly.

T – Transfer credit is not calculated into the cumulative GPA or Standards of Satisfactory Progress.

Programs in Information Technology
All courses in this program are graded on a pass/fail system and each element of each module must be completed with a satisfactory score to receive a passing grade.

Passing percentages are:

OnlineExpert Coursework – a score of 80% or greater on each session post-test
Simulated exams/simulators – a score of 90% or greater

Credit Hours
Courses at Brighton College are measured by semester credit hours and are equivalent to the commonly accepted and traditionally defined units of academic measurement in accredited institutions. Academic degree or academic credit-bearing distance learning courses are measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit. This formula is typically referred to as a Carnegie unit and is used by the American Council on Education in its Credit Recommendation Evaluative Criteria.

Student work includes direct or indirect faculty instruction. Academic engagement may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, completing an interactive tutorial or
computer-assisted instruction, contributing to an academic online discussion, and initiating contact with a faculty member to ask a question about the academic subject studied in the course. Preparation is typically homework, such as reading and study time, and completing assignments and projects. Therefore, a 3 credit hour course would require 135 semester hours (45 hours of academic engagement and 90 hours of preparation).

Student work is documented in the curriculum materials and syllabi, including a reasonable approximation of the time required for the student to complete the assignments. Evaluation of a student’s work is identified as a grading criterion and weighted appropriately in the determination of a final grade for a course.

Grade Book
Students have access to their grades at any time during the program. Students are able to keep track of their progress throughout each course and are able to check assignments, examinations, and grades.

SATISFACTORY ACADEMIC PROGRESS
Students must demonstrate satisfactory academic progress toward completing their program by meeting Brighton College’s established guidelines.

Quantitative Evaluation: Students must maintain consistent progress in each course in order to successfully complete the program. Extensions beyond the required time to complete a program will only be approved for students who have maintained satisfactory academic progress, have paid in full, or are current with their payment plan during the time period of the program. Students must have completed 50% of the program measured in credit hours during the required time period in order to be considered for an extension. If a student has not completed 50% of the program measured in credit hours during the required time period, the student will be dismissed.

Qualitative Evaluation: The other aspect of academic progress is the student’s cumulative grade point average (CGPA). To meet the requirements for graduation, students must be advancing toward or maintaining a 2.0 or above CGPA for all Brighton College coursework. Students who fall below the required minimum CGPA at their first designated incremental evaluation point will be placed on academic probation during which time the CGPA must be brought to the required minimum of 2.0. Students at Brighton College take one course at a time. The evaluation point occurs after the completion of each course in a program.

Coursework and quizzes must be submitted prior to taking the final exam in each course. Students must achieve a 70% or better in each course to achieve satisfactory progress, or as otherwise stated in the Grading Policy in this catalog. Students who do not meet this
requirement by the end of each course will be notified and the course must be repeated and passed within a designated time frame as determined by the college. An instructor is available to assist with any problems or concerns a student may have with the material. If a student does not meet the academic requirements for a course or continues to fall below 2.0 CGPA at their third evaluation point, the student will be dismissed.

STUDENT RECORDS AND TRANSCRIPTS
Students successfully completing their program and fulfilling all financial obligations to Brighton College will receive an official transcript and a diploma or degree. To request additional copies of an official transcript and/or diploma or degree, please submit all requests in writing and enclose a $10.00 check or money order per certificate request. Allow 5 to 10 days for delivery. Student records will not be released to a third party without the written consent of the student. If you need the College to verify your status as a student, contact the Director of Student Management.

PRIVACY OF RECORDS
The Family Educational Rights and Privacy Act (FERPA) was designed to protect the privacy of educational records, to establish the right to students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information through informal and formal hearings.

Except for circumstances permitted by law, Brighton College will not disclose a student’s education record without obtaining the student’s prior written consent.

Students may inspect and review their own records pertaining to admissions and academic standing.

Brighton College depends on the accuracy of the records submitted by its students. False information on an application, an act to intentionally mislead or misinform a faculty member or administrator, or submission of work written or produced by another as his or her own will be grounds for disciplinary action, including dismissal from the College. Students seeking access or amendment of their educational records should contact student services.

LEAVE OF ABSENCE
A student may request a leave of absence from Brighton College due to illness, injury, or emergency. A “Leave of Absence” form is available online under the Student Services section. The request must state the reason the leave of absence is being sought. The student may be
granted a leave of absence up to three months. The school will notify the student in writing when the leave of absence is approved. The leave of absence date will begin on the day the school officially notifies the student of approval. For students participating in the in-house Brighton College payment plan, no tuition payments are required during the leave of absence.

If additional leave is needed, the student will need to make an additional written request to the school. The school may grant up to two leaves of absence during the course of the training program. Extenuating circumstances will be evaluated on a case-by-case basis.

Once the leave of absence is completed, if the student does not begin the program again within thirty days, the student will be administratively withdrawn from the college.

For a student who fails to return from a leave of absence as scheduled, the termination date will be the last day he/she was to resume attendance, unless the student has notified the school of the intent not to return. In these cases, the date of termination is the date the school was notified.

**TRANSFERRING BETWEEN PROGRAMS**

A student may apply for a transfer from one program of study to another if the student is in good standing with the college. An administrative fee of $50 will be charged for each program change. Each Brighton College program has different course requirements and the student will have to pay for any additional courses and materials necessary to complete the new program of study. A student must request the program change through the Student Services Department and receive the appropriate approval before transferring.

**RE-ENROLLMENT**

If you do not successfully complete your program, you have one opportunity to reinstate your enrollment, providing the curriculum has not changed and all financial obligations have been met. Contact Brighton College in writing to re-enroll. State the reason for the previous withdrawal. State what conditions have changed, which would allow the applicant to continue successfully in the program. State that the applicant agrees to comply with the established educational plan and submit a payment of $200 re-admission fee.

Upon re-admission, the student will be responsible for the remaining tuition of the program, including any tuition increases. If the student has lost or misplaced the training materials/books, he or she will be responsible for purchasing a new set of materials. If new textbooks were added or updated in the program of study since the withdrawal date, the
student will be responsible for their purchase.

EXTENSION POLICY
The programs offered at Brighton College are designed to be completed in a time frame as stated in this catalog. Extensions beyond the required time to complete a program will only be approved for students who have maintained satisfactory academic progress, have paid in full, or are current with their payment plan during the time period of the program. Students must have completed 50% of the program in order to be considered for an extension.

There is no fee for the first program extension of up to 6 months. If a student exhausts the time period of the first program extension, he or she may request a second program extension of up to 6 months for a fee of $500.00. Once all extensions are exhausted, a student will be required to re-enroll in Brighton College’s current program and pay the appropriate tuition. Students who have not completed a course at the end of the second extension will receive zeroes for all incomplete assignments and a final letter grade will be calculated. All extensions are subject to the current extension policy at the time the extension is purchased.

GRADUATION REQUIREMENTS
An associate degree, diploma, or certificate is awarded to each student who successfully meets the requirements for graduation.

Eligibility Requirements for Graduation:
1. Completion of assignments and exams.
2. Achieve a 70% or better, or as otherwise stated in the grading policy listed in this catalog, on each course in the program of study.
3. All fees and financial debts to the school are paid.

JOB PLACEMENT
Brighton College does not guarantee job placement to graduates upon program/course completion or upon graduation. All Brighton College graduates have the option to take the course Career Exploration at no additional charge. This course provides a step-by-step approach to conducting a comprehensive job search. Students will explore career planning, job search techniques, resume preparation, interviewing skills, and job search techniques. Students may also find relevant employment information posted on Brighton College’s Facebook page.
Educational Delivery Systems
Brighton College uses a proprietary learning management platform to deliver all academic content for the programs.

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