

# ARGOSY UNIVERSITY



## Associate's Degree Programs *Academic Addendum 2006–2007*

*Campuses*  
Argosy University/Orange County  
Argosy University/Denver

Effective September 1, 2006–August 31, 2007

This catalog was prepared by Argosy University, Two First National Plaza, 20 South Clark Street Chicago, Illinois 60603. The information contained herein applies to the academic years 2006–2007. Curriculum, fees, expenses and other information described herein, while current at the time of publication, are subject to change without notice at the discretion of Argosy University. For more information, write to the above address or phone 1.800.377.0617.

# Table of Contents

---

## *Section One*

### **Introduction**

Statement of Mission .....	1
Accreditation .....	1

## *Section Two*

### **Admission Policies**

General Admission Requirements .....	2
Orientation .....	2
Initial Academic Assessment .....	2
Transfer Credits .....	2
Other Sources of Credit .....	2
Credits Earned at the College .....	3
Residency Requirement .....	3
English Language Proficiency Policy .....	3

## *Section Three*

### **Grading and Graduation Procedures**

Definition of a Quarter Credit Hour .....	4
Grading System .....	4
Grade Point Average .....	4
Graduation .....	4

## *Section Four*

### **Standards of Satisfactory Progress**

Introductory Summary .....	5
----------------------------	---

## *Section Five*

### **Tuition, Fees, and Refund Policy**

Refund Policies .....	8
Cancellation of Enrollment .....	10

## *Section Six*

### **Undergraduate Programs**

<b>College of Business and Information Technology</b>	
Associate of Applied Science in Accounting Technology .....	12
Associate of Applied Science in Business Management .....	13
Associate of Applied Science in Computer Programming & Applications .....	14
Associate of Applied Science in Computer Software Technology .....	15
<b>College of Health Sciences</b>	
Associate of Applied Science in Medical Assisting Program .....	16
<b>College of Psychology and Behavioral Sciences</b>	
Associate of Applied Science in Criminal Justice .....	18
Associate of Applied Science in Paralegal .....	19

## *Section Seven*

### **Course Listing and Descriptions**

All Courses (Except Medical Assisting) .....	20
Associate of Applied Science in Medical Assisting Program Courses .....	24

## *Appendix I*

Argosy University Academic Calendar 2006 .....	26
--	----

## *Appendix II*

Schedule of Tuition and Fees .....	27
------------------------------------	----

# Introduction

---

## **STATEMENT OF MISSION**

Argosy University is a private institution of higher education dedicated to providing high quality professional educational programs and doctoral, master's, bachelor's, and associate's degree levels, as well as continuing education to individuals who seek to advance their professional and personal lives. Argosy University emphasizes programs in the behavioral sciences, business, education and the health care professions. A limited number of pre-professional programs, and general education offerings are provided to permit students to prepare for entry into these professional fields. The programs of Argosy University are designed to instill the knowledge, skills, and ethical values of professional practice and to foster values of social responsibility in a supportive learner-centered environment of mutual respect and professional excellence.

## **ACCREDITATION**

### **Institutional Accreditation**

Argosy University is accredited by the Higher Learning Commission and is a member of the North Central Association (NCA) (30 North LaSalle Street, Suite 2400, Chicago, IL 60602, 1.800.621.7440, [www.ncahlc.org](http://www.ncahlc.org)).

### **State Licensing**

Argosy University is authorized to offer degree-granting programs in each of the states in which the institution operates a campus.

Argosy University/Orange County has been granted approval to operate by the California Bureau of Postsecondary and Vocational Education (1625 North Market Boulevard, Suite S202, Sacramento, CA 95834, 1.916.574.7720, [www.bppve.ca.gov](http://www.bppve.ca.gov)).

Argosy University/Denver is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board, 1380 Lawrence Street, Suite 1200, Denver, CO 80204-2059.

# Admission Policies

---

## GENERAL ADMISSION REQUIREMENTS

Each applicant for admission is assigned an Assistant Director of Admissions who directs the applicant through the steps of the admissions process, providing information on curriculum, policies, procedures, and services, and assisting the applicant in setting necessary appointments and interviews. To qualify for admission, each applicant must provide documentation of graduation from an accredited high school or from a state-approved secondary education curriculum, or provide official documentation of high school graduation equivalency. All transcripts become the property of Argosy University. Admission to Argosy University is based upon the applicant's meeting the above requirements, a review of the applicant's previous education records, and a review of the applicant's career interests. Each student should refer to the program pages in this addendum for detailed information of the program specific admission requirements. If previous academic records indicate that the Argosy University's education and training would not benefit the applicant, Argosy University reserves the right to advise the applicant not to enroll. Special requirements for enrollment into certain programs are discussed in the descriptions of those programs. It is the responsibility of the applicant to ensure that Argosy University receives all required documentation, and all records provided become the property of the University.

## ORIENTATION

New students are required to attend an orientation program to familiarize them with Argosy University's policies, personnel, and resources. Orientation is scheduled in the week prior to the start of each month's classes (see *Academic Calendar* in Appendix I). Enrolling students are notified of the dates and times of orientation.

## INITIAL ACADEMIC ASSESSMENT

As part of the admissions process, students are given an assessment of academic skills. Though the results of this assessment do not determine eligibility for admission, they provide Argosy University with a means of determining the need for academic support, as well as a means by which Argosy University can evaluate the effectiveness of its education programs.

## TRANSFER CREDITS

Argosy University evaluates credits for transfer from accredited colleges and universities, including technical and business colleges. The following criteria are applied in examining credits for transfer:

- The accreditation of the institution at which the credits have been earned.
- The age of the credits earned, as an indication of the persistence of the skills or knowledge. Credits more than seven years old are not accepted.
- The compatibility of the course description and objectives with those of appropriate courses in the student's program at Argosy University.
- The grade earned in the course, which must be at least a "C" (or 2.00 on a 4.00 scale).
- The convertibility of the credit hours earned, one-semester credit hour converting as 1.5-quarter credit hours.

Official evaluation of a collegiate transcript is conducted only upon receipt of an official transcript received directly from the institution at which the courses under consideration have been earned. Faxed transcripts are acceptable forms of official transcripts as long as they are faxed directly from the sending institution. The fax must include both the front and the back of the transcript so that the legend and school address are available. Only graded courses taken for collegiate credit are eligible for transfer; ineligible courses include pass/fail courses, audited courses, continuing education courses, remedial and developmental courses, and courses in English as a second language. Transferred credits are applied to the student's program, but carry no grade and are not computed in determining the student's grade point average. It is the responsibility of the student to ensure that Argosy University receives all official transcripts, and the transcripts provided become the property Argosy University.

Since Argosy University is a regionally accredited institution, other institutions may elect to accept Argosy University credits. However, students should be aware that the transfer of credit is controlled by the receiving institution, and therefore cannot be guaranteed by Argosy University.

## OTHER SOURCES OF CREDIT

Students may be permitted to have credit applied to their graduation requirements from such sources as the College Level Examination Program (CLEP) and education programs sponsored by the military. Questions regarding such options should be addressed to the Academic Office. Crediting of any course through such options is indicated in the student's transcript by a grade of "PR," which is not computed in determining the student's grade point average.

### **CREDITS EARNED AT THE COLLEGE**

Credits earned at any campus of Argosy University are acceptable among all campuses of the University, with the following provisions:

- Credits earned under previous catalogs must be compatible with program requirements of the current catalog.
- Older credits are subject to the age restrictions indicated under *Transfer Credits*.
- Credits approved are applied, with the grade earned, to the student's current program, and are subject to application of Argosy University's standards of satisfactory progress.

### **RESIDENCY REQUIREMENT**

Though credits may be applied to a student's program through transfer from other institutions and through other means, the total number of these credits cannot exceed 50% of the credits in the student's program. In addition, the student must complete the final 50% of program credits in residence.

### **ENGLISH LANGUAGE PROFICIENCY POLICY**

All applicants to Argosy University whose "first" language is not English must demonstrate competence in the English language. Demonstration that English is an applicant's "first" language can be satisfied if the applicant submits a diploma from secondary school (or above) in a system in which English is the official language of instruction. If English is not the applicant's "first" language, the applicant will need to meet the minimum English Language Proficiency standard through submission of an official minimum score on the written Test of English as a Foreign Language (TOEFL®) or its TOEFL® computer-based equivalent. The minimum written TOEFL® score required is 500 (paper version), 173 (computer version), or 61 (Internet version) for all bachelor-level and 550 (paper version), 213 (computer version), or 79 (Internet version) for all graduate-level degree programs.

Applicants should contact the Admissions Department to determine other examinations for which official scores, equivalent to TOEFL®, are acceptable as an alternative to TOEFL®.

The above stated English Language Proficiency Policy is effective July 1, 2006.

# Grading and Graduation Procedures

## DEFINITION OF A QUARTER CREDIT HOUR

Course crediting is based upon the number of lecture, laboratory, and/or externship hours provided in the contact hours of each course. A contact hour is defined as 50 minutes of instruction in a 60-minute period. One-quarter credit hour is awarded for each:

- At least 10 contact hours of lecture (instruction in theory and principles)
- 20 contact hours of laboratory (supervised application of knowledge and skills learned)
- 30 or 40 contact hours of externship (supervised field experience), depending on the requirements of the student's program

## GRADING SYSTEM

At the conclusion of each course in the program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered also in the student's academic transcript, which is updated each quarter. The criteria for determining a student's grade shall be as follows (on a percentage of total points basis):

Grade	Description	Breakdown	Per Credit Hour
A	Superior achievement	95–100	4
A-		90–94	3.7
B+	Commendable achievement	87–89	3.3
B		83–86	3
B-		80–82	2.7
C+	Satisfactory achievement	76–79	2.3
C		70–75	2
D+	Passing but less than satisfactory achievement	65–69	1.7
D		60–64	1
F	Unacceptable achievement	59 or below	0
I	Incomplete coursework		Not computed
W	Withdrawn, without penalty		Not computed
WF	Withdrawn, with penalty		0
TR	Credit granted through transfer		Not computed
PR	Credit granted through other sources (proficiency)		Not computed
AU	Course audited—no credit awarded		Not computed
PG	Progress		Not computed
NPG	No Progress		Not computed

In a clinical health course, the grade of "C" is the lowest passing grade; the grade of "D+" or "D" are not awarded.

A student who withdraws from a course within the first two weeks of that course receives a "W" for the course. After the first two weeks, withdrawal incurs a "W" or a "WF," depending upon the instructor's evaluation of the student's achievement to the point of the student's last date of attendance.

## GRADE POINT AVERAGE

The grade point average represents the student's quarterly or cumulative (overall) academic performance. Argosy University employs a conventional system of awarding quality points (from zero to four), based upon the course grades received by the student (A=4, A-=3.7, B+=3.3, B=3, B-=2.7, C+=2.3, C=2, D+=1.7, D=1, F=0). The student's grade point average is computed as follows:

- Each course grade is converted to the appropriate quality points.
- The quality points for each grade are multiplied by the number of credit hours awarded by the course.
- The products of the course quality points are added.
- The number of quality points is divided by the number of computed credit hours attempted.

The illustration below provides an example of how a grade point average is determined:

Course	Grade Product	Credit Hours	Quality Credit
Principles of Accounting I	B+	4 x	3.3 = 13.2
Effective Public Speaking	A	4 x	4 = 16
Principles of Psychology	W	4	(not computed)
College Mathematics	D+	4 x	1.7 = 6.8
Computed Credit Hours Attempted: <b>12</b>			Quality Points: <b>36.0</b>

**Grade point average = 36.0** (sum of quality points earned) **divided by 12** (sum of computed credit hours attempted) = **3.0 GPA**

## GRADUATION

A formal graduation ceremony is conducted once each year. Participants include all graduates in the year preceding the ceremony. Argosy University cannot ensure that a student will graduate on his or her anticipated date of graduation. Actions and circumstances beyond the control of either the student or Argosy University may result in obstacles which are beyond Argosy University's power to resolve. To be eligible to graduate with a credential from Argosy University, the candidate for graduation must:

- have successfully completed all courses required for the credential sought
- have satisfied Argosy University's residency requirement
- have earned all credits required by his or her program within the maximum program length (1.5 times the number of credit hours in the program).
- have a cumulative grade point average of at least 2.00.

# Standards of Satisfactory Progress

---

## INTRODUCTORY SUMMARY

Applicable to every student enrolled in diploma and undergraduate degree programs, the Satisfactory Academic Progress Policy ensures that students make satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in this policy are set to recognize exemplary academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. The Satisfactory Academic Progress Policy complies with requirements of accrediting commission(s) along with federal regulatory guidelines.

A student must demonstrate academic progress by successfully completing courses attempted. Completing courses with “C” or better grades indicates academic progress. Receiving “D” or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to academic probation and/or dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student’s responsibility to immediately contact the school or campus.

The following criteria are used to determine whether or not a student is making academic progress, a student must be able to:

- Maintain a minimum acceptable cumulative grade point average;
- Achieve the minimum incremental completion rate; and
- Complete the program within a maximum allowable time frame.

Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in dismissal, a student may appeal the dismissal. If the appeal is denied, the student will be dismissed.

The Satisfactory Academic Progress Policy contains the following sections:

- Criteria for Honor Designations
- Minimum Standards for Academic Progress
- Consequences for Failing to Meet the Minimum Standards
- Procedure for Appealing Academic Dismissal
- Procedure for Re-Entry after Academic Dismissal
- Explanations of Related Issues

The university has the right to modify the satisfactory academic progress policy at any time.

## I. Criteria for Honor Designation

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a term basis and upon graduation.

### a. Term Honor Designation

Any student who enrolls for and completes 8 credits or more is eligible for the following designations: Honors, Dean’s List, and President’s List.

### b. Honor Designation at Graduation

Any student who achieves a Cumulative Grade Point Average of 3.50 or better is designated an Honor Graduate.

## II. Minimum Standards for Academic Progress

To maintain academic progress, each student must meet the required minimum standards of the following three criteria:

- Maintain a minimum acceptable cumulative grade point average;
- Achieve the minimum incremental completion rate; and
- Complete the program within a maximum allowable time frame.

### a. Cumulative Grade Point Average (CGPA)

To continue enrollment in an academic program, students enrolled in degree programs on the quarter system must:

- Achieve a minimum CGPA of 1.00 based on 24 credits attempted.
- Achieve a minimum CGPA of 1.50 based on 48 credits attempted.
- Achieve a minimum CGPA of 2.00 based on 72 credits attempted and every 24 credits attempted thereafter.

**In order to be eligible for graduation, a student must achieve a CGPA of 2.00 at the time of graduation. All grades except Withdrawn (“W”), Pass (“P”), Proficiency (“PR”), transfer (“TR”), Test Out (“TO”), and transitional courses are calculated into the CGPA.**

### b. Incremental Completion Rate (ICR)

To continue enrollment in a degree program on the quarter system, a student must also:

- Successfully complete at least 60 percent of the cumulative attempted course credits at the end of the six months.
- Successfully complete at least 66.67 percent of the cumulative attempted course credits at the end of the 24 months and every six months thereafter.

**c. Maximum Allowable Timeframe**

To be awarded the designated certificate, diploma or degree, the student must successfully complete all the program requirements within the maximum allowable timeframe, which is 150 percent of the program length based in credits. The maximum allowable timeframe is calculated, as a period of time during which a student attempts 1.5 times the number of credit hours required to complete the program.

Example:

- Students in a 96-credit program can attempt 144 credits.

**All grades are included in the maximum allowable credits and incremental completion rate calculations.**

**III. Consequences for Failing to Meet the Minimum Standards**

A student failing to achieve any of the minimum standards of the three criteria as described in the preceding section will face the corresponding administrative actions or corrective actions.

**a. Academic Probation:**

1. Students enrolled in a degree program will be placed on academic probation if their CGPA is below 1.20 based on 24 attempted credits at the end of second quarter, and 1.70 based on 48 credits attempted. A student placed on probation at the point of attempting 24 credits may remain on probation at the point of attempting 48 credits provided his or her CGPA is at least 1.50 but below 1.70. However, the student must achieve a CGPA of 2.00 based on 72 credits attempted or the student will be dismissed.

**A student on academic probation status is deemed to be making satisfactory academic progress, and remains eligible for financial aid.**

**b. Academic Dismissal:**

A student enrolled in a degree program will be academically dismissed for any of the following conditions:

1. CGPA below 1.0 based on 24 credits attempted.
2. CGPA below 1.5 based on 48 credits attempted.
3. CGPA below 2.0 based on 72 credits attempted and every 24 credits attempted thereafter.
4. ICR below 60 percent of the cumulative attempted course credits at the end of six months.
5. ICR below 66.67 percent of the cumulative attempted course credits at the end of 24 months and every six months thereafter.
6. Failing to complete all program requirements within the maximum allowable timeframe.

**A student enrolled in transitional studies courses must be able to pass a transitional studies course after three attempts or that student will be academically dismissed.**

**Please note that a student may be terminated for academic reasons without previous academic action.**

**IV. Procedure for Appealing Academic Dismissal**

Any student wishing to appeal an academic dismissal may do so in writing to the VP/Dean of Academic Affairs. The written appeal must state the mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with explanation on how the circumstances have been remedied or changed.

The VP/Dean of Academic Affairs or an appeals committee will review the student's appeal and will determine whether the circumstances and academic status warrant consideration for reinstatement. The student may be asked to appear in person during the review process when deemed necessary by the VP/Dean or the Committee.

Mitigating circumstances are defined as and limited to death in the immediate family; hospitalization of a student; documented medical problems; and other special circumstances such as independently documented work-related transfers, natural disasters, and family emergencies. Mitigating circumstances are events that are outside the student's control and are unavoidable.

A student who is granted an appeal may be reinstated and if otherwise eligible, receive financial aid; however, the student will be placed on probation at the start of the academic term.

**V. Procedure for Re-entry After Academic Dismissal**

A student denied an appeal must sit out one year before being eligible for Re-entry. A student terminated for violating satisfactory academic progress must appeal in writing to the VP/Dean of Academic Affairs for re-entry before the start of the term in which he/she wishes to return. Also, any student who ceased attendance and whose grades in the last term of attendance caused him or her to not meet the minimum standards of the academic progress must go through the same appeal process. The appeal procedure described in the preceding section applies. The student must demonstrate resolution to any mitigating circumstances.

If the appeal is granted, the re-entering student will be placed on probation at the start of the term of return. The student must meet the standards of academic progress by the end of his or her first term if in a diploma program and second term if in a degree program to continue in the program. The student may be asked to retake courses previously failed in order to raise both the CPGA and ICR. **A student is allowed one and only one reentry appeal after being academically terminated.**

## *VI. Explanations of Related Issues*

### **a. Calculation of CGPA**

A student's cumulative grade point average is calculated by a.) Multiplying credits for each course by grade points associated with the grade earned; b.) Totaling the grade points earned for all the courses; and c.) Dividing total grade points earned by the total number of quality credits. Most EDMC schools and campuses use a 4.0 scale in assigning grade points.

### **b. Transitional Studies Courses**

Many EDMC schools and campuses require academic placement tests. Depending on test scores, students may be required to take transitional studies courses. Students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate.

### **c. Repeated Courses and Grades**

Grades achieved in repeated classes will replace withdrawn or failing grades. Withdrawn and failing grades are included in the maximum allowable time frame and incremental completion rate. The grade "I" indicates Incomplete and is calculated as if it is an "F" for CGPA and ICR purposes until it is changed to another grade. Students may also retake a class in which they received a passing grade in order to improve their CGPA.

### **d. Remediation of Academic Deficiencies**

It is strongly recommended that any student with withdrawn or failing grades register for the same course(s) in the subsequent term to improve academic performance.

### **e. Transfer Credits**

Credits from transfer courses are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum attempted credits for a student with transfer credit is one and one-half times the number of credits remaining to complete the program.

Grades for credits transferred from any post-secondary institution will be recorded as "TR" and will not affect the student's CGPA. Grades from courses taken in a program within the same school group, if applicable to a transfer program, will be recorded as earned credit and will affect the student's CGPA.

In cases in which a student has graduated from one program then subsequently begins work in a different program, grades earned in the first program will be recorded as transfer credit ("TR") and will not be applied to the student's new program CGPA calculation.

### **f. Change of Program**

Students will be allowed one change of program. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate's program to a bachelor's program in the same major is not considered a change of major. A student may change his or her program at any point of his or her enrollment. Courses that apply to the second major will be recorded as earned credit and will affect the student's CGPA. For ICR purposes, earned credit applied to the new program will reduce the total number of credits that must be attempted within the program. Therefore, the maximum allowable credits is one and one-half times the number of credits remaining to complete for graduation. Students who change programs and students who change session times within the same program must sign a new program enrollment form [or the like] which must be filed in the student's academic file.

*Note:* If a student is at the point of termination under the Satisfactory Academic Progress Policy in the first major, that student must be terminated, appeal the termination, and have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a pending termination as defined by the Satisfactory Academic Progress Policy.

### **g. Transfers**

A student must be in satisfactory academic standing in order to be allowed the opportunity of transferring from one program to another or from one school or location to another. A student who has been terminated and wishes to transfer to another EDMC school must appeal his/her dismissal at the originating school and receive reinstatement prior to the transfer.

# Tuition, Fees, and Refund Policy

---

Because of the many changes that may occur in both business and education, it is impossible to guarantee long-standing tuition and fee charges. Argosy University, therefore, reserves the right to modify tuition and other charges upon sufficient notice to students and appropriate agencies. It is the responsibility of the student to remain apprised of the status of his or her account.

## **Tuition and Fees**

A listing of these specific tuition and fees are published in *Appendix II* of this Addendum.

## **REFUND POLICIES**

The admission of a student into Argosy University affects seat assignment in classes, hiring of faculty, assignment of instructional equipment, and other provisions by the administration that must be contracted in advance. For this reason, there will be no refund of tuition or fees except as indicated below.

Refunds will be issued to appropriate parties within 30 days of the date the student officially withdraws, is dismissed, or, in the case of unofficial withdrawal, within 30 days of the date Argosy University determines that the student has unofficially withdrawn. The refund policy applicable is as stated in the Argosy University Enrollment Agreement.

### **Return of Federal Title IV Aid**

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The school will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan. Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, SEOG.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter, the student may need to return some of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned.

### **Adjustment of Charges**

In accordance with school policy, if a student withdraws from school, the school will earn tuition and fees as follows, based on the week in which the student withdraws:

#### **Denver Refund Policy:**

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
  - a. The student cancels the Enrollment Agreement or enrollment application within six (6) business days after signing.
  - b. The student does not meet Argosy University/Denver's minimum admission requirements.
  - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by Argosy University/Denver.
  - d. If the student has not visited Argosy University/Denver prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
  - e. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
2. A student withdrawing from an instructional program, after starting the instructional program at Argosy University/Denver and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an administrative fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an administrative fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an administrative fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than seventy-five percent (75%) of the duration of the instructional program, is entitled to a refund of twenty-five percent (25%) of the cost of the financial obligation, less an administrative fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an instructional program, after attending more than seventy-five percent (75%) of the duration of the instructional program, is not entitled to a refund.
7. The policy for granting credit for previous training shall not impact the refund policy.

The following table explains the percentage of refund due:

<b>Student Is Entitled to Upon Withdrawal/Termination</b>	<b>Refund</b>
Within first 10% of program	90% less administrative fee
After 10% but within first 25% of program	75% less administrative fee
After 25% but within first 50% of program	50% less administrative fee
After 50% but within first 75% of program	25% less administrative fee
After 75% (if paid in full, cancellation charge is not applicable)	NO Refund

### California State Refund Policy

1. If a student withdraws from a program, after he/she has attended the first class of the program, Argosy University will remit a pro-rata refund, as per the following refund formula, within 30 days following the date of the student's withdrawal. The amount charged for tuition and fees is divided by the number of hours in the program to determine the per hour charge. The per hour charge is then multiplied by the hours in the program that have elapsed before the student withdrew. This is the adjusted charge for tuition and fees. It is then subtracted from the amount paid (minus any amounts refunded under the Return to Title IV Aid calculation) to determine the refund amount.

**[AMOUNT CHARGED] DIVIDED BY [TOTAL PROGRAM HRS] X [HOURS SCHEDULED TO WITHDRAWAL] EQUALS [ADJUSTED AMOUNT CHARGED].**

Example: Assume that a student enrolled in a 240-hour program costing \$3,000 for tuition. The student withdraws after 48 hours. Assume that the student paid in full and did not receive any financial aid.

The refund calculation would be:

$\$3,000$  (amount paid for instruction) divided by 240 (total hours in program) x 48 (hours completed) =  $\$600$   
 $3000 - 600 = \$2,400$  (adjusted charge refund)

2. For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program when any of the following occur:
  - a. The student notifies Argosy University of his/her withdrawal.
  - b. Argosy University terminates the student's enrollment as provided in this catalog.
  - c. The student has failed to attend class for a three consecutive week period.

3. The termination day for refund computation purposes is the last date of actual attendance.
4. In most cases, if any portion of the tuition was paid from the proceeds of financial aid, then the refund will be sent to the lender or other agency that paid the aid.
5. Once purchased, equipment becomes the property of the student, unless it is returned in good condition (some equipment may not be returned due to health or safety reasons), within thirty (30) days following the date of the student's withdrawal. If not returned as above, Argosy University may retain the documented cost of listed equipment.
6. All refunds will be made within thirty (30) days from the date of cancellation or withdrawal.
7. If students do not return from an approved Leave of Absence period as described in this addendum, refunds will be made within thirty (30) days from the end of the Leave of Absence period.
8. Notice of Refund, stating the amount of the refund and to whom the refund was made, will be sent to the student.
9. Should Argosy University fail to refund the amount owed to you, please contact either the Bureau for Private Postsecondary and Vocational Education, Bureau for Private Postsecondary and Vocational Education 1625 North Market Boulevard, Suite S-202 Sacramento, CA 95834 telephone 916.445.3427.

Sample Refund Grid:\*

<b>Attendance Completed</b>	<b>Total Tuition</b>	<b>Tuition Earned by Argosy University</b>	<b>Refund Due Student Account</b>
10% of course	\$3,000	\$300.00 (10%)	\$2,700.00 (90%)
25% of course	\$3,000	\$750.00 (25%)	\$2,250.00 (75%)
50% of course	\$3,000	\$1,500.00 (50%)	\$1,500.00 (50%)

\* This example assumes no charges for equipment, and that the student paid the tuition in full without financial aid.

The school will first calculate how much needs to be returned under the Federal Return of Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The school will then calculate how much of the charges can be retained based on the applicable state policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal Title IV funds, the refund will be made to the student, or with the student's written authorization, to Federal Loans from which funds were received, in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance remaining after the Federal refund is made, under school policy, refunds will be made in this order, to programs from which funds were received: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), the student.

**California Student Tuition Recovery Fund**

California law requires that, upon enrollment, a fee be assessed by the institution in relation to the cost of tuition (New California Education Code §94945). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California legislature to reimburse students who might otherwise experience a financial loss as a result of (a) the closure of the institution; (b) the institution's breach of or anticipatory breach of the agreement for the program of instruction; or (c) a decline in the quality or value of the program or instruction within the 30-day period before the institution's closure. The STRF fund protects only California students and the Institution's participation is mandatory.

Please note that (a) if the student is a recipient of third-party payer tuition and course cost, the student is not eligible for protection under the STRF, and (b) the student is responsible for paying the state assessment amount for the Student Tuition Recovery Fund. A third party payer means any employer, government program or other payer that pays a student's total charges directly to the institution when no separate agreement for the repayment of the payment exists between the third-party payer and the student.

Effective January 1, 2003, the assessment that the institution must collect from each newly enrolled student as a STRF fee is \$2.50 per thousand dollars of tuition paid, regardless of the portion that is prepaid.

As a particular in the Student Tuition Recovery Fund, Argosy University is also obligated by California law to collect the name of the source of each loan, if you have one or more governmentally guaranteed or insured loans for tuition purposes outstanding on its Enrollment Agreement.

**CANCELLATION OF ENROLLMENT**

An applicant may cancel his or her enrollment by submitting a request in writing within five working days after midnight of the day on which the Enrollment Agreement was signed, but prior to attending class. The five days do not include Saturdays, Sundays, and observed holidays. When enrollment is cancelled, all monies paid to Argosy University or its representative will be refunded to the applicant.

# **Undergraduate Programs**

# College of Business and Information Technology

---

## **ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING TECHNOLOGY**

### **Program Overview**

The Associate of Applied Science in Accounting Technology program is offered for those persons who desire a program which prepares them for entry-level employment and advancement in accounting positions in various types of business organizations. The program is designed to meet its objective through instruction in appropriate accounting, business, and general education courses.

### **Admission Requirements**

Students who have successfully completed a program of secondary education or equivalent (GED) are eligible for admission to the AAS in Accounting Technology Program.

Entrance requirements include one of the following:

- ACT composite score of 18 or above
- Combined Math and Verbal SAT score of 850 or above
- Passing score on Argosy University Entrance Exam
- A minimum written TOEFL® score of 500 (paper version), 173 (computer version), or 61 (Internet version) for all applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

All applications for admission to the AAS in Accounting Technology Program must be submitted to the Admissions Department.

An Admissions Representative will help interested applicants to complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California)
- Proof of high school graduation or GED
- SAT/ACT or Argosy University Entrance Exam scores
- Official transcripts from all postsecondary schools attended
- Personal Statement

### **Graduation Requirements**

- Satisfactory completion of all requirements in the program of study
- Satisfied the residency requirement.
- A cumulative grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration.

### **Program Requirements**

The associate's program in Accounting Technology requires the successful completion of 96 credit hours distributed as follows: general education course requirements, 36 credit hours; and accounting technology core requirements, 60 credit hours.

#### **General Education Requirements—Students Are Required to Take the Following**

---

CM1200	Effective Public Speaking (4)
CM1800	Ethics (4)
EN1101	Composition I (4)
EN1102	Composition II (4)
EN2000	Introduction to Literature (4)
GV1150	American Constitutional Law (4)
MT1800	College Algebra (4)
PS1200	Principles of Psychology (4)
SO1200	Principles of Sociology (4)

---

General Education Requirements—36 Credit Hours

#### **Accounting Technology Core Requirements— Students Are Required to Take the Following**

---

AC1011	Principles of Accounting I (4)
AC1012	Principles of Accounting II (4)
AC1013	Principles of Accounting III (4)
AC1710	Payroll Management (4)
AC2015	Computerized Accounting Systems (4)
AC2210	Tax Accounting (4)
AC2900	Accounting Externship (4)
BA1000	Introduction to Business (4)
BA1140	Business Law (4)
BA1250	Human Resources (4)
CF1100	Professional Development (4)
EN1200	Business Communications (4)
MC1150	Introduction to Microcomputer Applications (4)
MC1211	Spreadsheets I (4)
MC1311	Word Processing I (4)

---

Accounting Technology Core Requirements—60 Credit Hours

## **ASSOCIATE OF APPLIED SCIENCE IN BUSINESS MANAGEMENT**

### **Program Overview**

The Associate of Applied Science in Business Management equips graduates with skills and knowledge necessary to enter the contemporary world of business management. The curriculum reaches this objective through coursework in management principles, technical business procedures, computer operations, and general education. The program prepares the graduate to fill any of a variety of entry-level management positions.

### **Admission Requirements**

Students who have successfully completed a program of secondary education or equivalent (GED) are eligible for admission to the AAS in Business Management Program.

Entrance requirements include one of the following:

- ACT composite score of 18 or above
- Combined Math and Verbal SAT score of 850 or above
- Passing score on Argosy University Entrance Exam
- A minimum written TOEFL® score of 500 (paper version), 173 (computer version), or 61 (Internet version) for all applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

All applications for admission to the AAS in Business Management Program must be submitted to the Admissions Department.

An Admissions Representative will help interested applicants to complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California)
- Proof of high school graduation or GED
- SAT/ACT or Argosy University Entrance Exam scores
- Official transcripts from all postsecondary schools attended
- Personal Statement

### **Graduation Requirements**

- Satisfactory completion of all requirements in the program of study
- Satisfied the residency requirement.
- A cumulative grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration.

### **Program Requirements**

The associate's degree program in Business Management requires the successful completion of 96 credit hours distributed as follows: general education course requirements, 36 credit hours; and business management core requirements, 60 credit hours.

#### **General Education Requirements—Students Are Required to Take the Following**

---

CM1200	Effective Public Speaking (4)
CM1800	Ethics (4)
EN1101	Composition I (4)
EN1102	Composition II (4)
EN2000	Introduction to Literature (4)
GV1150	American Constitutional Law (4)
MT1800	College Algebra (4)
PS1200	Principles of Psychology (4)
SO1200	Principles of Sociology (4)

---

#### **General Education Requirements—36 Credit Hours**

#### **Business Management Core Requirements— Student Are Required to Take the Following**

---

AC1011	Principles of Accounting I (4)
AC1710	Payroll Management (4)
BA1000	Introduction to Business (4)
BA1140	Business Law (4)
BA1250	Human Resources (4)
BA1300	Small Business Management (4)
BA2220	Marketing and Advertising (4)
BA2600	Principles of Finance (4)
BA2900	Business Externship (4)
CF1100	Professional Development (4)
EN1200	Business Communications (4)
MC1150	Introduction to Microcomputer Applications (4)
MC1211	Spreadsheets I (4)
MC1311	Word Processing I (4)
MC1700	Professional Presentation Techniques (4)

---

#### **Business Management Core Requirements—60 Credit Hours**

## **ASSOCIATE OF APPLIED SCIENCE IN COMPUTER PROGRAMMING & APPLICATIONS**

### **Program Overview**

The Associate of Applied Science in Computer Programming & Applications program is not currently offered at degree site Argosy University/Denver. The program is designed to provide the graduate with a foundation for employment as an entry-level business programmer or computer operator. The student learns commonly-used programming languages and software applications. The technical courses provide hands-on experience in coding, testing, debugging, and implementing programs. Beyond the technical curriculum, the program is designed to meet its educational objectives by providing appropriate courses in business and general education.

### **Admission Requirements**

Students who have successfully completed a program of secondary education or equivalent (GED) are eligible for admission to the AAS in Computer Programming & Applications Program

Entrance requirements include one of the following:

- ACT composite score of 18 or above
- Combined Math and Verbal SAT score of 850 or above
- Passing score on Argosy University Entrance Exam
- A minimum written TOEFL® score of 500 (paper version), 173 (computer version), or 61 (Internet version) for all applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

All applications for admission to the AAS in Computer Programming & Applications Program must be submitted to the Admissions Department.

An Admissions Representative will help interested applicants to complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California)
- Proof of high school graduation or GED
- SAT/ACT or Argosy University Entrance Exam scores
- Official transcripts from all postsecondary schools attended
- Personal Statement

### **Graduation Requirements**

- Satisfactory completion of all requirements in the program of study
- Satisfied the residency requirement.
- A cumulative grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration.

### **Program Requirements**

The associate's degree program in Computer Programming and Applications requires the successful completion of 96 credit hours distributed as follows: general education course requirements, 36 credit hours; and computer programming and applications core requirements, 60 credit hours.

#### **General Education Course Requirements— Students Are Required to Take the Following**

---

CM1200	Effective Public Speaking (4)
CM1800	Ethics (4)
EN1101	Composition I (4)
EN1102	Composition II (4)
EN2000	Introduction to Literature (4)
GV1150	American Constitutional Law (4)
MT1800	College Algebra (4)
PS1200	Principles of Psychology (4)
SO1200	Principles of Sociology (4)

---

#### **General Education Requirements—36 Credit Hours**

#### **Computer Programming and Applications Core Requirements— Students Are Required to Take the Following**

---

BA1000	Introduction to Business (4)
BA1140	Business Law (4)
BA1250	Human Resources (4)
CF1100	Professional Development (4)
CP1101	Computer Programming (4)
CP1102	Advanced Computer Programming (4)
CP1500	Graphical User Interface Programming (4)
CP2800	Internet Programming (4)
CP2900	Computer Programming and Applications Externship (4)
EN1200	Business Communications (4)
MC1150	Introduction to Microcomputer Applications (4)
MC1211	Spreadsheets I (4)
MC1311	Word Processing I (4)
MC1400	Database Applications (4)
MC1401	Advanced Database Applications (4)

---

#### **Computer Programming and Applications Core Requirements— 60 Credit Hours**

## **ASSOCIATE OF APPLIED SCIENCE IN COMPUTER SOFTWARE TECHNOLOGY**

### **Program Overview**

The Associate of Applied Science in Computer Software Technology offers a software applications specialist curriculum emphasizing operation in the business environment, with current software programs providing the focus of the curriculum. Typical entry-level positions assumed by graduates include computer operator, data entry specialist, administrative assistant, computer support service specialist, computerized applications specialist, and computerized clerical support. These positions demand technical, problem-solving, and communication skills which the curriculum addresses in its technical and general education requirements, all of which work together to prepare a work-ready graduate.

### **Admission Requirements**

Students who have successfully completed a program of secondary education or equivalent (GED) are eligible for admission to the AAS in Computer Software Technology Program.

Entrance requirements include one of the following:

- ACT composite score of 18 or above
- Combined Math and Verbal SAT score of 850 or above
- Passing score on Argosy University Entrance Exam
- A minimum written TOEFL® score of 500 (paper version), 173 (computer version), or 61 (Internet version) for all applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

All applications for admission to the AAS in Computer Software Technology Program must be submitted to the Admissions Department.

An Admissions Representative will help interested applicants to complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California)
- Proof of high school graduation or GED
- SAT/ACT or Argosy University Entrance Exam scores
- Official transcripts from all postsecondary schools attended
- Personal Statement

### **Graduation Requirements**

- Satisfactory completion of all requirements in the program of study
- Satisfied the residency requirement.
- A cumulative grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration.

### **Program Requirements**

The associate's degree program in Computer Software Technology requires the successful completion of 96 credit hours distributed as follows: general education course requirements, 36 credit hours; and computer software technology core requirements, 60 credit hours.

#### **General Education Course Requirements— Students Are Required to Take the Following**

---

CM1200	Effective Public Speaking (4)
CM1800	Ethics (4)
EN1101	Composition I (4)
EN1102	Composition II (4)
EN2000	Introduction to Literature (4)
GV1150	American Constitutional Law (4)
MT1800	College Algebra (4)
PS1200	Principles of Psychology (4)
SO1200	Principles of Sociology (4)

---

General Education Course Requirements—36 Credit Hours

#### **Computer Software Technology Core Requirements— Students Are Required to Take the Following Courses**

---

BA1000	Introduction to Business (4)
BA1140	Business Law (4)
BA1250	Human Resources (4)
CF1100	Professional Development (4)
EN1200	Business Communications (4)
MC1150	Introduction to Microcomputer Applications (4)
MC1211	Spreadsheets I (4)
MC1212	Spreadsheets II (4)
MC1311	Word Processing I (4)
MC1312	Word Processing II (4)
MC1400	Database Applications (4)
MC1401	Advanced Database Applications (4)
MC1700	Professional Presentation Techniques (4)
MC1800	Internet Research (4)
MC2990	Computer Software Externship (4)

---

Computer Software Technology Core Requirements—60 Credit Hours

# College of Health Sciences

---

## **ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING PROGRAM**

### **Program Overview**

The mission of this program is to prepare students to work in a healthcare environment as part of a professional team dedicated to providing top-quality medical care. In support of this, the Argosy University faculty and staff provide an educational environment in which the students develop their personal and technical skills to become dedicated, knowledgeable, and ethical caregivers demonstrating utmost respect and concern for the well-being of the patients and families they serve.

Medical assistants are trained to be multi-skilled allied healthcare professionals. Their responsibilities include patient care, laboratory testing, limited x-ray, office management, and assisting the physician. Their versatility keeps them in high demand in clinics and doctors' offices.

The program is comprised of 60 credit hours of study. In addition to the program-specific courses, students are required to complete 21 credit hours in General Education to fulfill the requirements of an AAS degree.

Students enrolled in the AAS in Medical Assisting program must choose a Track I or Track II curriculum outline. Full-time students following the recommended Track I curriculum outline can complete the program in 16 months. The maximum allowable time frame to complete the Track I curriculum based upon full-time status is 24 months. Full-time students following the recommended Track II curriculum outline can complete the program in 12 months. The maximum allowable time frame to complete the Track II curriculum based upon full-time status is 18 months. Currently, the AAS in Medical Assisting program is offered at Argosy University/Orange County and Argosy University Twin Cities.

### **Admission Requirements**

Students who have successfully completed a program of secondary education or equivalent (GED) are eligible for admission to the AAS in Medical Assisting program—Track I. Entrance requirements include one of the following:

- ACT composite score of 18 or above
- Combined Math and Verbal SAT score of 850 or above
- Passing score on Argosy University Entrance Exam
- A minimum written TOEFL® score of 500 (paper version), 173 (computer version), or 61 (Internet version) for all applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

### *Additional Admission Criteria for the AAS in Medical Assisting Program—Track II*

- A bachelor's degree from a regionally accredited institution, a nationally accredited institution approved and documented by the faculty and dean of the College of Health Sciences, or an appropriately certified foreign institution.

All applications for admission to the AAS in Medical Assisting program must be submitted to the Admissions Department. An admissions representative will help interested applicants to complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California)
- Proof of high school graduation or GED, or proof of earned college degree
- SAT/ACT or Argosy University Entrance Exam scores
- Official transcripts from all postsecondary schools attended
- Clinical Training Agreement
- Technical Standards Form
- Written essay
- Health forms

Allied health professionals perform a wide range of physical tasks and assignments, and they must accept certain risks that are inherent in healthcare delivery. In applying for admission to Argosy University, prospective students are given information regarding these tasks, and applicants agree that they are capable and willing to perform these tasks and assume these risks.

### **Graduation Requirements**

- Satisfactory completion of all requirements in the program of study
- Successful completion of all General Education courses with a letter grade of "C-" or better
- Completion of all technical courses with a grade of "C-" or better
- Completion of MED110, MED150, MED220, and MED280 with a letter grade of "B" or better
- Successful completion of all clinical training competencies and requirements
- A completed Petition to Graduate submitted to campus administration

## Program Requirements

### Math Requirement

Students who have not taken a college-level mathematics course must demonstrate competency by completing a math placement test. Students who establish competency through testing will register for one of the college-level mathematics courses to fulfill the General Education mathematics requirement. Students who do not demonstrate competency must register for and successfully complete the developmental mathematics coursework. Depending upon the mathematical placement score, Mathematics Review I and Mathematics Review II may be required.

### Writing Competency Requirement

Writing competency is essential for successful completion of any coursework at Argosy University. Students who have not taken a college-level writing course must demonstrate competency by completing a writing placement test. Students who demonstrate competency through testing will register for Composition I (ENG101) to fulfill the General Education communications requirement. Students who do not demonstrate competency on the placement test must register for and successfully complete a developmental writing course before registering for a college-level writing course.

Review Courses*	Credit Hours
ENG099 Writing Review	3
MAT096 Mathematics Review I	3
MAT097 Mathematics Review II	3

\* Not for college credit.

### AAS in Medical Assisting Program—Track I Course Requirements

The AAS in Medical Assisting program—Track I requires the satisfactory completion of 60 semester credit hours distributed as follows:

Semester One	Credit Hours
BIO110 Understanding Human Anatomy— General Education Requirement	3
CHM100 General Chemistry	3
COM110 Medical Terminology	1
MED110 Medical Assisting I	3
MED155 Administrative Office Procedures I	3
Total Credit Hours	13
<b>Semester Two</b>	
ENG101 Composition I —General Education Requirement —or—	3
COM102 Interpersonal Communication— General Education Requirement	3
MAT107 College Algebra—General Education Requirement	3
MED220 Medical Assisting II	3
MLT103 Urinalysis/Microbiology	3
Total Credit Hours	15
<b>Semester Three</b>	
GE General Education Requirement	3
GE General Education Requirement	3
MED150 Medical Pharmacology	3
MLT107 Hematology/Phlebotomy	3
MLT109 Immunology	2
PSY101 General Psychology—General Education Requirement	3
Total Credit Hours	17

### Semester Four

MED100 Accounting	3
MED160 Administrative Office Procedures II	3
MED260 Radiology	3
MED280 Medical Assisting III	3
MED290 Clinical Medical Assisting	3
Total Credit Hours	15

Program Credit Distribution	Credit Hours
General Education	21
Program-Specific	36
Clinical Training	3
Total Credit Hours	60

### AAS in Medical Assisting Program—Track II (Bachelor's Degree Required) Course Requirements

The AAS in Medical Assisting program—Track II requires the satisfactory completion of 42 semester credit hours distributed as follows:

Semester One	Credit Hours
BIO110 Understanding Human Anatomy— General Education Requirement	3
CHM100 General Chemistry	3
MED110 Medical Assisting I	3
MED155 Administrative Office Procedures I	3
Total Credit Hours	12

Semester Two	Credit Hours
COM110 Medical Terminology	1
MLT103 Urinalysis/Microbiology	3
MLT107 Hematology/Phlebotomy	3
MLT109 Immunology	2
MED150 Medical Pharmacology	3
MED220 Medical Assisting II	3
Total Credit Hours	15

Semester Three	Credit Hours
MED100 Accounting (7 weeks)	3
MED160 Administrative Office Procedures II (7 weeks)	3
MED260 Radiology (7 weeks)	3
MED280 Medical Assisting III (7 weeks)	3
MED290 Clinical Medical Assisting (7 weeks)	3
Total Credit Hours	15

Program Credit Hour Distribution	Credit Hours
Program-Specific	39
Clinical Training	3
Total Credit Hours	42

### Clinical Training Requirement

Clinical Medical Assisting (MED290) is a supervised eight-week internship. Students are in-residence at a medical facility during this phase of training. A sample list of clinical training sites is available upon request.

# College of Psychology and Behavioral Sciences

---

## **ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE**

### **Program Overview**

The Associate of Applied Science in Criminal Justice degree program is designed to prepare graduates for admission to law enforcement academies or entry-level employment in law enforcement, corrections, investigations, or juvenile administration.

### **Admission Requirements**

Students who have successfully completed a program of secondary education or equivalent (GED) are eligible for admission to the AAS in Criminal Justice Program.

Entrance requirements include one of the following:

- ACT composite score of 18 or above
- Combined Math and Verbal SAT score of 850 or above
- Passing score on Argosy University Entrance Exam
- A minimum written TOEFL® score of 500 (paper version), 173 (computer version), or 61 (Internet version) for all applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

All applications for admission to the AAS in Criminal Justice Program must be submitted to the Admissions Department.

An Admissions Representative will help interested applicants to complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California)
- Proof of high school graduation or GED
- SAT/ACT or Argosy University Entrance Exam scores
- Official transcripts from all postsecondary schools attended
- Personal Statement

### **Graduation Requirements**

- Satisfactory completion of all requirements in the program of study
- Satisfied the residency requirement.
- A cumulative grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration.

### **Program Requirements**

The associate's degree program in Criminal Justice requires the successful completion of 96 credit hours distributed as follows: general education requirements, 36 credit hours; and criminal justice core requirements, 60 credit hours.

#### **General Education Requirements—Students Are Required to Take the Following**

---

CM1200	Effective Public Speaking (4)
CM1800	Ethics (4)
EN1101	Composition I (4)
EN1102	Composition II (4)
EN2000	Introduction to Literature (4)
GV1150	American Constitutional Law (4)
MT1800	College Algebra (4)
PS1200	Principles of Psychology (4)
SO1200	Principles of Sociology (4)

---

General Education Requirements—36 Credit Hours

#### **Criminal Justice Core Requirements—Students Are Required to Take the Following**

---

BA1140	Business Law (4)
CF1100	Professional Development (4)
CJ1150	Introduction to Criminal Justice (4)
CJ1550	Criminal Investigation and Police Procedure (4)
CJ1650	Correctional Systems and Practices (4)
CJ2150	Criminal Procedure (4)
CJ2250	Juvenile Justice (4)
CJ2900	Criminal Justice Externship (4)
EN1200	Business Communications (4)
MC1150	Introduction to Microcomputer Applications (4)
MC1311	Word Processing I (4)
PL1122	Legal Research (4)
PL1123	Legal Writing (4)
PL1230	Family Law (4)
PL1830	Criminal Law (4)

---

Criminal Justice Core Requirements—60 Credit Hours

## **ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL**

### **Program Overview**

The Associate of Applied Science in Paralegal Program is designed to prepare the student to work directly under the supervision of an attorney and perform general background work for the legal firm. The objective of the program is to train students in the many phases of paralegal responsibilities. Legal courses are supplemented with business, computer applications, and general education courses that ensure the student's versatility and productivity in the business environment.

### **Admission Requirements**

Students who have successfully completed a program of secondary education or equivalent (GED) are eligible for admission to the AAS in Paralegal Program.

Entrance requirements include one of the following:

- ACT composite score of 18 or above
- Combined Math and Verbal SAT score of 850 or above
- Passing score on Argosy University Entrance Exam
- A minimum written TOEFL® score of 500 (paper version), 173 (computer version), or 61 (Internet version) for all applicants whose native language is not English or who have not graduated from an institution at which English is the language of instruction.

All applications for admission to the AAS in Paralegal Program must be submitted to the Admissions Department.

An Admissions Representative will help interested applicants to complete the following required documentation:

- Student Information Form
- Personal interview
- Completed Application for Admission Form
- Application fee (non-refundable, except in California)
- Proof of high school graduation or GED
- SAT/ACT or Argosy University Entrance Exam scores
- Official transcripts from all postsecondary schools attended
- Personal Statement

### **Graduation Requirements**

- Satisfactory completion of all requirements in the program of study
- Satisfied the residency requirement.
- A cumulative grade point average of 2.0 or higher
- A completed Petition to Graduate submitted to campus administration.

### **Program Requirements**

The associate's degree program in Paralegal requires the successful completion of 96 credit hours distributed as follows: general education course requirements, 32 credit hours; and paralegal core course requirements, 64 credit hours.

#### **General Education Requirements—Students Are Required to Take the Following**

---

CM1200	Effective Public Speaking (4)
CM1800	Ethics (4)
EN1101	Composition I (4)
EN1102	Composition II (4)
EN2000	Introduction to Literature (4)
GV1150	American Constitutional Law (4)
PS1200	Principles of Psychology (4)
SO1200	Principles of Sociology (4)

---

General Education Requirements—32 Credit Hours

#### **Paralegal Core Course Requirements—Students Are Required to Take the Following**

---

BA1140	Business Law (4)
BA1250	Human Resources (4)
CF1100	Professional Development (4)
CJ2150	Criminal Procedure (4)
EN1200	Business Communications (4)
MC1150	Introduction to Microcomputer Applications (4)
MC1211	Spreadsheets I (4)
MC1311	Word Processing I (4)
PL1122	Legal Research (4)
PL1123	Legal Writing (4)
PL1230	Family Law (4)
PL1450	Litigation (4)
PL1530	Contract Law (4)
PL1730	Property Law (4)
PL1830	Criminal Law (4)
PL2900	Paralegal Externship (4)

---

Paralegal Core Course Requirements—64 Credit Hours

# Course Listing and Course Descriptions

---

## ALL COURSES (EXCEPT MEDICAL ASSISTING)

1000-level courses are recommended for students in the first year of their programs. Such courses are designed to prepare students for more advanced work in the same (or a related) subject area. 2000-level courses are recommended for students in the second year of their programs. Such courses often have a stated prerequisite to indicate the preparation required for successful completion of these courses.

Each course number is preceded by a two-letter prefix indicating the academic area or discipline to which the course belongs:

AC	Accounting
BA	Business Administration
CF	Career Foundations
CJ	Criminal Justice
CM	Communications
CP	Computer Programming
EN	English
GV	Government
MC	Microcomputer Applications
MT	Mathematics
PL	Paralegal
PS	Psychology
SO	Sociology

Each course awards 4 quarter-credit hours. An asterisk indicates a General Education course.

### AC1011 Principles of Accounting I

Basic accounting concepts, procedures, and principles are presented. Topics include journalizing and posting entries; preparing adjustments, a worksheet, and financial statement; completing the closing process using subsidiary ledgers and special journals; and a study of accounting systems.

*Prerequisite: none.*

### AC1012 Principles of Accounting II

A continuation of AC1011. Topics include accounting procedures for merchandising businesses; accounting for cash, receivables, temporary investments, inventories, plant assets, and intangible assets; and accounting procedures for partnerships and corporations.

*Prerequisite: AC1011.*

### AC1013 Principles of Accounting III

A continuation of AC1012. Topics include accounting procedures for partnership formation, income division, and liquidation. Additionally, the organization and equity rights of corporations will be discussed.

*Prerequisite: AC1012.*

### AC1710 Payroll Management

Basic concepts and procedures of payroll management. Topics include the procedures for maintaining payroll records and the preparation of the required federal, state, and local payroll tax reports.

*Prerequisite: AC1011.*

### AC2015 Computerized Accounting Systems

Use of the computer in solving accounting problems. The course provides the student with self-confidence in the use and understanding of an automated accounting system.

*Prerequisites: AC1011 and MC1150.*

### AC2210 Tax Accounting

An introduction to federal income taxes for individuals, with a brief overview of partnerships and corporations. Topics include gross income, exclusions, deductions, business expenses, credits and special taxes, and capital gains and losses.

*Prerequisite: AC1011.*

### AC2900 Accounting Externship

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

*Prerequisite: completion of all other course requirements or departmental approval.*

### BA1000 Introduction to Business

This course gives the student an overview of all phases of business: ownership, marketing, personnel, finance, managerial controls, and the relationship of business with the social and economic environment in which the business operates.

*Prerequisite: none.*

### BA1140 Business Law

An introduction to contracts, termination and breach of contracts, and the application of legal principles to such areas as corporations, agencies, partnerships, and bailment.

*Prerequisite: none.*

### BA1250 Human Resources

A study of the planning, recruiting, selecting, hiring, training, appraising, and compensating of human resources. Case studies are employed in order for students to gain practical experience.

*Prerequisite: none.*

### BA1300 Small Business Management

An introduction to the intricacies of decision-making in organizing and developing a small business. Discussion focuses on the various responsibilities a small business must meet and the challenges generated by the marketplace.

*Prerequisite: none.*

### BA2220 Marketing and Advertising

An introduction to the principles of marketing and advertising, and integrating advertising and sales promotion into the world of marketing, with an emphasis on target marketing and ethics.

*Prerequisite: none.*

### BA2600 Principles of Finance

An examination of the analytical tools necessary for investigating corporate structure as well as evaluating and ranking various types of investments. Capital budgeting, return on investment, required rate of return, present value, and other investment techniques are studied.

*Prerequisite: AC1011.*

**BA2900 Business Externship**

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

*Prerequisite: completion of all other course requirements or departmental approval.*

**CF1100 Professional Development**

Development of skills for collegiate success, including techniques for effective use of texts, productive studying and note-taking, and success in tests and other assignments. The course also emphasizes professional expectations, communication skills, academic policies and issues, time management, problem solving, and effective and ethical use of resources.

*Prerequisite: none.*

**CJ1150 Introduction to Criminal Justice**

This course provides students with a thorough understanding of the relationships and functions of the various police agencies and their respective jurisdictions, defense and prosecution, judges and juries, and personnel affiliated with correctional institutions.

*Prerequisite: none.*

**CJ1550 Criminal Investigation and Police Procedure**

A comprehensive examination of the investigative procedures and techniques in the field of criminal investigation. This will include the recording of witness statements, interviewing, and the writing of reports. The course will also include an overview of standard police procedures and technological innovations. The course includes 60% in-class study and 40% field study (lab assignments.)

*Prerequisite: CJ1150.*

**CJ1650 Correctional Systems and Practices**

An examination of the correctional system and practices in criminal justice. Topics include the theoretical basis for the correctional system, organizational structures, management and operation of correctional facilities, rehabilitation, treatments, and alternatives.

*Prerequisite: none.*

**CJ2150 Criminal Procedure**

Emphasis is placed upon practical guidelines for law enforcement officers with respect to the legal aspects of their daily duties and the rights of defendants. The goal of the course is to make students knowledgeable in the procedures applied from criminal investigation to post-conviction remedies.

*Prerequisite: none.*

**CJ2250 Juvenile Justice**

This course provides a study of juvenile delinquency by describing and analyzing its nature and extent, its suspected causes, and the environmental influences upon youthful misbehavior.

*Prerequisite: none.*

**CJ2900 Criminal Justice Externship**

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

*Prerequisite: completion of all other course requirements or departmental approval.*

**CM1200 Effective Public Speaking\***

An introduction to the principles and practices of topic selection, research, audience analysis, organization, style, and delivery of oral presentations. A variety of informative, persuasive, and group presentations are required.

*Prerequisite: none.*

**CM1800 Ethics**

This course introduces the student to moral principles and helps them to identify and become sensitized to controversial issues and ethical problems likely to develop in the workplace. The course examines ethical and legal responsibilities of the professional as these pertain to the student's intended profession or special interest.

*Prerequisite: none.*

**CP1101 Computer Programming**

An introduction to the full range of C++ instruction statements and data types and the C++ programming language requirements. Structured programming techniques using library and user-coded functions are emphasized.

*Prerequisite: MC1150.*

**CP1102 Advanced Computer Programming**

A continuation of the course CP 1101, Computer Programming. This course emphasizes programming in a visual environment, including manipulation of a visual programming development platform. Program objects and classes are defined and utilized. Students learn the fundamentals of data structures and data abstraction.

*Prerequisite: CP1101.*

**CP1500 Graphical User Interface Programming**

The student will learn a programming language tailored to the rapid development of software applications for a graphical environment. The course emphasizes setting up user forms and writing the code behind these forms.

*Prerequisite: MC1150.*

**CP2800 Internet Programming**

The student will be introduced to Internet programming languages and capabilities.

*Prerequisite: MC1150.*

**CP2900 Computer Programming and Applications Externship**

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

*Prerequisite: completion of all other course requirements or departmental approval.*

**EN0970 Writing Strategies**

This course is designed to develop the confidence and competence of reluctant writers. Emphasis is placed upon development of sentence-level skills which will be applied to paragraph development.

*Prerequisite: placement through initial assessment.*

**EN0975 Introduction to Writing**

This course provides an introduction to composition. Students begin with a review of sentence skills and move to paragraph writing, with an emphasis upon topic selection, organization, development, and editing. The course concludes with an essay which demonstrates the writer's grasp of the skills learned.

*Prerequisite: EN0970 or placement through initial assessment*

**EN1101 Composition I\***

This is the first course in a two-course sequence designed to improve the student's writing skills. The course emphasizes the construction of clear, coherent expository essays employing various strategies of prewriting, thesis development, support, organization, and revision.

*Prerequisite: EN0975 or placement through initial assessment.*

**EN1102 Composition II\***

Composition II has been designed to develop students' proficiencies in both academic and professional writing and to promote in students an awareness of the need to provide responsible support of their ideas and conclusions, employ logical reasoning (both inductive and deductive), analyze carefully using critical reasoning and accept the burden of proof in composing arguments, one of which is a researched essay.

*Prerequisite: EN1101.*

**EN1200 Business Communications**

Practice in various methods of business communication as these are appropriate for specific occasions and purposes. The course requires the composition of letters, reports, minutes, memoranda, emails, and résumés, as well as the application of oral communication skills required for effective meetings, presentations, and employment interviews. The course will focus on the development of the rhetorical and critical thinking skills required in effectively presenting issues and resolving problems.

*Prerequisite: EN0975 or placement through initial assessment.*

**EN2000 Introduction to Literature\***

An examination of various works of fiction, poetry, and drama, with emphasis on the analysis of character, plot, and language as means of discovering the writer's purpose. The course requires written analyses of works and assumes competence in expository writing.

*Prerequisite: EN1101.*

**GV1150 American Constitutional Law**

This course introduces students to the United States Constitution: what that is in theory and in practice, the constitutional division of government, the role of the United States Supreme Court, the Bill of Rights, and subsequent amendments.

*Prerequisite: none.*

**MC1150 Introduction to Microcomputer Applications**

A practical introduction to the personal computer, its history and its current relevance in the business world. The student becomes familiar with an operating system, a word processing application, an electronic spreadsheet application, and receives an introduction to the Internet. Hands-on experience is emphasized.

*Prerequisite: none.*

**MC1211 Spreadsheets I**

An introduction to software that produces an electronic spreadsheet. Sheet layout, arithmetic functions, report generation, formula, formatting, commands, and graphic presentation are covered.

Hands-on experience on the personal computer is an essential part of the training. The successful student acquires the skills needed to pass a core-level proficiency examination.

*Prerequisite: MC1150.*

**MC1212 Spreadsheets II**

A continuation of MC 1211, Spreadsheets I. Projects for Spreadsheets II introduce advanced business-oriented functionalities of an electronic spreadsheet application. The successful student acquires the skills needed to pass an expert-level proficiency examination.

*Prerequisite: MC1211*

**MC1311 Word Processing I**

An introduction to word processing application software. Students learn basic skills needed to produce business documents. Prior keyboarding experience is valuable but not essential. The successful student acquires the skills needed to pass a core-level proficiency examination.

*Prerequisite: MC1150.*

**MC1312 Word Processing II**

A continuation of MC1311, Word Processing I. Students learn advanced business-oriented functionalities of the word processing application introduced in MC1311. The successful student acquires the skills needed to pass an expert-level proficiency examination.

*Prerequisite: MC1311.*

**MC1400 Database Applications**

The use of database management software to create and enter data and produce reports. The student learns the basic functions of a relational database management system, creating and modifying a database, printing reports, selecting retrieval specifications based on modifying a database, printing reports, and selecting records based on specific criteria. The successful student acquires the skills needed to pass a core-level proficiency examination.

*Prerequisite: MC1150.*

**MC 1401 Advanced Database Applications**

A continuation of MC1400, Database Applications. The student learns and applies advanced business-oriented functionalities of a relational database management system.

*Prerequisite: MC1400.*

**MC 1700 Professional Presentation Techniques**

This course introduces the student to a presentation graphics software program that can be used to create slide presentations and handouts. The student will learn how to create presentations; add content, hyperlinks, and images; edit and modify presentations; and work in the various views. The successful student acquires the skills needed to pass a core-level proficiency examination.

*Prerequisite: MC1150.*

**MC1800 Internet Research**

An introduction to the Internet as a research tool. Students will use the World Wide Web to conduct research into various topics within their fields in order to enhance their understanding and professional objectives. Topics include periodical databases, government information and reference resources, information security, citing resources, and legal considerations such as copyright restrictions.

*Prerequisite: MC1150.*

**MC2990 Computer Software Externship**

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

*Prerequisite: completion of all other course requirements or departmental approval.*

**MT0970 Pre-Algebra**

This course is designed to help students obtain the necessary skills to be successful in algebra. It provides a foundation of instruction in key areas of algebra while reinforcing previously learned mathematical skills. This course will help bridge the gap between arithmetic and algebra.

*Prerequisite: placement through initial assessment.*

**MT0975 Introduction to Algebra**

This course covers fundamental algebraic operations, rational expressions, first- and second-degree equations, graphs, exponents, and radicals.

*Prerequisite: MT0970 or placement through initial assessment.*

**MT1800 College Algebra\***

A study of algebraic functions and their properties. Topics include identities, graphs, equations, complex numbers, and applications.

*Prerequisite: MT0975 or placement through initial assessment.*

**PL1122 Legal Research**

This course provides the student with an introduction to the basic concepts of legal research by using both hands-on manual research techniques and newer, computerized technology. Topics include understanding, locating, and analyzing primary and secondary legal authorities as well as verifying the accuracy of sources for legal writing projects. Students will also learn the various sources of law and how they are used to provide a basis for legal writing and the appropriate method of crediting legal sources by using proper citation formats.

*Prerequisite: none.*

**PL1123 Legal Writing**

This course will provide students with experience in legal writing. Topics include formulating research strategies, analyzing primary and secondary legal authorities, and preparing and drafting legal memorandums as well as other law office correspondence. The course will culminate in a legal research and writing project which will require the student to integrate knowledge gained from PL1122 and this course.

*Prerequisite: PL1122.*

**PL1230 Family Law**

A study of the domestic issues of law, including divorce, custody, alimony, child support, adoption, third-party parental rights, marital torts, mediation, paternity, juvenile law, and genetic engineering.

*Prerequisite: PL1121.*

**PL1430 Civil Procedure**

A study of the principles governing the rules of civil procedure and the application of these to actual lawsuits. Emphasis is placed on terminology and the main phases of a lawsuit, including the pre-suit phase, the preparation phase, the trial phase, and the post-judgment phase.

*Prerequisite: PL1121.*

**PL1440 Civil Litigation**

A study of the judicial resolution of claims by one individual or group against another. The course emphasizes the role of the paralegal in the appellate process, and in drafting pleadings, discovery documents, and motions.

*Prerequisite: PL1121.*

**PL1450 Litigation**

This course will introduce the student to the process of litigating a civil case from its initiation through the use of discovery techniques and the actual order and presentation of the trial. Students will learn how to analyze jurisdictional issues as well as the preparation of pleadings and other critical litigation documents required in the processing of a case through the legal system.

*Prerequisite: PL1122 and PL1123.*

**PL1530 Contract Law**

A study of the basic principles of contract law, including the process of contract formation, contract enforcement, and remedies for breach of contract.

*Prerequisite: PL1121.*

**PL1730 Property Law**

A study of the principles of law concerning the nature of property, including estates, licensing, marital and concurrent interests, and landlord/tenant relationships.

*Prerequisite: PL1121.*

**PL1830 Criminal Law**

A study of the fundamental principles of criminal law, which pertains to any act or omission in violation of a public law forbidding or commanding it. The course is designed to provide students with an understanding of substantive criminal law and defenses to prosecution.

*Prerequisite: PL1121.*

**PL2900 Paralegal Externship**

Students are assigned to work in law offices or other facilities appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

*Prerequisite: completion of all other course requirements or departmental approval.*

**PS1200 Principles of Psychology\***

A study of the scientific basis of human behavior and the factors which influence human development. The course provides an overview of the history and major issues of psychology, including learning and perception, personality theories, abnormal behavior, motivation and emotion, human development, and social psychology.

*Prerequisite: none.*

**S01200 Principles of Sociology\***

An introduction to the basic concepts of sociology, including organizational behavior, systems development, cultural diversity, and human social institutions.

*Prerequisite: none.*

## **ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING PROGRAM COURSES**

### **BIOLOGY (BIO)**

#### **BIO110 Understanding Human Anatomy**

*4 credit hours*

This course covers the structure and function of the human body with emphasis on understanding the basic systems that make up our bodies. Students will be able to identify the fundamental components of the integumentary, muscular, nervous, circulatory, digestive, respiratory, urinary, endocrine, and reproductive systems. In addition, students will acquire a basic understanding of the functional relationships between these systems.

### **CHEMISTRY (CHM)**

#### **CHM100 General Chemistry**

*3 credit hours*

This foundation course introduces the student to basic chemistry concepts and medical terminology essential to understanding some medical concepts. Atomic theory, the periodic table, chemical bonding, chemical formulas and names, diffusion, osmosis, pH, buffer systems, electrolytes, ionization, and equilibrium are some basic chemistry topics. Students will develop a medical vocabulary of words and phrases commonly used in the healthcare environment.

### **COMMUNICATION (COM)**

#### **COM102 Interpersonal Communication**

*4 credit hours*

Students in this course focus on the development of communication in interpersonal relationships through class discussions, group exercises, and individual research. Special attention is given to the influence of gender, culture, and goals on communication. Research and theory are used as a means to gain more effective skills in daily communication situations and to adapt to changing environments on individual and societal levels.

#### **COM110 Medical Terminology**

*2 credit hour*

Study of the words and phrases commonly used in the healthcare environment. Students will develop a proficient medical vocabulary that will be used in the clinical setting. This is a foundation course for the health sciences programs.

### **ENGLISH (ENG)**

#### **ENG099 Writing Review**

*4 credit hours*

This class is designed to help students build basic writing skills and prepare them to take the college composition course. Major topics include grammar, parts of speech, punctuation, spelling and proofreading. Credits earned in this course do not apply to the degree or general education requirements. Results of the writing placement test will determine whether or not a student will be required to take this course.

#### **ENG101 Composition I**

*4 credit hours*

This course includes expository writing, persuasive writing, and research. In analyzing assigned readings, students will understand the use of strategies, attention to audience and purpose, and organization in their own writing. Students will be taught the use of electronic and library research, which they will use in developing a final argumentative paper.

*Prerequisite: ENG099 or its test-out.*

### **MATHEMATICS (MAT)**

#### **MAT099 Mathematics Review**

*4 credit hours*

In this course students learn basic mathematical concepts and skills to improve the ability to acquire, evaluate and analyze information as it applies to problem solving using positive and negative whole numbers, fractions, decimals, ratios and proportions. Emphasis is on learning and mastering skills, thus reducing math anxiety. It provides introduction to early topics of College Mathematics (MAT101). This course does not satisfy the mathematics requirement for general education, and credits earned do not apply towards the degree.

*Prerequisite: placement test.*

#### **MAT101 College Mathematics**

*4 credit hours*

This course is designed to improve on skills earned in MAT099 and introduce more advanced topics, such as percentages and their practical applications, measurements in different systems of units (US and Metric), basic algebraic expressions and equations, statistical graphs, and probability of simple events.

*Prerequisite: MAT099 with a "C" or better.*

### **MEDICAL ASSISTING (MED)**

#### **MED100 Accounting**

*4 credit hours*

Basic theory and structure of accounting including payables, receivables, inventory, payroll, and taxes.

*Prerequisite: MAT101.*

#### **MED110 Medical Assisting I**

*4 credit hours*

Introduction to medical assisting. Emphasis is on the medical record, medical asepsis, OSHA standards, sterilization and disinfection of instruments, obtaining patient vital signs, assisting with physical examinations, assessing hearing and vision. Also included is the employment of physical agents to promote healing such as application of heat or cold, principles of casts and cast care, and application of ambulatory aids such as crutches, walkers and wheelchairs.

*Prerequisite: BIO110.*

#### **MED155 Administrative Office Procedures I**

*4 credit hours*

This course includes the study of the operation of the administrative departments in the healthcare environment, including patient scheduling, medical record filing, medical correspondence and mail, maintenance of the medical facility, records management, written and verbal communication, telephone techniques, medical transcription, and the use of computers in the healthcare setting.

#### **MED160 Administrative Office Procedures II**

*4 credit hours*

Continued study of the administrative aspects of the medical office, including pegboard accounting, billing and collection, processing insurance forms, and CPT and ICD-9 coding techniques. The course also covers the virtual study of a medical practice management program, including patient file maintenance, storage of treatment procedures and charges, matching of CPT and diagnostic codes with treatment procedures, and related tasks.

*Prerequisite: MED155.*

**MED220 Medical Assisting II**

4 credit hours

Continued study of medical assisting with emphasis on assisting with specialty exams such as gynecological, male reproductive and pediatric exams. Also included is assistance with minor office surgeries, cardiopulmonary and colon procedures in the office. Emergency medical procedures covered include treatment of various common emergencies such as heart attack, stroke, shock, bleeding, wounds and burns, and heat and cold exposure, as well as diabetic emergencies. Common human diseases and conditions are explored including etiology, diagnostic procedures, treatments, and prognoses.  
*Prerequisites: CHM100, MED110.*

**MED260 Radiology**

4 credit hours

Study of the use of x-rays in a medical setting. Development of skills in the use of equipment, safety, and developing radiographs.

**MED280 Medical Assisting III**

4 credit hours

Continued study of personal and professional development to strengthen the medical assistant in both career and individual actions and interactions; review of skills and techniques learned in previous semesters with emphasis on efficiency; preparation for entry into the field of medical assisting.  
*Prerequisites: MED150, MED220.*

**MED290 Clinical Medical Assisting**

4 credit hours

Students demonstrate skills gained through their educational training in a clinical setting. They are exposed to the normal functioning of an actual clinic situation that would include patient contact, laboratory experience, limited x-ray, administrative, and front office work. Clinical training occurs off-campus at an actual clinic approved by Argosy University.  
*Prerequisites: all program coursework must be satisfactorily completed.*

**MEDICAL LABORATORY (MLT)****MLT103 Urinalysis/Microbiology**

4 credit hours

In this course, students review renal anatomy and physiology and the process of urine formation. Laboratory evaluation of the urine specimen includes physical, chemical, and microscopic assessment. Laboratory test results correlate with the state of health and disease of a patient. Safety and quality control are emphasized in laboratory exercises. The course also includes an introduction to microbiology. Topics include basic structures and functions of microorganisms with an emphasis on bacteria. Specimen collection, culture techniques, identification, and susceptibility testing are also introduced. Pathogenesis of infection is compared with non-disease producing organisms.  
*Prerequisites: concurrent with BIO110, CHM100, and COM110.*

**MLT107 Hematology/Phlebotomy**

4 credit hours

A basic hematology course that introduces the concepts of blood formation and blood cell structure and function in normal, healthy humans. Laboratory exercises include Erythrocyte and Leukocyte counts, Leukocyte differentials, Hemoglobin, Hematocrit, Erythrocyte indices, preparation and assessment of blood smears, quality control and recognition of normal laboratory test values. Students learn and practice blood collection techniques, specimen processing, and safety.  
*Prerequisites: BIO110, COM110, MAT101.*

**MLT109 Immunology**

4 credit hours

Study of the immune system and immunology technology includes basic genetics, anatomy of the lymphatic system, immune function of leukocytes, the immune response in health and disease, vaccines, antigens, antibodies and their reactions, and the complement system.  
*Prerequisites: BIO110, COM110.*

**PHILOSOPHY (PHI)****PHI101 Ethics in Contemporary Society**

4 credit hours

Ethics is the investigation of moral motive and action: What is the right thing to do, and why do the right thing? Students investigate personal, professional, and social issues of the day using the major ethical theories of western civilization. Based on research, students formulate and evaluate their own ethical positions in the context of respectful classroom dialogue.  
*Prerequisite: ENG101 or its equivalent.*

**PSYCHOLOGY (PSY)****PSY101 General Psychology**

4 credit hours

Survey of theory, research methods, and applications of psychology drawn from the natural science and social science bases of the discipline. Emphasis on critical thinking, ethical issues, and the diversity of human experience in examining the science and practice of contemporary psychology.  
*Prerequisite: ENG101 or its equivalent.*

**SCIENCE (SCI)****SCI110 The Rise of Modern Science**

4 credit hours

The course begins by exploring the evolution of science since the scientific revolution of the 16th and 17th centuries. Emphasis is placed on the development of the scientific method and its role in influencing the course of scientific discovery and perspectives on the world. Students become familiar with the fundamental nature of scientific reasoning and its importance in understanding and shaping contemporary life.

**SCI115 The Ecological Perspective**

4 credit hours

An introduction to the interrelationships of living things to each other and their environment. Students learn about plant and animal identification and behaviors as these relate to the important ecological concepts of habitat, ecosystem, biological communities, and dynamic balance. The roles of natural resources and impact of human activity are also considered.

**SOCIOLOGY (SOC)****SOC110 Sociology in a Global Perspective**

4 credit hours

This course presents an analysis of the development and persistence of social patterns and the impact of cultural, environmental, and social factors on the individual. Discussions include the theories and methods by which groups are studied; current interpretations of issues, such as family, ethnicity, and politics; cross-cultural comparisons of sociological areas; the global community of human beings and its sociological constructs.  
*Prerequisite: ENG101 or its equivalent.*

# Argosy University Academic Calendar 2007

---

Students should refer to their *Argosy University Student Handbook* for holiday and vacation schedules specific to their campus. In addition, Students attending Argosy University should refer to their *Argosy University Student Handbook* for the academic calendar pertaining to that campus as well.

## Academic Calendar for Associate Level Programs at Argosy University/Orange County and Argosy University/Denver

### WINTER QUARTER 2007

<b>January</b>	New Student Orientation & Registration.....	Thursday	January	4
	Classes begin .....	Monday	January	8
	Classes end (Final examinations) .....	Thursday	February	1
<b>February</b>	New Student Orientation & Registration.....	Thursday	February	1
	Classes begin .....	Monday	February	5
	Classes end (Final examinations) .....	Thursday	March	1
<b>March</b>	New Student Orientation & Registration.....	Thursday	March	1
	Classes begin .....	Monday	March	5
	Classes end (Final examinations) .....	Thursday	March	29

### SPRING QUARTER 2007

<b>April</b>	New Student Orientation & Registration.....	Thursday	March	29
	Classes begin .....	Monday	April	2
	Classes end (Final examinations) .....	Thursday	April	26
<b>May</b>	New Student Orientation & Registration.....	Thursday	April	26
	Classes begin .....	Monday	April	30
	Classes end (Final examinations) .....	Thursday	May	24
<b>June</b>	New Student Orientation & Registration.....	Thursday	May	24
	Classes begin .....	Tuesday	May	29
	Classes end (Final examinations) .....	Thursday	June	21

### SUMMER QUARTER 2007

<b>July</b>	New Student Orientation & Registration.....	Thursday	July	5
	Classes begin .....	Monday	July	9
	Classes end (Final examinations) .....	Thursday	August	2
<b>August</b>	New Student Orientation & Registration.....	Thursday	August	2
	Classes begin .....	Monday	August	6
	Classes end (Final examinations) .....	Thursday	August	30
<b>September</b>	New Student Orientation & Registration.....	Thursday	August	30
	Classes begin .....	Tuesday	September	4
	Classes end (Final examinations) .....	Thursday	September	27

*In those months in which class meetings are lost to holidays, additional instructional time may be scheduled in order to recover the class time lost.*

# Schedule of Tuition and Fees

The following schedule of tuition and fees will become effective September 1, 2006. Argosy University reserves the right to add or change any of the fees or charges listed below at any time without prior written notice.

Schedule of Tuition and Fees for Associate Level Programs at Argosy University/Orange County and Argosy University/Denver

## TUITION

<b>Business Programs</b>	<b>Cost Per Credit Hour</b>
Associate of Applied Science in Accounting Technology .....	\$ 238.00
Associate of Applied Science in Business Management .....	238.00
Associate of Applied Science in Computer Programming & Applications .....	238.00
Associate of Applied Science in Computer Software Technology .....	238.00
<b>Health Sciences Programs</b>	
Associate of Applied Science in Medical Assisting Program .....	238.00
<b>Psychology Programs</b>	
Associate of Applied Science in Criminal Justice .....	238.00
Associate of Applied Science in Paralegal .....	238.00

## OTHER NON-REFUNDABLE STUDENT CHARGES

<b>Item</b>	<b>Cost</b>
Application for Admission Fee <sup>1</sup> .....	\$ 50.00
Course Add/Drop Fee <sup>2</sup> .....	50.00
Graduation Fee/End of Program Fee <sup>3</sup> .....	150.00
Late Payment Fee .....	25.00
Late Registration Fee .....	50.00
Returned Check Fee .....	35.00
Student Activity Fee .....	No Charge
Technology Fee (cost per quarter credit) .....	10.00
Transcript Fee .....	No Charge
Express Transcript Fee <sup>4</sup> .....	20.00

<sup>1</sup> Non-refundable, except in California.

<sup>2</sup> Students who elect to change their schedule after registration may do so by completing a Course Add/Drop Request Form. The Course Add/Drop Fee is assessed for each request form submitted to the Student Services Department. Multiple changes may be submitted on one form.

<sup>3</sup> A Graduation/End of Program Fee is assessed to all degree-seeking students upon completion of their program of study and prior to the receipt of their diploma.

<sup>4</sup> An Express Transcript Fee is charged for transcripts requested to be sent via an overnight carrier.



**ARGOSY UNIVERSITY**  
**CENTRAL OFFICES**  
Two First National Plaza  
20 South Clark Street  
28th Floor  
Chicago, IL 60603  
1.312.899.9900  
1.800.377.0617  
[www.argosyu.edu](http://www.argosyu.edu)

---

#### CAMPUSES

**ARGOSY UNIVERSITY**  
**CHICAGO**  
350 North Orleans Street  
Chicago, IL 60654  
1.312.777.7600  
1.800.626.4123

**ARGOSY UNIVERSITY**  
**ORANGE COUNTY**  
3501 West Sunflower Avenue  
Suite 110  
Santa Ana, CA 92704  
1.714.338.6200  
1.800.716.9598

**ARGOSY UNIVERSITY**  
**DENVER**  
1200 Lincoln Street  
Denver, CO 80203  
1.303.248.2700  
1.866.431.5981