BRIGHTON COLLEGE

BRIGHTON. YOUR FUTURE.

STUDENT CATALOG

www.brightoncollege.edu

BRIGHTON COLLEGE

BRIGHTON. YOUR FUTURE.

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January 1 – December 31, 2020
Revision date: Februrary 25, 2020

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BRIGHTON COLLEGE
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January 1, 2020

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

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

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

Brighton College is owned by LearnKey, LLC, Inc. and Paul Zagnoni. The college's Governing Board consists of Paul Zagnoni, Jeff Coruccini, Lori Coruccini, John Clemons, and David Clemons. Brighton College's president is Paul Zagnoni.

CONSUMER INFORMATION

This catalog is published to inform students and others of Brighton College's academic programs, policies, calendar, tuition, fees, administration, and faculty. The information provided is current and accurate as of the date of publication. Brighton College cannot assure that changes will not occur that will affect this information. This catalog is published for informational purposes only and is not intended as a contractual agreement between Brighton College and any individuals.

Brighton College reserves the right to make changes within the term of this catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a catalog addendum, which should be regarded as an integral part of this catalog. Brighton College expects its students to read and understand the information published in this document and in any subsequent addenda identified as belonging to this catalog. Failure to read and understand this catalog will not excuse any student from the application of any requirement or regulation published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his/her program.

Brighton College affirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational services to the public. Brighton College makes all decisions regarding recruitment, hiring, promotion and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex or sexual orientation, gender identity, genetic information, national origin, age, physical or mental disadvantage, or other factors, which cannot lawfully be the basis for an employment decision.

Brighton College affirms its policy of administering all educational programs and related supporting services and benefits in a manner that does not discriminate because of a student's race, color, creed or religion, sex or sexual orientation, gender identity, genetic information, national origin, age, physical handicap, or any other characteristic.

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BRIGHTON COLLEGE
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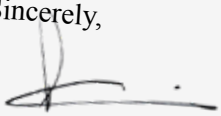
MESSAGE FROM THE PRESIDENT

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

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

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

Sincerely,



Paul Zagnoni
President

MISSION STATEMENT

The mission of Brighton College is to offer affordable, employability – focused, distance education programs to all qualified students in a flexible, personalized manner.

The Goals of Brighton College are:

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

The Objectives of Brighton College:

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

- To provide a positive, supportive distance learning environment through excellent student services that leads to learning new skills and accomplishing educational goals
- To prepare competently skilled graduates for a position in their chosen field through a curriculum that incorporates practical application of the skills learned
- To deliver a curriculum that prepares students to successfully sit for a certification exam when appropriate to the program of study
- To continually review, update, or add new curriculum in order to offer the most current information and meet industry standards
- To assess its mission and achievement of institutional effectiveness through student academic progress, faculty effectiveness, student satisfaction, affordability, and graduate outcomes
- To increase our strategic alliances with community outreach organizations, workforce, and educational partners

ACCREDITATION

Brighton College is accredited by the Distance Education Accrediting Commission, DEAC, which is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation.

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

MEMBERSHIPS AND AFFILIATIONS

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

ADMINISTRATION AND FACULTY

Brighton College Administrators

Paul Zagnoni, President

Gilda Rada, Vice President of Academic Affairs

Sean Dixon, Director of Student Services

Brighton College Faculty

Brighton College maintains a highly qualified faculty and staff. For a complete list of staff and instructors with degrees held, conferring institutions and associated area(s) of teaching specialization, please visit the link below:

https://www.brightoncollege.edu/wp-content/uploads/2018/01/BC-Faculty-and-Admin-Jan2018.pdf

ACADEMIC CALENDAR

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

Brighton College offers start dates on the 15th and 30th of every month, unless the date falls on a weekend or holiday, contact an Admissions Advisor to learn more. Enrollment applications are accepted throughout the year.

Holidays

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

Observed Holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day, and the following Friday
Christmas Eve
Christmas Day

Instructors are available by email outside of normal business hours.

Phone: 1.800.354.1254 or 602.212.0501
Fax: 602.212.0502
E-mail: info@brightoncollege.edu and info@theparalegalinstitute.edu

ACADEMIC DELIVERY MODE

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

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

TIME COMMITMENT FOR PROGRAMS

Brighton College offers start dates on the 15th and 30th of every month, unless the date falls on a weekend or holiday. Students may proceed through their program according to their schedule within the parameters of their enrollment terms of agreement. Courses are completed within a specified number of weeks (see individual course syllabus). However, certain funding options may have specified requirements that impact eligibility. Basic guidelines have been established to provide students with reasonable expectations to complete their specific program of study. These guidelines are based on Satisfactory Academic Progress, and the average student pursuing a full-time enrollment load with an expectation of completing two to three lessons per week per course.

STATEMENT OF NONDISCRIMINATION

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

ADMISSIONS POLICIES, PROCESS, AND REQUIREMENTS

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

Admissions Process and Required Documents:

- Submit a completed application
- Complete a phone interview with an Admissions Advisor
- Formal acceptance or denial letter is sent to the potential student
- A digital enrollment agreement is sent to the potential student to review and sign within five business days
- Applicant's enrollment agreement is verified and signed by the President
- A signed copy of the enrollment agreement is returned to the student electronically and uploaded to student account
- Student account information and log in credentials are provided to the student
- Evidence of earning a high school diploma or GED, or the recognized equivalent. Official documentation must be submitted within 90 days of enrollment. **Failure to submit transcripts within 90 days will result in a withdrawal from the program.**
- Students who have attended an accredited university or college recognized by the U.S. Department of Education may submit an official school transcript in lieu of high school diploma. The transcript must be mailed directly to Brighton College from the university/college.
- Initial down payment according to chosen payment plan
- Student completes the New Student Orientation (NSO) in the online learning classroom
- Student's first day of class starts according to the Brighton College academic calendar

Candidates for admission must meet the following requirements upon enrollment:

- Be 18 years of age or older or provide permission from responsible parties to enroll
- Have the ability to communicate, read, and write English fluently
- Have earned a high school Certificate or GED, or the recognized equivalent (degree programs only)
- Have the ability to use a personal computer and the Internet
- Have the ability to receive and send email
- Have the ability to be self-motivated and work independently
- Nurse Paralegal students must submit evidence of L.P.N., R.N., B.S.N., or M.D. credential, or a two-year Associate Degree in Nursing.
    - » In addition, LPN prospective students must submit transcripts from an LPN state approved program, an LPN License from the National Council Licensure Examination (NCLEX-PN), and one year of working experience under the supervision of an RN or MD.

If, for any reason, you are not accepted into Brighton College, all monies remitted with the Enrollment Application will be promptly returned with the exception of the $100 registration fee.

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

Compulsory Age Students: If student is under the age of 18 and meets the requirements to be admitted to the college, the parents must fill out the Dual Enrollment Form (Receive from Admission Advisor) and submit to the school. Student will not be admitted to the college without the form.

ENROLLMENT DATES

Brighton College offers start dates on the 15th and 30th of every month, unless the date falls on a weekend or holiday, contact an Admissions Advisor to learn more. Enrollment applications are accepted throughout the year.

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

TRANSFER CREDIT

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

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

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

FOREIGN CREDENTIALS

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

INTERNATIONAL STUDENTS

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

CURRICULUM

Brighton College's curriculum offers a variety of accredited online distance education programs in the areas of business, allied heath, paralegal, legal nurse consulting, information technology and construction certification. Programs are offered as associate degrees and certifications. In addition, the associate degree curriculum requires the fulfillment of general education courses, which connects principles and theory not associated with a particular field of study with the core content of the program and encompasses a variety of disciplines that provide a strong foundation for a well-rounded education.

Brighton College's online course development is a three-part process, which includes process planning and design; development and implementation; and course delivery and management. Each part consists of several developmental steps, which are followed and adapted to meet and exceed the institution's mission, purpose, goals and objectives, academic and accreditation requirements, and student outcomes. The success of our academic and curriculum practices is based on past practices and current directions of Brighton College to ensure consistent course design and quality assurance practices.

PROGRAMS OF STUDY

PROGRAMS IN HEALTH SCIENCES

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

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

Program	Credit Hours	Estimated Length	Maximum Length
Associate Degree – Health Services Management	60	2 years	3 years
Certificate – Pharmacy Technician	15	6 months	9 months
Certificate – Medical Records Technician	21	8 months	12 months
Certificate – Medical Coding and Billing	22	9 months	14 months
Certificate – Nurse Paralegal	22	10 months	15 months
Certificate – Medical Office Administrative Assistant	20	10 months	15 months

A 6-month extension may be granted if approved for an additional fee of $500. See extension policy for details.

ASSOCIATE DEGREE — HEALTH SERVICES MANAGEMENT

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

Overall Program Outcomes

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

General Education courses are denoted in bold

Courses	Credit Hours
Module 1	
BUS100 Skills for Success	3
ENG201 English Composition	**3**
HSM201 Introduction to Health Services	3
MED102 Essentials of Medical Terminology	3
MED104 Medical Office Procedures**	4
Module 2	
BUS201 Introduction to Business	3
COM110 Communication and Speech	**3**
MED103 Anatomy and Physiology	4
MED201 Medical Law and Ethics	3
PSY201 Introduction to Psychology	**3**
Module 3	
BUS202 Principles of Management*	3
HST200 American History I	**3**
MTH101 Principles of Mathematics*	**3**
MCB101 Medical Coding I **	3
Module 4	
ACC101 Introduction to Accounting**	3
BUS203 Human Resource Management	3
HST201 American History II	**3**
MCB102 Medical Coding II**	3
TRN101 Beginning Medical Transcription **	4
Total Credit Hours:	**60**

** Proctored Exams*

***Student will select one course to be proctored*

General Education

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

Written and Interpersonal Communication	6 credit hours
Social Science	6 credit hours
Psychology	3 credit hours
Mathematics	3 credit hours
Total General Education Requirements	18 credit hours

Upon completion of the general education requirements, students will be able to:

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

CERTIFICATE – PHARMACY TECHNICIAN

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

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

Overall Program Outcomes

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

Pharmacy Technician Certificate Curriculum

Pharmacy Technician Certificate	
Courses	Credit Hours
MED102 Essentials of Medical Terminology	3
MED109 Human Diseases	3
PHM102 Pharmacy Mathematics	3
PHM103 Pharmacy Practice I	3
PHM104 Pharmacy Practice II	3
Total Credit Hours:	15

CERTIFICATE – MEDICAL RECORDS TECHNICIAN

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

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

Overall Program Outcomes

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

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

Medical Records Technician Certificate Curriculum

Medical Records Technician Certificate	
Courses	Credit Hours
MED101 Introduction to Healthcare	1
MED102 Essentials of Medical Terminology	3
MED103 Anatomy and Physiology	4
MED104 Medical Office Procedures	4
MED108 Medical Records	3
MCB101 Medical Coding I	3
MCB102 Medical Coding II	3
Total Credit Hours:	21

CERTIFICATE – MEDICAL CODING AND BILLING

At Brighton College, a leader among online Medical Coding and Billing schools, you will receive the in-depth, high-quality training and coursework you need to sit for your Medical Coding and Billing certification exam and prepare for your new career.

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

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

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

Overall Program Outcomes

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

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

Medical Coding and Billing Certificate Curriculum

Medical Coding and Billing Certificate	
Courses	Credit Hours
MED101 Introduction to Healthcare	1
MED102 Essentials of Medical Terminology	3
MED104 Medical Office Procedures	4
MED103 Anatomy and Physiology	4
MBL101 Medical Billing I	2
MBL102 Medical Billing II	2
MCB101 Medical Coding I	3
MCB102 Medical Coding II	3
Total Credit Hours:	22

CERTIFICATE – MEDICAL OFFICE ADMINISTRATIVE ASSISTANT

Also referred to as medical office secretary or medical office assistant, a medical office administrative assistant will perform routine administrative tasks to help keep the physicians' offices and clinics running efficiently.

Overall Program Outcomes

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

Medical Office Administrative Assistant Certificate Curriculum

Medical Office Administrative Assistant	
Courses	Credit Hours
HSM201 Introduction to Health Services	3
MED102 Essentials of Medical Terminology	3
MED104 Medical Office Procedures	4
MED103 Anatomy and Physiology	4
ACC101 Introduction to Accounting	3
MCB101 Medical Coding I	3
Total Credit Hours:	20

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

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

PROGRAMS IN LEGAL STUDIES

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

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

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

Program	Credit Hours	Estimated Length	Maximum Length
Associate Degree - Paralegal Studies	60	2 years	3 years
Certificate - Paralegal Studies	21	8 months	12 months
Certificate - Nurse Paralegal	22	10 months	15 months

A 6-month extension may be granted if approved for an additional fee of $500. See extension policy for details.

ASSOCIATE DEGREE — PARALEGAL STUDIES

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

Overall Program Outcomes

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

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

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

Associate of Paralegal Studies Degree Curriculum

Associate of Paralegal Studies Degree Courses	
Core Courses (Required)	Credit Hours
LGS100 Paralegal Today	3
LGS108 Legal Research	3
LGS208 Legal Analysis and Writing	3
LGS110 Litigation and Trial Practice*	3
LGS200 Administrative Law	3
LGS206 Business Organizations	3
LGS204 Real Property	3
LGS103 Criminal Law	3
LGS301 Torts: Personal Injury Litigation	3
LGS107 Contracts	3
Specialty Courses (Choose 15 Credit Hours)**	
LGS102 Domestic Relations	3
LGS106 Trusts, Wills, and Estate Administration	3
LGS201 Immigration Law	3
LGS202 Environmental Law	3

LGS203 Intellectual Property	3
LGS207 Bankruptcy Law	3
LGS205 Social Security Disability	3
General Education Courses (Required)	
ENG201 English Composition	3
COM110 Communications and Speech	3
BUS202 Principles of Management	3
MTH101 Principles of Mathematics*	3
PSY201 Psychology	3
Core Program	**30**
Specialty Courses	**15**
General Education	**15**
Total Credit	**60**

** Proctored Exams*
***Student will select one course to be proctored*

General Education

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

- English
- Communications and Speech
- Principles of Management
- Principles of Mathematics
- Psychology

Upon completion of the general education requirements, students will be able to:

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

CERTIFICATE — PARALEGAL STUDIES

The Paralegal Studies Certificate program provides a foundation in legal studies. Upon successful completion of the Paralegal Studies Certificate program, you will be able to use research tools and techniques necessary to find laws, rules and regulations, prepare professional legal documents, establish case files, interview experts or witnesses, carry out investigations and demonstrate a broad knowledge of litigation practice, law, and procedure.

This Paralegal Studies Certificate program is not a degree level program. The courses completed within this program earn college credit and may be eligible to transfer into the Associate of Paralegal Studies degree program at Brighton College. The objective of the Paralegal Studies Certificate program is to prepare students for a career as a paralegal. Students enrolling in the Certificate program may already have a bachelor's degree and want to expand their career opportunity or want to change careers altogether.

Overall Program Outcomes

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

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

Paralegal Studies Certificate Curriculum

Certificate in Paralegal Studies Courses	
Core Courses (Required)	Credit Hours
LGS100 Paralegal Today	3
LGS108 Legal Research	3
LGS208 Legal Analysis and Writing	3
LGS110 Litigation and Trial Practice	3
LGS206 Business Organizations	3
LGS301 Torts: Personal Injury Litigation	3
LGS107 Contracts	3
Total Credits	21

CERTIFICATE – NURSE PARALEGAL

The Nurse Paralegal Certificate program provides a foundation in legal studies to professionals that possess the following credentials, L.P.N, R.N., B.S.N or M.D., who wish to expand their professional career by being involved in the legal field. In fact, a Nurse Paralegal is an asset in both the medical and legal work environment, or any legal setting where medical expertise is necessary to interview clients, prepare professional legal documents, establish case files, interview experts or witnesses related to a medical case.

Upon successful completion of the Nurse Paralegal Certificate program, students will be able to use research tools and techniques necessary to find laws, rules and regulations, prepare professional legal documents, establish case files, interview experts or witnesses, carry out investigations under the supervision of an attorney, and demonstrate a broad knowledge of litigation practice, law, and procedure, and the application of health care law and ethics. A Nurse Paralegal shall not engage in the unauthorized practice of law, or offering services to individual clients. In fact, only an attorney is authorized to offer said services to the public. This Nurse Paralegal Certificate program is not a degree level program. The courses completed within this program earn college credit and may be eligible to transfer into the Associate of Paralegal Studies degree program at Brighton College.

Program Objectives

- Identify primary and secondary sources of law, and legal issues in a case
- Demonstrate proficiency in the use of research tools, and techniques necessary to find the law
- Describe the legal system, the legal principles, the legal analysis process, the rule of law, and the litigation process
- Apply problem-solving and critical analytical skill, with the context of identifying issues in a case, the rule of law, its application, and the use of counterarguments and conclusions
- Evaluate and prepare professional legal documents, establish case files, and interview expert witnesses
- Demonstrate knowledge of the principles of medical ethics and proficiently access, locate, and research the law by both traditional and electronic methods
- Recognize the Nurse Paralegal's role in identifying cases involving negligence, product liability, torts and criminal litigation

The objective of the Nurse Paralegal Certificate program is to prepare students for a career in a law firm, insurance company, government agency, or a hospital that is seeking qualified personnel familiar with both the medical field and the law. Students enrolling in the Certificate program may already have an associate's or a bachelor's degree and want to expand their career opportunity or want to change careers altogether. The required documentation/transcripts will be required at the time of enrollment.

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

Nurse Paralegal Certificate Curriculum

Nurse Paralegal Certificate	
Foundation Legal Courses	Credit Hours
LGS100 Paralegal Today	3
LGS108 Legal Research	3
LGS208 Legal Analysis and Writing	3
LGS110 Litigation and Trial Practice	3
LGS301 Torts: Personal Injury Litigation	3
MED201 Medical Law and Ethics	3
LNC201 Legal Nurse Principles	4
Total Credits	22

Admission Requirements – Nurse Paralegal Certificate Program

In addition to the general admissions requirements stated in this catalog, Nurse Paralegal program candidates must submit transcripts from an LPN state approved program, an LPN license from the National Council Licensure Examination (NCLEX-PN), and one year of working experience under the supervision of a RN or MD.

PROGRAMS IN BUSINESS

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

Program	Credit Hours	Estimated Length	Maximum Length
Associate Degree – Business Management	60	2 years	3 years
Customer Support Representative	24	1 year	15 months
Business Accounting Clerk	21	1 year	15 months

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

ASSOCIATE DEGREE — BUSINESS MANAGEMENT

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

Discipline-Specific Program Outcomes

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

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

Associate of Science in Business Management Curriculum

Associate Degree in Business Management	Credits
Core Courses (Required)	
BUS100 Skills for Success	3
ACC114 Accounting I	3
BUS201 Introduction to Business*	3
BUS202 Principles of Management	3
MKT120 Marketing and Distribution Principles	3
BUS203 Human Resource Management	3
ECO210 Microeconomics	3
ECO220 Macroeconomics	3
BST200 Business Statistics	3
BIS204 Business Information Systems	3
Specialty Career Focus Courses (Choose 12 Credit Hours)**	
ACT118 Accounting II	3
ACT220 Managerial Accounting	3

BIT205 Software Applications	3
BLAW210 Business Law	3
BLAW220 Cyberlaw	3
BUS210 Global Business	3
COM110 Communications and Speech	3
TBS114 Selling Techniques	3
TBS221 Consumer Behavior	3
TBS260 Advanced Selling Techniques	3
SMC270 Social Media Marketing Concepts	3
TBS285 Customer Service	3
TBS290 Negotiation Strategies	3
General Education Courses (Required)	
COM111 Business Communications	3
ENG101 Business English	3
HST200 American History I	3
HST201 American History II	3
MTH101 Principles of Mathematics*	3
PSY201 Introduction to Psychology	3
Core Program	**30**
Specialty Career Focus Courses	**12**
General Education	**18**
Total Credit	**60**

General Education

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

- English
- Communications
- American History
- Mathematics
- Psychology

Upon completion of the general education requirements, students will be able to:

- Demonstrate college-level writing utilizing proper grammar, editing, and usage skills vital to successful written business communication
- Communicate effectively, reflect critically, problem solve logically, and apply these skills to achieve personal and professional growth

** Proctored Exams **Student will select one course to be proctored*

- Reflect critically on the impact of historical and contemporary events on society
- Apply quantitative information and problem-solving skills to arrive at reasoned decisions
- Critically evaluate the impact on society of individual and group behavior

CERTIFICATE — BUSINESS ACCOUNTING CLERK

The objective of this program is to prepare students with the knowledge, technical skills, and sound business accounting principles to pursue entry level/accounting support positions such as account receivables clerks, payable clerks and payroll clerks. Graduates may seek positions in such industries as service, retail, manufacturing, insurance, finance, telecommunications, and banking. Business accounting clerks work closely with bookkeepers and accountants, whose daily responsibilities will allow graduates to maintain daily financial operations, prepare and update financial statements and check financial records for accuracy.

Overall Program Outcomes

- Apply accounting principles and information in conformity with Generally Accepted Accounting Principles (GAAP) to organizational environments
- Recognize ethical accounting issues and practices in various business settings
- Use accounting and financial information for accurate analysis and reporting
- Interpret and communicate business accounting terminology to supervisors, vendors, suppliers, and customers.

Business Accounting Clerk Certificate Curriculum

Business Accounting Clerk Certificate	
Course	Credit Hours
ACC101 Introduction to Accounting	3
ACC114 Accounting I	3
BUS201 Introduction to Business	3
ECO210 Microeconomics	3
ECO220 Macroeconomics	3
ACT118 Accounting II	3
ACT220 Managerial Accounting	3
Total Credit Hours:	21

Business accounting clerks work in offices; however, at times they may work for multiple firms and conduct site visits to their clients' places of business. They often work alone, but sometimes they collaborate with accountants and managers, and depending on the size of the organization, they may work with bookkeeping, accounting, and auditing clerks from other departments.

CERTIFICATE — CUSTOMER SUPPORT REPRESENTATIVE

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

Overall Program Outcomes

Upon completing this program students will learn to:

- Define and apply marketing and distribution principles
- Describe consumer buying behavior
- Communicate effectively with various audiences, thus identifying stakeholder needs
- Identify situational changes when dealing with consumers and apply problem-solving and critical thinking skills to achieve superior customer service
- Apply and determine professional selling techniques
- Apply customer service techniques required in today's business environment in order to sell and service products, systems, or services
- Identify and use the appropriate technology to aid the implementation of sales and service

Courses for the Customer Support Representative Certificate	
Course	Credit Hours
COM110 Communication and Speech	3
MKT120 Marketing and Distribution Principles	3
TBS114 Selling Techniques	3
TBS221 Consumer Behavior	3
TBS285 Customer Service	3
SMC270 Social Media Marketing Concepts	3
TBS260 Advanced Selling Techniques	3
TBS290 Negotiation Strategies	3
Total Credit Hours:	24

PROGRAMS IN INFORMATION TECHNOLOGY

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

- All courses in this program are graded on a pass/fail system, and each element of each module must be completed with a satisfactory score to receive a passing grade.
- Passing percentages are:
  - » Online Expert Coursework – a score of 80% or greater on each session post-test
  - » Simulated exams/simulators – a score of 90% or greater

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

Program	Credit Hours	Estimated Length	Maximum Length
Certificate – CompTIA (Computer Technology Industry Association)	34	13 months	20 months
CompTIA A+ Certificate	13	7 months	10 months
CompTIA Network+ Certificate	10	6 months	9 months
CompTIA Security+ Certificate	11	6 months	9 months
Certificate – CISCO	31	12 months	18 months
Certificate – Advanced Security Practitioner (ASP)	13	5 months	8 months
Certificate – Certified Information Systems Security Practitioner (CISSP)	21	8 months	12 months

COMPTIA CERTIFICATE PROGRAM

Overall Program Outcomes

Students who successfully complete this program will be able to:

- Demonstrate proper BIOS configuration, including boot sequences
- Describe different hardware components with speeds and compatibility
- Identify different communication protocols with their uses and limitations
- Demonstrate proficiency in troubleshooting using the OSI model
- Demonstrate in a given scenario how to troubleshoot common router and switch problems
- Compare and contrast different LAN and WLAN technologies
- Explain different methods and rationales for network performance optimization

- Categorize standard connector types based on network media
- Recognize a variety of attack strategies and how to defeat them
- Differentiate multiple methods of intrusion detection and have the ability to explain how each one conceptually works
- Demonstrate the ability to identify and explain the different types of cryptographic algorithms

CompTIA Certificate Program Curriculum

Course Code	Course Title	Credit Hours
TCH100	CompTIA A+ Part I	6
TCH200	CompTIA A+ Part II	7
TCH110	CompTIA Network+ Part I	5
TCH210	CompTIA Network+ Part II	5
TCH130	CompTIA Security+ Part I	5
TCH230	CompTIA Security+ Part II	6
Total Credit Hours:		34

CISCO CERTIFICATE PROGRAM

Overall Program Outcomes

Students who successfully complete this program will be able to:

- Demonstrate an understanding of basic topologies (examples include Bus, Star, Ring and Mesh)
- Differentiate Data Link and Network Addresses
- Understand how to translate logical addresses into physical addresses
- Know the differences between the protocols TCP/IP, IPX, and AppleTalk
- Explain the 3 basic services of the Application Layer
- Compare and contrast LAPB and HDLC (Cisco Proprietary)
- Demonstrate an understanding of the 5 basic dialer map steps for configuring DDR
- Demonstrate the relationship between access lists and packet control
- Describe the features of TACACS+ and RADIUS AAA protocols
- Describe how to prevent Layer 2 attacks by configuring basic Catalyst switch security features
- Describe the building blocks of IPSec and the security functions it provides
- Implement Zone Based Firewall using SDM

Cisco Certificate Program Curriculum

Cisco Certificate Courses		
Course Code	Course Title	Credit Hours
CIS100	Cisco Certified Entry Networking Technician (CCENT) Part I	4
CIS200	Cisco Certified Entry Networking Technician (CCENT) Part II	5
CIS110	Cisco Certified Network Associate (CCNA) Part I	5
CIS210	Cisco Certified Network Associate (CCNA) Part II	5
CIS130	Implementing Cisco IOS Network Security (IINS) Part I	6
CIS230	Implementing Cisco IOS Network Security (IINS) Part II	6
Total Credit Hours:		31

ADVANCED SECURITY PRACTITIONER CERTIFICATE PROGRAM

Overall Program Outcomes

Students who successfully complete this program will be able to:

- Distinguish which cryptographic tools and techniques are appropriate for a given situation
- Explain the security implications of enterprise storage
- Explain the importance of application security
- Analyze the security risk implications associated with business decisions
- Implement security and privacy policies and procedures based on organizational requirements
- Carry out relevant analysis for the purpose of securing the enterprise
- Explain advanced authentication tools, techniques and concepts
- Adapt solutions to address emerging threats and security trends
- Use judgment to solve difficult problems that do not have a best solution
- Support legal compliance and advocacy by partnering with HR, legal, management and other entities

Advanced Security Practitioner Certificate Program Curriculum

Advanced Security Practitioner Courses		
Course Code	Course Title	Credit Hours
ASP100	CompTIA Advanced Security Practitioner (CASP) Part I	6
ASP200	CompTIA Advanced Security Practitioner (CASP) Part II	7
Total Credit Hours:		13

CISSP CERTIFICATE PROGRAM

Students who successfully complete this program will be able to:

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

CISSP Curriculum

CISSP Courses		
Course Code	Course Title	Credit Hours
ISP100	Certified Information Systems Security Professional (CISSP) Part I	5
ISP105	Certified Information Systems Security Professional (CISSP) Part II	5
ISP200	Certified Information Systems Security Professional (CISSP) Part III	5
ISP205	Certified Information Systems Security Professional (CISSP) Part IV	6
Total Credit Hours:		21

FUNDAMENTALS OF DIGITAL LITERACY

The IC3 is a digital literacy program. It covers what most anyone in the workplace should know about computers. Topics include computer terminology, light troubleshooting, safe online practices, entry level Microsoft Office, and what cloud services are and how to use them.

Why it matters: In a tight job market, being able to prove one's computer skills will help the individual to stand out from the others who can only say they have computer skills. The IC3 is recognized in over 50 countries and the certification is ACE recommended to convert to college credit. This program can also be used to help evaluate those who wish to pursue a career in IT.

The IC3 GS5 course with approximately 11 hours of instructive video, interactive labs, pre-tests/posttests, MasterExam test prep, three exam vouchers, and three retake vouchers.

Program Outcomes

Students who successfully complete this class with be able to navigate and configure basic settings on their computer, including basic troubleshooting and system maintenance. They will also be introduces to common office software, Internet sites, and learn the core elements of "living online" and computer safety / best practices.

Fundamentals of Digital Literacy Courses			
Course Code	Course Title	Tuition	Clock Hours
IC3 GS5	Fundamentals of Digital Literacy	$550.00	75

Computer Requirements

Although the system will run on either the PC or Mac platforms, it is HIGHLY recommended that each student have access to and use a Windows based PC computer. Some students who are in our web and graphic programs may wish to use a Mac OS computer and that is permitted. These students should note that if they are to get Microsoft Office certifications, they will be required to do the courseware and preparation programs on a PC based system as that is the only platform that is supported for those programs.

Workstation Hardware Requirements

- 1 GHz processor
- 1 GB RAM
- 200 MB free disk space
- 4 MB VRAM, 16-bit color, and 800 x 600 resolution
- Headphones or speakers

Workstation Software Requirements

- Windows 7, 8.x, or 10
- Internet Explorer 8+
- Adobe Flash Player 10.0
- Windows Media Player 9 and Java Virtual Machine (both apply to legacy courses only)
- .NET Framework: .NET Framework 4.0 or newer
- MS Office Software: For MS Office Practice Tests - Full installation of the version of MS Office that you will be testing with, 2016 or Office 365.
- Internet: GMetrix requires a high-speed Internet connection.
- Adobe Flash Player: Current version.

MICROSOFT OFFICE SPECIALIST BUNDLE (MOS)

Included in the Microsoft Office Specialist Bundle is Word, Excel, PowerPoint, and Outlook courses with approximately 43 hours of instructive video, interactive labs, pre-tests/post-tests, student workbook, interactive test prep program, and four Microsoft Office exam vouchers with retake option.

Note: We encourage individuals to certify at the specialist level in Word, Excel, PowerPoint, and Outlook. It is required that a student owns/has access to the software for the version of Microsoft Office they are certifying in. The software can be purchased through Brighton College for an additional $350.00.

Overall Program Outcomes

- Individuals will establish their ability to perform several Word tasks, such as creating and managing documents, formatting text, paragraphs and sections, creating tables and lists, applying references and inserting and formatting objects.
- The straightforward Word evaluation challenges individuals to complete a comprehensive project that depicts real-world functionality with project and standards-based outcome testing.
- Our cutting-edge Excel certification program gives individuals practical, performance-based scenarios to gauge their real-world capabilities with project and standards-based outcome testing.
- Individuals will demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects.
- Our cutting-edge Excel certification program gives individuals practical, performance-based scenarios to gauge their real-world capabilities with project and standards-based outcome testing.
- Individuals will demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects.
- Individuals will expand and prove technical skills by demonstrating how to customize the Outlook user interface format message content, create or insert graphic elements, and send and respond to emails and meeting requests. They can also manage and share multiple calendars, schedule meetings and appointments, create contact records and tasks, and set up contact groups to facilitate communication with other Outlook users.

Microsoft Office Bundle	
Description	Clock Hours
Word	120 Clock Hours
Excel	160 Clock Hours
PowerPoint	100 Clock Hours
Outlook	100 Clock Hours

Certification

Tuition:	$2200.00
Resource Fee:	$200.00
Tuition and Fees:	$2400.00

MICROSOFT OFFICE SPECIALIST BUNDLE (MOS) INDIVIDUAL COURSES

Included in the Microsoft Office Specialist Bundle is Word, Excel, PowerPoint, and Outlook courses with approximately 43 hours of instructive video, interactive labs, pre-tests/post-tests, student workbook, interactive test prep program, and four Microsoft Office exam vouchers with retake option.

MICROSOFT OFFICE WORD

If you are working toward becoming career-ready you must have a working knowledge of Word 2016. This course will prepare you for understanding the basic concepts of Microsoft Word and build on those ideas to help you master this program. This course will teach you how to create and manage documents, and format text, paragraphs, and sections. This course will also help you study and prepare to take the Microsoft Word 77-725 Certification exam.

Individual Program Outcomes

- Individuals will establish their ability to perform a number of Word tasks, such as creating and managing documents, formatting text, paragraphs and sections, creating tables and lists, applying references and inserting and formatting objects.
- The straightforward Word evaluation challenges individuals to complete a comprehensive project that depicts real-world functionality with project and standards-based outcome testing.

Microsoft Office Bundle Word	
Course Code	Clock Hours
Word	120

Certification: Microsoft Word 77-725 Certification exam

Tuition: $550.00

MICROSOFT OFFICE EXCEL

Having the ability to use Excel in the workplace is an absolute must for those who will need to run calculations, create lists, and tables. The course will prepare the student to work in everything from the most basic Excel skills to the more advanced formulas and data handling techniques. This course will also help you study and prepare to take the Microsoft's Excel 77-727 Certification exam.

Individual Program Outcomes

Our cutting-edge Excel certification program gives individuals practical, performance-based scenarios to gauge their real-world capabilities with project and standards-based outcome testing.

Individuals will demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects.

Microsoft Office Bundle Excel	
Course Code	Clock Hours
Word	160

Certification: Microsoft Excel 77-727 Certification exam

Tuition: $600.00

MICROSOFT OFFICE POWERPOINT

If you have the desire to be successful in the business world, a working knowledge of PowerPoint 2016 is a must. This course will prepare students to create and manage presentations, insert and format shapes and slides, apply transitions, and how to use the new screen recording feature. This course will also help you study and prepare to take the Microsoft's PowerPoint 77-729 Certification exam.

Individual Program Outcomes

Individuals who complete the program will be able to demonstrate their ability to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations.

The unique benefit for individuals looking to take the new PowerPoint exam is the comprehensive, project-based testing format. This requires individuals to complete a project that depicts real-world functionality with project and standards-based outcome testing.

Microsoft Office Bundle PowerPoint	
Course Code	Clock Hours
Word	100

Certification: Microsoft's PowerPoint 77-729 Certification exam
Tuition: $525.00

MICROSOFT OFFICE OUTLOOK

In this course, students will be taken through what is needed to become proficient and efficient in Outlook 2016, the personal information management tool in Microsoft Office. Specific topics include: email, calendar, contacts, tasks, and notes. The course will also prepare you to take exam 77-731, the Microsoft Office Specialist exam for Outlook 2016.

Individual Program Outcomes

Individuals will expand and prove technical skills by demonstrating how to customize the Outlook user interface format message content, create or insert graphic elements, and send and respond to emails and meeting requests. They can also manage and share multiple calendars, schedule meetings and appointments, create contact records and tasks, and set up contact groups to facilitate communication with other Outlook users.

Microsoft Office Bundle Outlook	
Course Code	Clock Hours
Word	100

Certification: Microsoft's Outlook 77-731 Certification exam.
Tuition: $525.00

Computer Requirements

Although the system will run on either the PC or Mac platforms, it is HIGHLY recommended that each student have access to and use a Windows based PC computer. Some students who are in our web and graphic programs may wish to use a Mac OS computer and that is permitted. These students should note that if they are to get

Microsoft Office certifications, they will be required to do the courseware and preparation programs on a PC based system as that is the only platform that is supported for those programs.

Workstation Hardware Requirements

- 1 GHz processor
- 1 GB RAM
- 200 MB free disk space
- 4 MB VRAM, 16-bit color, and 800 x 600 resolution
- Headphones or speakers

Workstation Software Requirements

- Windows 7, 8.x, or 10
- Internet Explorer 8+
- Adobe Flash Player 10.0
- Windows Media Player 9 and Java Virtual Machine (both apply to legacy courses only)
- .NET Framework: .NET Framework 4.0 or newer
- MS Office Software: For MS Office Practice Tests - Full installation of the version of MS Office that you will be testing with, 2016 or Office 365.
- Internet: GMetrix requires a high-speed internet connection.
- Adobe Flash Player: Current version.

COURSE DESCRIPTIONS

ACC101 Introduction to Accounting (3 credit hours) – This course is an introduction to accounting that provides an overview of the fundamental principles used by corporations to record financial transactions. It includes key terms used by accounting professionals and covers the following topics: the accounting equation, financial statements, recording of business transactions, trading business vs. service business, accounting journals, special controls for accounting for cash, accounts receivable and accounts payable, business assets, inventories, payroll and financial statements for partnership and corporate forms of organizations. Prerequisite: MTH101.

ACC114 Accounting I (3 credit hours) – This course focuses on financial accounting and reporting. Topics covered include accounting terminology and concepts, analyzing transactions, the double-entry framework, journalizing and posting transactions, adjusting entries, depreciation methods, tax and payroll requirements, financial statements and statements of cash flow. Prerequisite: MTH101.

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

ACT220 Managerial Accounting (3 credit hours) – This course gives an overview of managerial accounting. Students will develop a functional knowledge of basic managerial accounting principles. Topics include product costing: manufacturing processes, cost terminology, and cost flows; job costing, process costing, and operations costing; activity-based costing; cost behavior; cost-volume-profit analysis; relevant costs and product planning decisions; long-term (capital investment) decisions; the use of budgets in planning and decision-making; variance analysis—a tool for cost control and performance evaluation; decentralization, performance evaluation, and the balanced scorecard; financial statement analysis and the statement of cash flows. Prerequisites: ACC114 and ACC118.

ASP100 CompTIA Advanced Security Practitioner (CASP) Part I (6 credit hours) – This course introduces the standard, which forms the basis of this two-part class, and covers the technical knowledge and skills required to conceptualize, design, and engineer secure solutions across complex enterprise environments. CASP is an international, vendor-neutral standard that proves competency in enterprise security; risk management; research and analysis; and integration of computing, communications, and business disciplines.

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

BIS204 Business Information Systems (3 credit hours) – This course introduces students to the techniques and tools of management information systems. In today's business environment, information systems and the strategies for managing them change quickly. Coverage is given to the latest information technologies, practices, and trends. Real-world examples and case studies provide students the skills and knowledge that are easily transferable to the business world.

BIT205 Software Applications (3 credit hours) – This course provides an overview of microcomputer applications including a brief introduction to computer concepts, computer operating systems, software and

hardware. It introduces the student to word processing, spreadsheets, the Internet, graphics, and database software. Included is the creation of web pages, integration of the applications, and hands-on introduction to Microsoft Windows commands, files, features, and functions. Prerequisite: BIS 204.

BLAW210 Business Law (3 credit hours) – This course traces the history and development of the judicial system and the social and legal environment of business. Principles of business legal ethics and corporate social responsibilities, government regulation of business, securities law, consumer protection law, labor law, employment law, and environmental law are discussed and analyzed through use of cases and problems. Prerequisite: BIS204.

BLAW220 Cyberlaw (3 credit hours) – This course introduces students to abuses in cyberspace, the effect it has on businesses, and how businesses can protect themselves. Topics include jurisdiction and venue in cyberspace, copyright law in the digital age, trademarks in e-commerce, patents and trade secrets in the information age, e-commerce and online contracts, online tax-related issues, cybercrimes, tort law in cyberspace, regulating online speech, constitutional and statutory privacy. Prerequisite: BIS204.

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

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

BUS102 Career Exploration (3 credit hours) – This course gives an introduction to the world of work covering labor market information, career planning, job search techniques, resume preparation, interviewing skills, questions, and correspondence. As students complete their program of study and prepare to search for a position in their new career, this course will solidify their career goals and career planning techniques.

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

BUS202 Principles of Management (3 credit hours) – This course involves the study of management theory and applications related to the manager's role in a global business environment. The topics include strategic planning, organizational structure and design, ethics and social responsibility, motivating employee performance, decision-making, and the nature of leadership. Prerequisite: BUS201.

BUS203 Human Resource Management (3 credit hours) – This course is an overview of the study of human resource management issues and skills needed for effective performance by managers and employees. The focus of the course is on recruiting, performance management, training and development, disciplining employees, compensation, incentives and rewards, career planning and employee benefits. Prerequisite: BUS201.

BUS210 Global Business (3 credit hours) – This course considers the objectives and strategies of international business in the context of global competition. It introduces a framework for students to understand strategies in the global marketplace. Prerequisite: BIS204.

CIS100 Cisco Certified Entry Networking Technician (CCENT) Part I (4 credit hours) – The CCENT courses provide the student with the knowledge and ability to install, operate and troubleshoot a small enterprise branch network, including basic network security. Students will learn the skills required for entry level network support positions—the starting point for many successful careers in computer networking. This course introduces

the standard that covers networking fundamentals, WAN technologies, basic security and wireless concepts, routing and switching fundamentals, and configuring simple networks. CCENT is the first step toward achieving CCNA, which covers medium-size enterprise branch networks with more complex connections.

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

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

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

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

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

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

COM111 Business Communications (3 credit hours) – In this course, you will discover what communication is and how it occurs. You will also learn about behavioral theories, effective spoken and written communication, how to prepare a written message, how to deliver good, neutral, and bad news and persuasive messages, how to understand the report process and research methods, how to manage dates and use graphics, how to organize and prepare reports or proposals, how to design and deliver business presentations, how to prepare resumes and application messages, how to interview for a job, and how to prepare employment messages.

COM201 Interpersonal Communications (3 credit hours) – The Interpersonal Communications course offers unparalleled opportunities for learning. Healthy interpersonal relationships are central to our happiness and well-being, and effective communication is critical to good relationships. Thus, this course, pertains directly and immediately to the lives of students. The introductory course is designed in interpersonal communication to inspire the interest of how to communicate more effectively in both personal and professional relationships. In covering nonverbal behaviors, perception, listening, and friendship, this represents the views, values, and communication practices of a variety of people with differing backgrounds and world views.

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

ECO220 Macroeconomics (3 credit hours) – This course provides an introduction to macroeconomics. The course steps back to consider the big picture—the performance of the economy as a whole, as reflected by such measures as total production, employment, the price level, and economic growth. Students connect their life experiences to key macroeconomic concepts. Topics include fundamentals of macroeconomics, fiscal and monetary policy, and the international setting. Prerequisite: ECO210.

ENG101 Business English (3 credit hours) – This course is a comprehensive study covering grammar, editing, writing, and usage skills vital to successful written communication. The course is designed to assist students with the mechanics of writing and to improve their ability to write clearly.

ENG201 English Composition (3 credit hours) – This course is designed to develop the student's ability to write clearly. Emphasis is on effective writing and revising techniques including purpose, organization, and mechanics. Various modes and strategies of descriptive, narrative, and illustrative essays are covered. The course culminates with a research paper.

HSM201 Introduction to Health Services (3 credit hours) – This course is an introduction to the organization, structure, and operation of the nation's healthcare system, which will help the student identify more effectively the present and future role as consumer, provider, manager, decision maker, and analyst. For over 50 years, the United States has faced a healthcare crisis, while struggling with the fundamental goals of providing cost-effective, high-quality care to all Americans. In the process, political, economic, and socially acceptable answers continue to be debated. These unresolved issues will serve as a learning platform in the student's future challenges, as well as in this class. In addition, the class examines an overview of the healthcare system, causes and characteristics of health service utilization, nature of wellness and disease, individual provider settings, financial and nonfinancial resources used and needed, measurement of quality of care, and current issues in delivery.

HST200 American History I (3 credit hours) – This course is a survey of United States History from our beginnings as a nation until 1877.

HST201 American History II (3 credit hours) – This course is a survey of United States history since 1877, focusing on the social, political, and historical forces that have shaped the country. Prerequisite: HST 200.

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

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

ISP200 Certified Information Systems Security Professional (CISSP) Part III (5 credit hours) – This course continues to expand on information assurance knowledge and covers topics related to two CISSP domains:

Business Continuity and Disaster Recovery Planning, and Legal, Regulations, Investigations, and Compliance. Prerequisite: ISP105.

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

LGS100 Paralegal Today (3 Credit hours) – This course is the core of the paralegal program. Students will learn the past, present, and future of the paralegal profession, including the paralegal defined, educational options, techniques for marketing skills, and career opportunities. Instruction on ethics and professional responsibility, the organizational structure of the legal workplace, and office culture and politics will prepare students for the challenges of today's paralegal. Students receive a formal introduction to law by examining sources of American law, the court system and alternative dispute resolution, substantive law in its various forms, as well as administrative law and government regulation. Legal procedures and advanced skills involving civil litigation and trial procedures, criminal law, conducting interviews and investigations, using primary and secondary sources to legal research, the emerging technology of computer-assisted legal research, in addition to legal analysis and writing, provide valuable insight and a solid foundation for the future legal assistant.

LGS102 Domestic Relations (3 Credit hours) – This course prepares paralegal students for the area of family law. Students are introduced to the legal principles and processes involved in the law of marriage, divorce, separation, support, custody and visitation, annulment and adoption, and tax consequences of separation and divorce. Students learn to draft common agreements, pleadings, and other documents applicable to these topics.

LGS103 Criminal Law (3 Credit hours) – This course explores the general principles of criminal liability, the defenses to criminal liability, and the elements of crimes against persons, property, and society, while it encourages critical thinking about these topics. Special emphasis is given to both the law and the procedural aspects of criminal justice.

LGS106 Trusts, Wills, and Estate Administration (3 Credit hours) – This course focuses on the basics of property law and its application to the main theme of wills, trusts, and estate administration. The laws that govern construction and administration of wills and trusts are covered in detail along with the roles of various participants in the process. Students will learn to develop an estate plan to dispose of assets and diminish or eliminate estate taxes through the effective use of wills and trusts. Ethics is addressed to prepare the paralegal student for the necessity to adhere to a prescribed set of rules and guidelines that will apply to their work.

LGS107 Contracts (3 Credit hours) – This course provides paralegal students with a well-organized, functional approach to the law of contracts. Paralegal students learn an approach for analyzing contract problems that they will need for their professional assignments. Topics include the type of law to apply to contract transactions, when a contract is formed, when it is enforceable, a plaintiff's allegation of breach, a defendant response to an allegation of breach, and the remedies available for a breach of contract.

LGS108 Legal Research (3 Credit hours) – This course is designed to teach the fundamentals of Legal Research. The student will learn research tools and techniques necessary to find the actual law, but also how to use the various secondary materials, which assist in the research process. Some of the topics covered are case reporters, digests, codes, annotated codes, annotated reporters, citators, loose-leaf services, legal encyclopedias, treatises, and computerized research services.

LGS110 Litigation and Trial Practice (3 Credit hours) – This course provides comprehensive coverage of the civil litigation practice for legal experts and paralegals. It provides detailed information on the litigation process from the pre-suit investigation to the appeal. Special emphasis is made on the role of the lawyer and those responsibilities that may be delegated to the legal assistant or legal expert. Attention is given to litigation principles, lawyer and client relationship and ethics, gathering evidence, deposition, preparation for a civil trial, structure of a civil trial, judgments, and appeals.

LGS200 Administrative Law (3 Credit hours) – The continuing growth of administrative law and regulations make this course fundamental and essential to students of paralegal programs. The course covers the delegation of authority to agencies, legislation oversight, judicial review, disclosure of information, the administrative process, procedural due process, formal adjudication, rules and rulemaking, obtaining judicial review, etc.

LGS201 Immigration Law (3 Credit hours) – This course covers the law of immigration and the changes that have taken place in immigration law since September 11, 2001. It walks the student through the entire background, process, and tools essential for a legal professional's mastery of immigration law.

LGS202 Environmental Law (3 Credit hours) – An increasing demand for understanding environmental law and policy issues exists today. From the history of environmental law, to the ethics and issues underlying policy making, this course provides an overview of the role other areas of law play in the development and implementation of these policies. Students will receive an introduction to law and the legal system including court structure and civil procedure. They will learn principles of American property law and examine common law theories and remedies for environmental harms and liabilities, as well as land use and regulation and constitutional issues in environmental regulation.

LGS203 Intellectual Property (3 Credit hours) – This course covers four fields of intellectual property law: trademarks, copyrights, patents, and trade secrets. It covers topics such as the duration of rights, protection from infringement, and new and international developments in each field.

LGS204 Real Property (3 Credit hours) – This course is directed toward the training and practice of legal assistants in the area of modern real estate transactions. Topics covered are property ownership, surveys and legal descriptions of real property, easements, contract forms and standard provisions found in real estate contracts, deeds, real estate finance, real estate lending, mortgages and foreclosures, title examinations and title insurance, real estate closings, condominiums, cooperatives and time-shares, and residential and commercial leases.

LGS205 Social Security Disability (3 Credit hours) – This course provides insight to the disability appeals process and complex administrative procedures that ultimately appear before a federal administrative law judge. Students will learn to understand and apply key legal issues in the successful representation of clients before the Social Security Administration generally, and the Office of Hearing and Appeals specifically.

LGS206 Business Organizations (3 Credit hours) – This course prepares paralegal students for the practical aspects of the law of business organizations. It covers all issues that are typically encountered in working with business clients. Topics include the types of business organizations, formation of a corporation, corporate financial structure, employment and compensation, and operating and maintaining business entities.

LGS207 Bankruptcy (3 Credit hours) – This course gives a brief history of bankruptcy law, research aids, alternatives to bankruptcy, a discussion of the role of the various parties involved in the bankruptcy process, and an overview concerning eligibility and the selection of the appropriate bankruptcy chapter under which a bankruptcy should be filed. Emphasis is placed on the paralegal's role in the fact gathering process and the interface with clients.

LGS208 Legal Analysis and Writing (3 Credit hours) – This comprehensive course provides the student with in-depth knowledge of the fundamentals of legal analysis and writing. Students will first examine an overview of the legal system, including analytic principles and the legal process. They will learn the specifics of legal analysis, including statutory analysis, case law and briefing, identifying and stating the issue, case application, and counter analysis. Emphasis on application of these key principles in legal writing will allow students to prepare interoffice memorandums, court briefs, and general legal correspondence.

LGS301 Torts: Personal Injury Litigation (3 Credit hours) – This course explores civil wrongs, and studies will illustrate and explain the different types of tort recoveries that are allowed by law. Students learn the elements required to prove each tort, and defenses that may be posed, and a step-by-step strategy for the preparation and settlement for each type of action. Topics include tort theory based upon negligence, products liability, libel, slander, and malpractice.

LNC201 Nurse Paralegal Principles (4 credit hours) – This core course includes in-depth coverage on topics on the legal nurse paralegal's role. Topics include professional negligence, product liability, toxic tort, criminal litigation, life care planning and damage assessment, the nurse as expert witness, working with experts, preparation for and evaluation of deposition and trial testimony, medical records and case analysis, medical literature research, client interviews and communication, independent medical examinations, discovery/disclosure, alternative dispute resolution and mediation, trial preparation and trial practice, and the legal nurse consultant's role in the insurance industry and in risk management. The course includes guidance on business principles for the legal nurse consultant: ethics, professionalism, and standard practices.

LNC202 Legal Nurse Consulting Practices (4 credit hours) – This course is a continuation of LNC 201, the course serves as a foundation for nurses serving as expert witnesses for a firm or as an independent LNC. In addition, the course explores the important role of the LNC in criminal cases, health care risk management, as a case manager, and in the insurance industry. Further, the course analyzes various methods of preparation of technical demonstrative evidence, and how to evaluate pediatric, critical care, and worker's compensation cases. Prerequisite: LNC 201.

MBL101 Medical Billing I (2 credit hours) – Medical Billing I and Medical Billing II are companion courses which are the study of the principles and practice of insurance and reimbursement processing, including the assignment and reporting of codes for diagnoses and procedures/services; completion of UB-04 (CMS-1450) and CMS1500 claims for inpatient, outpatient, emergency department, and physician office encounters; and the review of inpatient and outpatient cases to identify issues of fraud and abuse.

MBL102 Medical Billing II (2 credit hours) – This course is a continuation of Medical Billing experience with coding for medical necessity, familiarity with the Essential CMS-1500 claim instructions, commercial insurance, Blue Cross/Blue Shield, Medicare, Medicaid, TRICARE, and Workers' Compensation.

MCB101 Medical Coding I (3 credit hours) – A study of the purpose and use of the International Classification of Diseases, 10th Revision, Clinical Modification, ICD-10-CM, and International Classification of Diseases, 10th Revision, Procedure Classification System, ICD-10-PCS) classification system. Topics include coding conventions, coding principles, and CMS official coding guidelines (inpatient and outpatient). Students will be required to assign ICD-10-CM/PCS) codes to diagnosis/procedure statements, case abstracts, and patient records. Use of the ICD-10-CM/PCS) coding manual and a computerized encoder is incorporated; inpatient, outpatient, and physician office reimbursement systems are discussed.

MCB102 Medical Coding II (3 credit hours) – This course is a continuation of Medical Coding I and is a study of the purpose and use of the International Classification of Diseases, 10th Revision, Clinical Modification, ICD-10-CM, and International Classification of Diseases, 10th Revision, Procedure Classification System, ICD-10-PCS)

classification system. Topics include coding conventions, coding principles, and CMS official coding guidelines (inpatient and outpatient). Students will be required to assign ICD-10-CM/PCS) codes to diagnosis/procedure statements, case abstracts, and patient records. Use of the ICD-10-CM/PCS) coding manual and a computerized encoder is incorporated; inpatient, outpatient, and physician office reimbursement systems are discussed.

MCS2601 Mechanical Systems (50 clock hours) - This course introduces the student to how mechanical systems work within a home, and helps the student identify the electrical, plumbing, heating, and air conditioning systems. The student will learn how to recognize diverse types of pipes, faulty wiring and how heating and cooling systems operate, and the correlation of how each one of these mechanicals systems affects the overall function of a home's energy efficiency. The understanding of these systems will emphasize the importance of reporting with accuracy and in detail thorough findings from observing these systems and detail them from a home inspector's professional opinion.

MED101 Introduction to Healthcare (1 credit hour) – This course provides a framework for addressing healthcare problems in health care organizations. An overview of the evolution of medicine, the role of allied health professionals, and the different medical specialties will be covered throughout the course. At the end of the course, students will have been exposed to many management ideas, theories, and applications.

MED102 Essentials of Medical Terminology (3 credit hours) –This course provides a comprehensive study of the language of medicine including medical and dental root words, prefixes, and suffixes. Medical terms will be offered for each of the body systems.

MED103 Anatomy and Physiology (4 credit hours) – This course provides a comprehensive study of the structure and function of the human body systems. Students will acquire core knowledge in the components of each system, and how systems relate to each other. Special emphasis is on the musculoskeletal, cardiovascular, respiratory, gastrointestinal, urinary, and reproductive (male and female) systems.

MED104 Medical Office Procedures (4 credit hours) – This course provides the required background for the responsibilities of the administrative medical assistant. It prepares students for the ever-increasing use of technology in the medical office, with an emphasis on the importance of the computerization of routine tasks and of communications. Students learn to perform the duties of the administrative medical assistant under realistic conditions and with realistic pressures that require them to organize the work and set priorities. This medical administrative software, simulates administrative situations commonly found in health care practices. The students will learn to input patient information, schedule appointments and handle billing. In addition to preparing various lists and reports, the student learns to handle insurance claims electronically.

MED108 Medical Records (3 Credit hours) – This course provides a general overview and review of medical records practices in hospitals and healthcare offices. As the requirements for more and diverse types of documentation in medical records increase, the role of the Medical Records/Health Information Clerk in keeping the Health Information Management (HIM) Department functioning becomes more and more critical.

You will learn filing and retrieval, record processing, assembly, and analysis. You will also be able to experience scenarios that you might encounter when working with physicians. You will become familiar with confidentiality and release of information, and finally, you will be introduced to further functions/areas to which you might be assigned.

MED109 Human Diseases (3 credit hours) – Human Diseases consists of 21 chapters organized into three units. This course will present the study of human diseases, processes that cause disease, and ways in which disease manifests as symptoms, signs, physical findings, and laboratory findings for each of the body systems. This course offers an introduction to human diseases, a study of the mechanism of disease, information on neoplasms, insight into inflammation and infection, and then moves into common diseases and disorders of body systems. These body systems are the musculoskeletal, blood and blood-forming organs, cardiovascular,

respiratory, lymphatic, digestive, liver, gallbladder, and pancreas, urinary, endocrine, nervous, eye and ear, reproductive, integumentary, genetic and developmental, childhood, and mental health.

MED200 Medical Terminology (3 credit hours) – This course provides a comprehensive study of the language of medicine including medical and dental root words, prefixes, and suffixes. These medical terms will be offered for each of the body systems.

MED201 Medical Law and Ethics (3 credit hours) – This course provides an overview of the laws and ethics needed to give competent, compassionate care to patients that is within acceptable legal and ethical boundaries. This course can serve as a guide to help resolve the many legal and ethical questions a healthcare practitioner will face in the work environment.

MKT120 Marketing & Distribution Principles (3 Credit hours) – This course provides an overview of marketing, consumer decision-making, business marketing, segmenting and targeting markets, decision support systems and marketing research. In addition, it includes an examination of the distribution process of goods and services, the interrelationships of customer demands, production, pricing, promotion, and the movement of goods from producer to consumer.

MTH101 Principles of Mathematics (3 credit hours) – This course is designed to provide the student with a foundation in fundamental mathematical concepts and an overview of mathematical principles including the nature of the numeration system, whole numbers, algebra, geometry, money, logic, chance, graphs and probability. After completing the course the student should be able to use fundamental critical thinking skills, which will be enhanced through the use of basic mathematical problems that will range from algebraic equations, order of operations to complex fractions.

PHM102 Pharmacy Mathematics (3 credit hours) – This course will provide you with a systematic review of mathematics and a simplified method of calculating drug dosages. These calculations will be helpful skills to have when working as a pharmacy technician. The course also includes information on the ratio and proportion, formula, and dimensional analysis methods of drug calculation, as well as numerous practice problems.

PHM103 Pharmacy Practice I (3 credit hours) – Pharmacy Practice I and Pharmacy Practice II prepare students to have a working knowledge of basic pharmacology and the duties and responsibilities of a pharmacy technician. Pharmacy I covers the history of pharmacy, law and ethics for pharmacy technicians, preparation and dispensing medications in both institutional and community pharmacy setting focusing on medical terminology and abbreviations, dosage forms and routes of administration, microbiology, immunology and vaccines, safety in the workplace, nutrition, drug actions and interactions, and medication errors. Also covered in Pharmacy I are administrative skills for the pharmacy technician including: financial management of pharmacy operations, health insurance, documentation, billing, and collections, inventory control and management, computers in pharmacy, and verbal and written communications.

PHM104 Pharmacy Practice II (3 credit hours) – This course and Pharmacy Practice I prepare students to have a working knowledge of basic pharmacology and the duties and responsibilities of a pharmacy technician, including law and ethical guidelines for practice. Topics include classifications of drugs; routes of administration, dosage forms, and drug doses; anatomy and physiology of the human body; essential functions relating to inventory control and purchasing; procedures and techniques relating to aseptic technique, compounding, and parenteral dosage preparation; trade and generic names of drugs and abbreviations used in pharmacy practice; and the procedures and operations relating to the manufacturing, packaging, and labeling of drugs. Prerequisite: PHM103.

PSY201 Introduction to Psychology (3 credit hours) – This course is an introduction to the theories and methodological approaches to psychology. Topics include psychological bases of behavior, learning, memory, social behavior, personality, motivation, emotion, human development and abnormal behavior.

SMC 270 Social Media Marketing Concepts (3 credit hours) – This course introduces activities that are centered in assessing customer needs and how to utilize social media, search engine, and content marketing, along with additional high-level social media marketing tools that help the customer service professional integrate these concepts in their everyday interaction with various consumers, thus learning to deliver key elements needed in an effective social media campaign.

TBS114 Selling Techniques (3 credit hours) – This course emphasizes the importance of mastering and applying the fundamentals of selling. Continually focusing on the effective application of sales techniques, thus reducing the uncertainty of the selling process and providing ample skills for selling effectiveness across many industries in today's business environment.

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

TBS260 Advanced Selling Techniques (3 credit hours) – This course focuses on advanced techniques designed to develop sales skills beyond the basic. It equips students with the skills to be successful as a consultative and strategic seller for large or complex sales. Skills taught are based on SPIN, an approach pioneered by Neil Rackham, author, consultant, and academic whose research based sales techniques are used by many U.S. Fortune 100 companies including: IBM, Xerox, AT&T and Citicorp. In this course, the foundational skills of SPIN are adapted to accommodate today's buying and selling environment due to technological advances, which have increased competition and, therefore, consumer demands.

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

TBS290 Negotiation Strategies (3 credit hours) – This course focuses on principles, techniques, and analysis or strategies involved in negotiation and the development of integrated strategies. It provides insight on how to negotiate in a win/win fashion and how to overcome dilemmas that may occur. In this course, students learn to assess and develop their own negotiating style. Prerequisite: TBS260.

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

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

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

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

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

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

TRN101 Beginning Medical Transcription (4 credit hours) – This course introduces the study of medical transcription and its practical application to comprehensive dictation including chart notes, history and physicals, emergency room reports, consultations, initial office evaluations and discharge summaries. Prerequisite: MED102 or equivalent.

TUITION, FEES, REFUNDS, PROGRAM WITHDRAWAL, TRANSFER OF CREDITS AND TERMS POLICY

TUITION

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

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

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

PAYMENTS AND RELEASE OF RECORDS

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

EMPLOYER TUITION REIMBURSEMENT

Some students may be eligible for full or partial reimbursement of their program tuition by their employers. Your company may be able to take advantage of an education assistance program (IRS Code127). Check with your supervisor or Human Resources Department.

FEES

- Change of Program $50
- Additional Transcript $10
- Late Payment $25
- Returned Check/Declined Credit Card $25
- Academic Extension..... $500
- Re-Admission..... $200

EDUCATIONAL RESOURCE FEE

All students are charged an educational resource fee based on program specific resources, services, and access to additional material. For a current listing of each program resource fee, see Appendix 1 on page 64.

TEXTBOOKS

Unless a third-party funding source is covering material costs, students are responsible for purchasing their own textbooks and/or materials. Students can purchase from any vendor of their choosing. The Student Services Department will supply maintains a list of preferred vendors offering competitive pricing. It is recommended that students purchase textbooks one course at a time since due to periodic textbook edition updates. For a current listing of textbook pricing, see Appendix 2 on page 70.

PROGRAM WITHDRAWAL

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

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

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

REFUND CALCULATION

Situation 1: Five-Day Cancellation: An applicant who provides written notice of cancellation within five (5) calendar days after signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Situation 2: After the Five-Day Cancellation with no submissions: An applicant who provides written notice of cancellation after five days having not submitted any materials in a for credit course of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Situation 3: When a student cancels after completing at least one graded assignment but less than 50% of the graded assignments, the institution may retain the enrollment fee and a one-time registration fee of no more than

20% of the tuition not to exceed $200, plus a percentage of tuition paid by the student in accordance with the following schedule:

- Up to and including completion of the first 10% of the course, 10% of the tuition after deducting the enrollment fee.
- After completing more than 10% of the course and up to and including completion of 25% of the course, 25% of the tuition after deducting the enrollment fee.
- After completing more than 25% of the course and up to and including completion of 50% of the course, 50% of the tuition after deducting the enrollment fee.
- If the student completes more than half of the course, Brighton College shall be entitled to retain the total course tuition. Any course in the program which has not been started but has been paid for will be entitled to a full refund. The refund amount of the course in progress shall be the ratio of completed lesson assignments received by the institution to the total lesson assignments required to complete the course.
- If a student goes past the Terms of Agreement found in the enrollment agreement, Brighton College shall be entitled to retain the full tuition of the program.
- The Electronic Resource Fee (ERF), as disclosed in the enrollment agreement, will be a percentage based non-refundable item. The ERF will be calculated by the number of courses completed versus courses in the program. For instance, if the student completes 2 out of 7 courses, the percentage non-refundable would be 29% of the ERF. The courses that will count as completed will be any courses that are more than half way completed matching the Flex Time Refund Policy. For students who receive credit for transfer courses, the total of the course's transfers will be deducted from the original ERF.

Brighton College uses the cancellation/refund policy for third party funding. This complies with the information listed in the enrollment agreement and catalog according to DEAC.

SAMPLE REFUND PROCESS

The scenario is John Doe enrolled into the Associate Degree in Paralegal Studies program. John completed 5 courses of the program and is withdrawing within his term of agreement.

*John completed 5 courses which means that Brighton College may retain the tuition for those 5 courses. John's cost per credit hour is $125.00 per credit. John completed 15 total credits (five, 3 credit courses), therefore the tuition that Brighton College will retain is 15*$125=$1875.00. John also had an Electronic Resource Fee when he enrolled for a total of $950.00 for the Associate Degree. The Associate Degree is 20 courses. The Electronic Resource Fee that Brighton College can retain is the number of courses completed versus the number of courses attempted. 5 courses completed versus 20 courses attempted, 5/20 = 25% of the Electronic Resource Fee is what Brighton College may retain.*

Student Payment Details:

John made tuition payments totaling $2,362.00 to the school before requesting to withdraw.

Tuition Paid: $2,362.00.00. (Line 1)

Per the refund policy, John completed at least one graded assignment therefore Brighton College may retain the enrollment fee of $100.00.

Enrollment Fee: $100.00 (Line 2)

John completed 5 courses which means that Brighton College may retain the tuition for those 5 courses. John's cost per credit hour is $125.00 per credit, John completed 15 total credits (five, 3 credit courses), thus the tuition that Brighton College will retain is 15*$125=$1875.00.

Tuition: 5 courses (3 credits x $125 per credit x 5) $ 1,875.00 (Line 3-7)

John also had an Electronic Resource Fee when he enrolled for a total of $950.00 for the Associate Degree. The Associate Degree is 20 courses. The Electronic Resource Fee that Brighton College can retain is the number of courses completed versus the number of courses attempted. 5 courses completed versus 20 courses attempted, therefore 5/20 = 25% of the Electronic Resource Fee is what Brighton College may retain.

The Electronic Resource Fee (ERF) for the Associate Degree in Paralegal Studies is $950.00, he completed 5 courses so 5/20 = 25%. 25% of $950.00 is $237.50, which is non-refundable.

ERF: (5 courses completed/20 total courses) 25% of $950.00: $237.50 (Line 8)

The total that Brighton College will retain is Enrollment Fee + Tuition for the 5 courses + Electronic Resource Fee percentage = $100.00 + $1875.00 + $237.50 = $2,212.50. This is the amount Brighton College retains from John for his cancellation of the Associate Degree.

Total Amount Due: $2,212.50 (Line 9)

Refund Total: $149.50 (Line 10)

SAMPLE REFUND PROCESS DOCUMENT SENT TO STUDENT

Line number					
1	Tuition Paid		$2,362.00		
				Cost Per Credit Hour	$125.00
	Non-Refundable	Credits		Percent Retained	Total Cost of Item
2	Enrollment Fee		$100.00	100%	$0.00
3	Sample Course 1	3	$375.00	100%	$375.00
4	Sample Course 2	3	$375.00	100%	$375.00
5	Sample Course 3	3	$375.00	100%	$375.00
6	Sample Course 4	3	$375.00	100%	$375.00
7	Sample Course 5	3	$375.00	100%	$375.00
	Sample Course 6	3	$0.00	0%	$375.00
	Sample Course 7	3	$0.00	0%	$375.00
8	ERF		$237.50	25%	$950.00
	Book Fees		$0.00		
9	Total Retained		$2,212.50		
10	Refund Total		$149.50		

TRANSFER OF CREDIT

It is highly recommended a student complete all courses within the program of study. However, Brighton College will evaluate a student's previous coursework from an accredited college or university recognized by the U.S. Department of Education and grant appropriate credit when applicable. Determination of credit will be made upon receipt of and evaluation of an official transcript and course description. The total number of credits cannot exceed 50% of the credits in the student's program. Please contact the Student Services Department for a

"Transfer of Credit" form. Review the "Transfer Credit" section of the catalog for complete details of transferring credit. **The student must supply an official transcript(s) from the previous institution(s) within 90 days of enrollment. Failure to submit transcripts within 90 days will result in a withdrawal from the program.**

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

TERM OF ENROLLMENT AGREEMENT

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

ACADEMIC POLICIES

VERIFICATION OF STUDENT IDENTITY, ACADEMIC INTEGRITY, AND PLAGIARISM

VERIFICATION OF STUDENT IDENTITY

The purpose of this policy is to ensure that Brighton College operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

All students are required to provide their full name, phone number, physical mailing address, or Student Identification number every time contact is made, both inbound and outbound calls.

ACADEMIC INTEGRITY

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

Principles of academic integrity require that every Brighton College student:

- Properly acknowledge and cite all use of the ideas, results, or words of others.
- Properly acknowledge all contributors to a given piece of work.
- Make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration.
- Obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their

educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.

- Uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

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

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

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

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

STUDENT CONDUCT

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

- **Behavior:**
  - A student must not disrupt the learning of others.
  - Please welcome all online learners regardless of age, race, background, national origin, gender, sexual orientation, or religious beliefs.
  - Statements of bigotry, racism and hatred are strictly prohibited and are grounds for termination from the program.

- Never pretend to be someone else in your interactions with other students.
- Never alter another's work and claim it as your own.
- Avoid profane or obscene language.
- Behave the way you would behave in a classroom setting.
- Never send pornographic mail or pictures.
- Do not use Brighton College's online classroom to promote yourself, your company, or your beliefs. It is fine to mention your experiences as they relate to the course material.
- Sales pitches, chain letters, or advertisements are strictly prohibited.
- You may disagree with the opinions of other learners; however, do not personally attack another learner or use harassing language.

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

TECHNICAL REQUIREMENTS

General Requirements:

- Pentium III 500 MHz (minimum) or higher processor
- Windows Operating System: Windows 7 or later
- Mac Operating System: OSX 10.8/Mountain Lion or later
- High speed Internet with 1GB minimum download speed.
- Sound card and speakers (Earphones recommended)
- Adobe Flash Player (ver. 10 or higher)
- Windows Media Player (ver. 10 or higher) or Quicktime Player (ver. 7 or higher)
- PDF reader
- Internet Explorer , Firefox, Chrome, or Safari (current version preferred)
- Javascript and cookies must be enabled
- Webcam

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

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

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

INTELLECTUAL PROPERTY

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

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

GRIEVANCE PROCEDURE

A student is encouraged to discuss academic progress, suggestions, or concerns with Brighton College staff, faculty, or administration. It is suggested that the student make contact with the staff by email or telephone. In the event of a concern, grievance, or complaint that is not satisfactorily addressed through informal conversation, the student may submit a formal complaint relating to the following unresolved areas:

- Administration
- Student Accounts
- Technical Issues
- Faculty performance
- Program content

This formal complaint must be in writing and delivered to the college by first class mail within 30 days of the grievance. The student should use the Brighton College Contact Us information on the website (www.brightoncollege.edu/contact-us/).

When the college receives a written grievance, the college's compliance officer must send an acknowledgment letter within two business days stating that an investigation will begin. The compliance officer will contact the staff/faculty members directly involved and attempt to reach a solution. The compliance officer will keep a log of all formal complaints. Within 15 days after the acknowledgment letter is sent, the compliance officer must provide to the student a mailed written response of the college's decision.

The student, if not satisfied with the decision, may appeal that decision, in writing, to the college's president. The president must respond to the student within 15 days after receipt of the appeal. The decision of the president is final, and the college will end all investigation regarding the grievance.

If the student's complaint cannot be resolved after exhausting the college's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board mailing address and contact information is listed below.

Arizona State Board for Private Postsecondary Education
1740 W. Adams, Ste. 3008, Phoenix, AZ 85007
Phone: 602-542-2399
Website: www.azppse.gov

The student may also file a complaint with the Distance Education Accrediting Commission (DEAC). Their contact information is listed below.

Distance Education Accrediting Commission (DEAC)
1101 17th Street NW, Suite 808
Washington, DC 20036
Phone: 202-234-5100
Fax: 202-332-1386
Website: www.deac.org

DISABILITY SERVICES

In accordance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, as amended, Brighton College prohibits discrimination on the basis of a disability. The college is committed to making reasonable accommodations to meet the needs of the student with a disability as long as it does not fundamentally alter the nature of the service, program, or activity or give rise to an undue financial or administrative burden. Appropriate academic adjustments will be determined based on the student's specific disability and individual needs. These may include auxiliary aids and services, as well as modifications to academic requirements as necessary to ensure equal educational opportunity. Reasonable accommodations will be granted to students who present appropriate documentation of a disability and are otherwise qualified to participate in their specific program of study. Students with disabilities requesting accommodations should contact the Student Services Department at studentservices@brightoncollege.edu or 1-800-354-1254 for assistance.

CURRICULUM, INSTRUCTIONAL TOOLS, EDUCATIONAL RESOURCES, AND ACADEMIC FREEDOM

COURSE PRODUCTION AND IMPLEMENTATION

As course lessons are developed, they are formatted by Brighton College's Curriculum Development Department. Subject exams/quizzes and application lessons are maintained in the educational delivery system.

The completed, formatted lessons are reviewed by the Program Chair and/or Course Instructor, and revised as necessary. Once a course is completed, it is beta tested by faculty members or other assigned staff, whenever possible. Their comments and suggestions are evaluated and incorporated into the course as warranted.

COURSE REVIEW AND REVISION

Brighton College has established a curriculum revision policy to provide formal processes whereby instructors can initiate curricular change, select or modify existing instructional tools and recommend the additional or revised educational resources. These faculty-led processes were developed in order to help with new program rollout and support of existing programs. Instructors may formally request curriculum revision and enhancements through the Curriculum Department. In addition, student and program advisory committee feedback can be incorporated into the course at any time using revised questions/content and course announcements communicating updates to students (as warranted). A full course revision is scheduled according to the curriculum revision cycle, and new versions of courses scheduled out on a quarterly basis. The curriculum department will review the recommendations and submit recommendations for changes to the Vice President of Academic Affairs.

TEXT MATERIALS

Published textbooks should be used when possible. Textbook selection should be made not only on the completeness of coverage, but also on the supplemental learning materials (ancillaries) that accompany the textbook. These include student website, video clips, workbooks, and other electronic support. If Brighton College-developed text materials are to be used, they need to be reviewed for quality assurance. New materials will be developed in close coordination with Brighton College's Program Chair and Subject Matter Experts (SME's). If no published textbook or Brighton College-developed text is available, the course materials may be assembled from available publications with proper permissions to use.

Sources may include industry publications, professional association publications, journal articles, and Internet published materials. Course developers work closely with the Program Chair and SME's to locate and assemble the materials. Only open source or published materials, where permission to use has been obtained, may be used.

QUIZZES

Quizzes or lesson exams provided in accompanying lesson plans are taken open-book. When completing lesson exams, the textbook, notes, and other available materials for assistance may be used. It is important that you put forth your best effort when you take lesson exams. These exams help students test their knowledge as they move through the courses. The individual lesson subject examination should consist of multiple choice, true/false or matching questions. Each question included in a subject examination must have a reference to the page(s) in the text or reference materials where the correct answer may be found.

APPLICATION LESSONS

This type of assessment may consist of case analysis, essays, problems or exercises. The make-up of the assessments should cover objectives in the previous set of lessons. The questions in the application lesson may come from the instructor's guide furnished by the publisher (as applicable) or can be developed by the instructor.

WRITING ASSIGNMENTS

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

FINAL EXAMS

After successful completion of all the lessons in a course, the student will take a final exam. Final exams will be comprehensive and may include all topics from the entire course. Final exams may be comprised of matching, true/false, multiple choice, fill in the blank, or essay questions. This examination can consist of between 40 and 70 objective questions. Depending upon the topic/subject matter, at least two case analyses or essays or a requirement for a course research paper will be included. If the course uses software, the final exam may require the use of this software. Know that all answers to all questions will be contained within the textbook and class materials, including ancillaries. The student may use these materials while taking a final exam (other than proctored final exam). If the student is enrolled in an associate degree program, he/she is also required to take proctored exams, which are comprised of multiple choice and true/false questions.

PROCTORED EXAMS

All associate degree students are required to take three (3) proctored exams through an online proctoring service, ProctorU, as required in specific courses. Proctored exams are open-book and only course material, course resources, and personal notes may be used. Students may not use Google or any other online search options to locate answers during proctored exams. A webcam is required to complete proctored tests. Transfer credits will be considered on a case-by-case basis and alternate

courses will be established upon enrollment as warranted. For students who do not have access to a webcam, they may check with the local library, community centers, and recreational centers for availability. Active duty and deployed service members may request proctoring through a military education officer or test control officer. If necessary, a proctored exam may be done in person with a non-affiliated individual such as an administrator, librarian, counselor, or human resource personnel. In-person proctored exams require approval from the Student Services Manager prior to taking the exam.

PROCTORED EXAMINATIONS - DEGREE PROGRAMS

In an effort to protect the integrity of Brighton College's degree programs, Brighton College degree seeking students are required to complete periodic proctored final exams, which are appropriately spaced throughout the duration of the program. The table below indicates the number of proctored exams for the Associate Degree programs offered. Each Associate Degree is broken down into Core Courses, General Education Courses, and Specialty Career Focus Courses, a proctored exam will be required for one course in each category of the Associate Degree seeking students.

Program Level	Proctored Exams
Associate's Degree	3

*2 courses are pre-determined as requiring a proctored exam, one course will come from General Education Courses and the other, Core Courses. The third course will be a Specialty Career Focus Course which will be at the discretion of the student.

Certificate and vocational programs do not require final exams.

The courses which have been selected to have proctored exams are marked on the course syllabus, on the program layout in the college catalog, and on the Brighton College website, so that students are aware of which courses have proctored exams.

Transfer credits will be considered on a case-by-case basis and alternate courses will be established upon enrollment as warranted

Failure to take a proctored exam will result in a grade of F for the entire course even though a student's grade average for the course is high enough to pass without taking the proctored exam

Proctored Exam Procedures through ProctorU
Students using ProctorU will be directed to sign up for an account upon their first proctored exam. The website is: https://www.proctoru.com/portal/brightoncollege
Students will create an account and schedule their exam. Be sure to provide a valid email address and a phone number where you can be reached when you are taking the exam.
At the time of your exam, please return to http://go.proctoru.com and click on the blinking button, asking you to "click here to start."

Proctored Exam Procedures not through ProctorU

1. If a student chooses not to use the online proctoring service provided by Brighton College, or is unable to take the proctored exam at the Brighton College campus, he/she must obtain his/her own independent, qualified proctor and provide appropriate contact and qualification information to Brighton College prior to taking an exam to enable Brighton College to approve (or disapprove) the proctor. A proctored exam form should be filled-out and submitted to the registrar who will contact and verify the information regarding the instructor's name, agreed upon location and time. The exam will not be released without approval.

2. The Registrar will provide the completed form to the proctor. Included with the form will be instructions to the proctor, testing specific and student accommodations.
3. At the scheduled time, a student should meet his/her proctor at the designated testing location. The proctor must validate the student's identity by reviewing legitimate, government-issued photo identification.
4. The student should log onto the Learning Management system, access the online exam, and then have the proctor enter his/her password. Students cannot access the exam until this information has been provided.
5. After the student has completed the exam, the instructor will be notified immediately that the exam is finished and ready for grading.

LIBRARY RESOURCES

In support of our students in their academic pursuits, Brighton College maintains a series of online library resources (LIRN) that cover categories relevant to our certificate and associate degree program tracks. All active Brighton College students are encouraged to use these resources throughout their enrollment. A Librarian is available to answer questions and assist with scholarly research and can be reached at: library@brightoncollege.edu.

Brighton College Libraries:

I. Library and Information Resources Network (LIRN)

The LIRN® virtual library provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, CREDO Reference, eLibrary, and more, covering topics for General Education, Business, and Medical programs.

The LIRN® Library Core Collection contains millions of articles, television and radio transcripts, photographs, video and audio clips, encyclopedias, books and reference titles included in these available databases:

Gale Cengage/InfoTrac databases

- Academic OneFile
- Business & Company Resource Center
- Business Economics and Theory Collection
- Business Index ASAP
- Communications and Mass Media Collection
- Computer Database
- Criminal Justice Collection
- Custom Newspapers
- Expanded Academic ASAP
- General Business File ASAP
- General OneFile
- Health & Wellness Resource Center
- Health Reference Center Academic
- LegalTrac
- Literature Resource Center
- Nursing and Allied Health Collection
- Opposing Viewpoints Resource Center with Critical Thinking

- Psychology Collection
- Student Resources in Context
- Virtual Reference Library

II. Cornell Legal Information Institute (ILI)

The Cornell LII is a small research, engineering, and editorial group housed at the Cornell Law School in Ithaca, NY. Our collaborators include publishers, legal scholars, computer scientists, government agencies, and other groups and individuals that promote open access to law, worldwide. https://www.law.cornell.edu/

III. Google Scholar

Google Scholar provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other web sites. Google Scholar helps you find relevant work across the world of scholarly research. https://scholar.google.com/

IV. ERIC

ERIC is an online library of education research and information, sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education. www.eric.ed.gov

V. Edgar

Learn how to quickly research a company's operations and financial information with EDGAR search tools. Data and information compiled by the US Securities and Exchange Commission. https://www.sec.gov/edgar/searchedgar/companysearch.html

VI. APA Writing Lab by Owl

The APA writing lab develop by Owl (Purdue University) provides students with an online tool for ensuring their papers, are properly formatted for APA style.

http://owl.english.purdue.edu/owl/resource/560/18/

VII. APA Case Study Template:

http://abtu.edu/online/wp-content/uploads/2014/09/CaseStudyTemplate.docx

VIII. APA Citation Generator:

http://secondary.oslis.org/cite-sources/apa-citation

IX. Additional Resources

Medline Plus: A service of the U.S. National Library of Medicine:
http://www.nlm.nih.gov/medlineplus/

University of Pennsylvania Online Library
http://onlinebooks.library.upenn.edu/lists.html

The Gutenberg Project
http://www.gutenberg.org/wiki/Main_Page

Questia
http://www.questia.com/publicdomainindex

Fullbooks.com
http://www.fullbooks.com/

Cornell University Law Library
http://library2.lawschool.cornell.edu/esources/

IpI2
http://www.ipl.org/IPLBrowse/GetSubject?vid=13&cid=1&tid=7011&parent=7006

Librivox
http://librivox.org/

LEARNING MANAGEMENT SYSTEM/EDUCATIONAL DELIVERY SYSTEM

Brighton College uses a proprietary learning management platform to deliver all academic content for the programs. In addition, the platform also serves as one of the institutions mode of communication between student and instructor. The educational delivery system also serves as a recordkeeping component to track student progress, delivering program and course content, making course announcements, and serves as a link to syllabus, textbook and ancillary materials.

ACADEMIC FREEDOM

Brighton College encourages and supports the academic freedom of its instructors. Each instructor is required to instruct students in such a way that they are able to meet the course program outcomes specified by Brighton College's curriculum using the textbooks and learning materials that are approved for each course. However, instructors are encouraged to discuss any additional topics relevant to the course being instructed and include relevant supporting material/content, regardless of the expressed presence of topic within the prescribed curriculum. In so doing, each instructor must ensure that they exercise sound judgment as they select and present such material. The administration of Brighton College fully supports academic freedom. Any infringement on academic freedom by institution staff should be reported to the Vice President of Academic Affairs.

TUTORING, ACADEMIC ADVISING, AND ATTENDANCE

TUTORING AND ACADEMIC ADVISING

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

ATTENDANCE

Attendance is monitored on a daily basis, with an expectation that students demonstrate their participation online at least once per week. Students are expected to actively participate each week of their assigned course. A variety of learning activities and assessments, graded and ungraded, are required to successfully complete each scheduled course. Only graded items are counted toward attendance and include submitting assignments, posting in a graded discussion area, and completing a quiz or exam. Students are urged to participate in each course a minimum of twice per week to maintain academic progress. Some activities may be required but are not graded. For example, an ungraded introduction discussion post may be required for some courses but does not qualify for attendance because it is ungraded. Earning attendance does not constitute earning a passing grade.

New and continuing students are expected to establish participation by demonstrating academic activity within the first week of the course and are subject to course and/or institutional withdrawal or cancellation if there is no activity within 14 calendar days of the course start date. Students who have no graded activity for14 or more days will be placed on academic Probation-1 for 30 days. Students have access to their online classes during this period.

If a student reinstates after probation and inactivity continues for 30 days, the student will be placed on academic Probation-2. On Probation-2 students are suspended from their classes and required to pay a $25 reinstatement fee to return to active status, return on Academic Warning, and are held to the Satisfactory Academic Progress policies.

Failure to complete the course within the number of days allowed, a final grade will be submitted and access to the course will be closed. If a failing grade is submitted, the student is responsible for retaking the course.

Credits	Maximum Number of Days Allowed
1	24
2	45
3	66
4	87
5	108
6	129
7	150

GRADING POLICY, CREDIT HOURS AND GRADE BOOK

GRADING POLICY

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

Grade	Numeric	Standard	Quality Points
A	90 – 100	Excellent	4
B	80 – 89	Very Good	3
C	70 – 79	Average	2
D	60 – 69	Below Average	1
F	00 – 59	Failed	0
W		Withdrawal	0
WF	n/a	Withdrawal Failing	0
I		Incomplete	0
T		Transfer	0

Descriptions of Special Grades and Credits

F = Failed
The student was unable to satisfy the minimum expectations of the course. When the course is retaken, the new grade will replace the "F" and the cumulative grade point average (CGPA) will be adjusted accordingly.

W = Course Withdrawal
Students requesting to be withdrawn from a course up to the 75% of course completion point, will be assigned a W grade. W grades are treated as credits attempted but not earned for SAP purposes. Course withdrawals will be treated as credits attempted but not earned for SAP purposes.

WF = Withdrawal Failing
Students requesting to be withdrawn after the 75% of course completion point, will be assigned a WF grade. WF grades are treated as credits attempted but not earned for SAP purposes.

I = Incomplete Grades
Incomplete grades may be granted for extenuating circumstances that prevent a student from completing the necessary coursework. The request must be submitted by the course end date, before grades are posted. The student must have demonstrated active participation through at least 75% of course completion point and have the potential to earn a passing grade.

If an approval is granted, an appropriate timeframe for submission of the additional work will be determined on a case-by-case basis, not to extend beyond two weeks after the semester end date. The VA certification period will not be extended for the duration of the incomplete grade; however, if the student begins a new term, students will be accountable for participation in the subsequent course while completing work for any course with an incomplete grade. Incompletes will not be used in the SAP evaluation until a final grade is entered.

T = Transfer Credits
A transcript will reflect coursework evaluated and accepted for transfer when granted for courses applied to the student's program of study. Official transcripts must be submitted to the college according to the transfer credit

policy and will be evaluated and applied as awarded. All approved transfer credits will only be applied to courses that the student has not begun to work in. All transfer credits that are accepted by Brighton College and applied to the student's program of study will be treated as both credits attempted and credits earned for SAP pace calculations. Transfer credits are not factored into CGPA calculations for SAP or graduation considerations.

FAILURE POLICY

Course Failure Policy

Students who do not demonstrate minimum program outcomes assume the obligation and financial responsibility to make up academic failures (D and F grades). Students who fail a course may be placed on academic probation, or recommended for dismissal. If not dismissed, students are required to retake the course and must earn a "C minus" or better to proceed in their program. Two failed courses by a student will result in dismissal of the student.

Repeat Grade and Grade for Retaken Course

Students are expected to repeat any course in which they did not earn a passing grade. Repeats for grade improvement for passed courses with credit earned are not allowed. The highest (passing) grade replaces failed attempt(s) for Cumulative Grade Point Average (CGPA) purposes. All attempts are considered for SAP requirements based on pace. Certain funding sources will not cover the cost of repeated coursework. Students repeating courses should consult with the Student Services Department to determine eligibility and may need to speak to the Student Accounts Department.

If a student receives a failing grade, that grade is recorded on the transcript as a letter grade (an "F" or "D" entry). Upon repeat of a failed course, the original grade of "F" remains on the transcript and the repeated course and new grade are entered on the transcript. For courses that are repeated, the original failing grade will remain on the transcript but will not be included in the GPA calculations. If a repeated course is failed, a grade of "F" is again recorded on the transcript. Students who fail a course a second time will result in dismissal of the student .

Academic Standing

Good Academic Standing is achieved by maintaining >70% cumulative average in all courses at all times. A student on academic warning or academic probation is not considered to be in good academic standing. To return to good academic standing, a student must pass the failed courses and incur no further failures.

CREDIT HOURS

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

Student work includes direct or indirect faculty instruction. *Academic engagement* may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, completing an interactive tutorial or computer-assisted instruction, contributing to an academic online discussion, and initiating contact with a faculty member to ask a question about the academic subject

studied in the course. *Preparation* is typically homework, such as reading and study time, and completing assignments and projects. Therefore, a 3 credit hour course would require 135 semester hours (45 hours of academic engagement and 90 hours of preparation).

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

CLOCK HOUR POLICY

Some Brighton College courses and programs utilize clock hours to measure the amount of time students are expected to engage in academic engagement work and preparation work for the duration of each course. Each clock hour is measured as 60 minutes of students directly engaging in the learning, practice, or assessment activities in a course.

Clock hour: A period of time consisting of:

6. (1) A 60-minute class, lecture or recitation in a 60-minute period
7. (2) A 60-minute faculty-supervised laboratory, online training, or internship in a 60-minute period or
8. (3) Sixty minutes of preparation in a distance learning course.

For instance, if a course is measured by 100 clock hours, then students are expected to complete the entire course in 100 actual hours. These hours may include instructional time, practice activities/lab/training, preparation (such as studying), and completing graded assignments (see examples above).

Programs that utilize clock hours include programs that require students to earn licensure in order to enter the corresponding occupation the student intends to pursue.

GRADE BOOK

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

STUDENT ACADEMIC PROGRESS, RECORDS & TRANSCRIPTS, PRIVACY OF RECORDS AND LEAVE OF ABSENCE

SATISFACTORY ACADEMIC PROGRESS

Coursework and quizzes must be submitted prior to taking the final exam in each course. Students must achieve a70% or better in each course to achieve satisfactory progress, or as otherwise stated in the Grading Policy in this catalog. Students who do not meet this requirement by the end of each course will be notified and the course must be repeated and passed within a designated time frame as determined by the college. An instructor is available to assist with any problems or concerns a student may have with the material. If a student does not meet the academic requirements for a course or continues to fall below 2.0 GPA at their third evaluation point, the student will be dismissed.

Students must demonstrate satisfactory academic progress toward completing their program by meeting Brighton College's established guidelines.

Quantitative Evaluation: Students must maintain consistent progress in each course in order to successfully complete the program. Extensions beyond the required time to complete a program will only be approved for students who have maintained satisfactory academic progress, have paid in full, or are current with their

payment plan during the time period of the program. Students must have completed 50% of the program measured in credit/clock hours during the required time period in order to be considered for an extension. If a student has not completed 50% of the program measured in credit/clock hours during the required time period, the student will be dismissed.

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

CREDIT HOUR SATISFACTORY ACADEMIC PROGRESS POLICY

Coursework and quizzes must be submitted prior to taking the final exam in each course. Students must achieve a70% or better in each course to achieve satisfactory progress, or as otherwise stated in the Grading Policy in this catalog. Students who do not meet this requirement by the end of each course will be notified and the course must be repeated and passed within a designated time frame as determined by the college. An instructor is available to assist with any problems or concerns a student may have with the material. If a student does not meet the academic requirements for a course or continues to fall below 2.0 GPA at their third evaluation point, the student will be dismissed.

Academic Review: At the end of each course completion, Student Services and the Academic Department, will review and take action on the record of every student whose cumulative GPA is below 2.00. Students will be placed on Academic Warning or Academic Probation accordingly and are notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the academic standing action. In addition, students are encouraged to seek assistance early on from the appropriate resources, if they find themselves in difficulty.

Warning: Students are placed on Academic Warning for non-attendance for 14 consecutive days of non-submission of assigned course work and/or after earning a cumulative GPA below 2.00 for the first time or immediately following a semester of good academic standing (2.00 term GPA or higher). Students receive individual email notifications of Warning status that explain the requirements that must be met for return to good academic standing. Students are returned to good academic standing upon earning a cumulative GPA of 2.00 or higher. Students placed on Academic Warning may be required to participate in programs designed to help them return to good academic standing. Failure to comply with the conditions of Warning may result in further restrictions on registration, Academic Suspension, or Dismissal.

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

Probation: Students are placed on Academic Probation after earning a cumulative GPA below 2.00 for two or more consecutive grading periods. Students receive individual email notifications of Probation status that explain the requirements that must be met for return to good academic standing. Students are returned to good academic standing upon earning a term GPA of 2.00 or higher. Students placed on Academic Probation may be required to participate in programs designed to help them return to good academic standing. Failure to comply with the conditions of Probation may result in further restrictions on registration, Academic Suspension, or Dismissal.

Suspension and Dismissal Policy: Students whose academic performance has deteriorated to the point of Dismissal present myriad reasons for their poor performance. The goal of the Dismissal policy is not to punish students in academic difficulty but rather to help guide them toward a pathway to academic success. Academic Suspension is based on the cumulative GPA and rate of completion. Students' cumulative GPA are reviewed at the end of each course to ensure that all students are making adequate and consistent progress towards degree completion. Students who are able to raise their cumulative GPA sufficiently will be taken off of the Suspension or Dismissal List at the end of the course but may be placed on Warning or Probation for the upcoming course, as determined by their term GPA in the preceding course.

Appeal: Students dismissed from their program may appeal, in writing, within 10 days of the date of their initial letter of suspension or dismissal. Grounds for appeal include technical error or extenuating circumstances (e.g., severe medical problems or family crisis). Students are allowed to present information to the Academic Committee only in writing by emailing their student advisor. The letter of appeal must be written by the student, must state the reasons for the appeal, and should be accompanied by appropriate documentation. Decisions of the Academic Committee are final. Students are notified in writing within one week of the Committee's decision

CLOCK HOUR SATISFACTORY ACADEMIC PROGRESS POLICY

Coursework and quizzes must be submitted prior to taking the final exam in each course. Students must achieve a70% or better in each course to achieve satisfactory progress, or as otherwise stated in the Grading Policy in this catalog. Students who do not meet this requirement by the end of each course will be notified and the course must be repeated and passed within a designated time frame as determined by the college. An instructor is available to assist with any problems or concerns a student may have with the material. If a student does not meet the academic requirements for a course or continues to fall below 2.0 GPA at their third evaluation point, the student will be dismissed.

Academic Review: At the end of each week, Student Services and the Academic Department, will review and take action on the record of every student who has maintained less than ½ time progress. Students who maintain less than ½ time progress for two consecutive weeks will be placed on Academic Warning or Academic Probation accordingly and are notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the academic standing action. In addition, students are encouraged to seek assistance early on from the appropriate resources, if they find themselves in difficulty.

Warning: Students are placed on Academic Warning for non-attendance for 14 consecutive days of non-submission of assigned course work and/or after two consecutive weeks of maintaining less than ½ time progress, and/or after earning a cumulative GPA below 2.00 for two or more consecutive grading periods. Students receive individual email notifications of Warning status that explain the requirements that must be met for return to good academic standing.

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

Probation: Students are placed on Academic Probation after non-attendance for 14 consecutive days of non-submission of assigned course work and/or after two consecutive weeks of maintaining less than ½ time progress, and/or after earning a cumulative GPA below 2.00 for two or more consecutive grading periods. Students receive individual email notifications of Probation status that explain the requirements that must be met for return to good academic standing. Students are returned to good academic standing upon earning a term GPA of 2.00 or higher. Students placed on Academic Probation may be required to participate in programs designed to help them return to good academic standing. Failure to comply with the conditions of Probation may result in further restrictions on registration, Academic Suspension, or Dismissal.

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

Suspension and Dismissal Policy: Students whose academic performance has deteriorated to the point of Dismissal present myriad reasons for their poor performance. The goal of the Dismissal policy is not to punish students in academic difficulty but rather to help guide them toward a pathway to academic success. Academic Suspension is based on the cumulative GPA and rate of completion. Students' cumulative GPA are reviewed at the end of each course to ensure that all students are making adequate and consistent progress towards degree completion. Students who are able to raise their cumulative GPA sufficiently will be taken off of the Suspension or Dismissal List at the end of the course but may be placed on Warning or Probation for the upcoming course, as determined by their term GPA in the preceding course.

Appeal: Students dismissed from their program may appeal, in writing, within 10 days of the date of their initial letter of suspension or dismissal. Grounds for appeal include technical error or extenuating circumstances (e.g., severe medical problems or family crisis). Students are allowed to present information to the Academic Committee only in writing by emailing their student advisor. The letter of appeal must be written by the student, must state the reasons for the appeal, and should be accompanied by appropriate documentation. Decisions of the Academic Committee are final. Students are notified in writing within one week of the Committee's decision.

STUDENT RECORDS AND TRANSCRIPTS

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

PRIVACY OF RECORDS

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

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

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

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

LEAVE OF ABSENCE

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

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

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

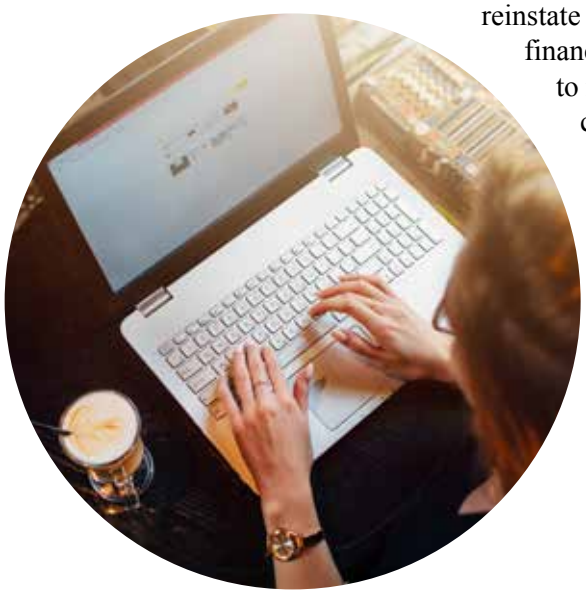
For a student who fails to return from a leave of absence as scheduled, the termination date will be the last day he/she was to resume attendance, unless the student has notified the school of the intent not to return. In these cases, the date of termination is the date the school was notified.

TRANSFERRING BETWEEN PROGRAMS, RE-ENROLLMENT, EXTENSION POLICY, GRADUATION REQUIREMENTS AND JOB PLACEMENT

TRANSFERRING BETWEEN PROGRAMS

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

RE-ENROLLMENT



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

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

EXTENSION POLICY

You may request an extension by submitting a request to Brighton College along with an explanation for your request. The school will determine the amount of time granted up to six months. Extensions beyond the required time to complete a program will only be approved for students who have maintained satisfactory academic progress, have paid in full, or are current with their payment plan during the time period of the program. Students must have completed 50% of the course to be considered for an extension. There is a $500.00 fee for the program extension of up to six months. Once the extension is exhausted, a student will be required to re-enroll in Brighton College's current program and pay the appropriate tuition. Students who have not completed a course at the end of the extension period will receive zeroes for all incomplete assignments and a final letter grade will be calculated. Extensions are subject to the current extension policy at the time of purchase.

GRADUATION REQUIREMENTS

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

Eligibility requirements for graduation:

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

EMPLOYABILITY RESOURCE CENTER (ERC)

Through the student life-cycle, students will be introduced to The Employability Resource Center (ERC), which offers a wide variety of career resources and prepares students with the skills needed to succeed in their chosen fields.

The ERC offers:

1. Online training
2. Developing a professional cover letter and resume highlighting your education and qualifications reviewed by a Brighton Specialist.
3. Prepares student for their job search
4. Interview skills and job search techniques to market yourself in your industry.

JOB PLACEMENT

Brighton College does not guarantee job placement to graduates upon program/course completion or upon graduation. All Brighton College graduates have the option to take the course Career Exploration at no additional charge. This course provides a step-by-step approach to conducting a comprehensive job search. Students will explore career planning, job search techniques, resume preparation, interviewing skills, and job search techniques. Students may also find relevant employment information posted on Brighton College's Facebook page.

APPENDIX 1 - EDUCATIONAL RESOURCE FEES

The Paralegal Institute Programs	Cost Per Credit Hour	Courses	Credits	Tuition + Enrollment Fee	Resource Fee	Total	Pay in Full	Estimated Length	Max. Length
Nurse Paralegal	$195.00	7	22	$4,390.00	$450.00	$4,840.00	$4,540.00	11 Months	14 Months
Paralegal Studies – Associate Degree	$165.00	20	60	$10,000.00	$950.00	$10,950.00	$10,450.00	2 Years	3 Years
Paralegal Studies - Certificate	$195.00	7	21	$4,195.00	$550.00	$4,745.00	$4,445.00	8 Months	15 Months
Brighton College Programs	**Cost Per Credit Hour**	**Courses**	**Credits**	**Tuition + Enrollment Fee**	**Resource Fee**	**Total**	**Pay in Full**	**Pay in Full**	**Pay in Full**
Business Management – Associate Degree	$165.00	20	60	$10,000.00	$950.00	$10,950.00	$10,450.00	2 Years	3 Years
Health Services Management – Associate Degree	$165.00	20	60	$10,000.00	$950.00	$10,950.00	$10,450.00	2 Years	3 Years
Pharmacy Tech – Certificate	$195.00	5	15	$3,025.00	$350.00	$3,375.00	$3,075.00	6 Months	9 Months
Medical Records Tech – Certificate	$195.00	7	21	$4,195.00	$250.00	$4,445.00	$4,145.00	8 Months	12 Months
Medical Coding & Billing – Certificate	$195.00	8	22	$4,390.00	$350.00	$4,740.00	$4,440.00	9 Months	14 Months
Medical Office Administrative Assistant – Certificate	$195.00	6	20	$4,000.00	$250.00	$4,250.00	$3,950.00	10 Months	15 Months
Business Accounting – Certificate	$195.00	7	21	$4,195.00	$450.00	$4,645.00	$4,345	8 Months	12 Months
Customer Support Rep - Certificate	$195.00	8	24	$4,780.00	N/A	$4,780.00	$4,480.00	10 Months	15 Months
BCCI Programs				**Tuition + Enrollment Fee**	**Resource Fee**	**Total**	**Pay in Full**	**Estimated Length**	**Max. Length**
CompTIA	$195.00	6	34	$6,730.00	$595.00	$7,325.00	$7,025.00	13 Months	20 Months
Advanced Security Practitioner (ASP)	$195.00	2	13	$2,635.00	$595.00	$3,230.00	$2,930.00	5 months	8 Months
Certified Information Systems Security Practitioner (CISSP)	$195.00	4	21	$4,195.00	$595.00	$4,790.00	$4,490.00	8 Months	12 Months

APPENDIX 2 - TEXTBOOK FEES

Program	eBook Costs
Associate Degree in Health Services Management	$1,466
Medical Office Administrative Assistant Certificate	$612
Medical Records Technician Certificate	$537
Pharmacy Technician Certificate	$348
Medical Coding & Billing Certificate	$518
Associate Degree in Business Management	$1,095
Business Accounting Clerk Certificate	$336
Customer Support Representative Certificate	$195
CompTIA Certificate	NA
CISCO Certificate	NA
CASP Certificate	NA
CISSP Certificate	NA
Home Inspection Certificate	NA
Home Inspection - AZ Short Course Certificate	NA
Nurse Paralegal Certificate	$324
Associate Degree in Paralegal Studies	$1,104
Paralegal Certificate Program	$229

ADMINISTRATION

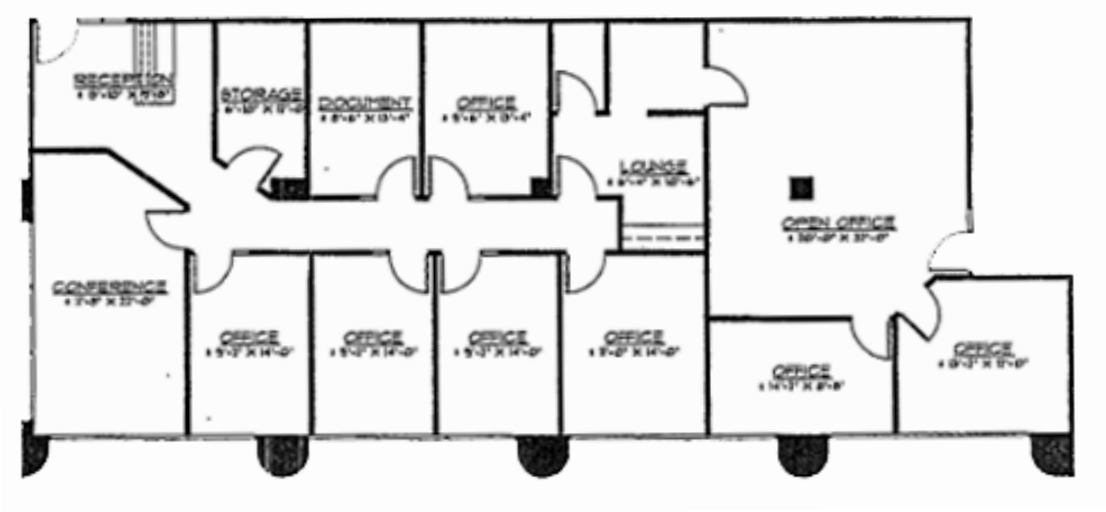
Paul Zagnoni	President Bachelor of Science in Strategy and Marketing, Western Illinois University
Gilda Rada	Vice President of Academic Affairs Doctor in Education in Leadership and Learning with an Emphasis in Higher Learning, Aspen University *(Expected Degree 2021)* Masters in Business Administration, University of Phoenix Bachelor of Science in Business Marketing, University of Phoenix Associates in International Business, Pima Community College CHEP certified in Online Teaching
Sean Dixon	Director of Student Services Bachelor of Science in Business Management Grand Canyon University
Amanda MacDonald	Curriculum Manager M. Ed, Ed Tech, Arizona State University; Bachelor of Education, Early Childhood Ed Arizona State University
Student Services	
Diane Bates	Student Success Coach
Kaitlin Gerth	Student Success Coach
Anna Moody	Student Success Coach
Admissions	
Angela Bradley	Program Advisor
Amy Smith	Program Advisor
Ryan Golden	Program Advisor
Steven Hatch	Director of Admissions
Academic Support	
Ted Hansen	Ph.D. with Emphasis on Higher Education Administration, Master of Education, Bachelor of Science in Education, Bowling Green State University

Faculty	Credentials and Degrees
Michael Bagwell	Doctor of Business Administration, emphasis: Homeland Security and Policy Northcentral University; Master of Strategic Management, Indiana Wesleyan University; Bachelor of General Studies, emphasis: Computer Science, Indiana Wesleyan University; Criminal Justice Certification, Indiana Wesleyan University; Six Sigma, Yellow Belt, White Belt; Communications and Information Systems, United States Army Signal Corps (USASC)
Gail Barsky	Bachelor of Arts, JD, LL.M. Temple University Law School and University
Kristine Benard	Master of Arts in English with emphasis on Literature, University of Toledo; Bachelor of Arts with emphasis in Writing, University of Toledo
Donna Christe	Certified Professional Coder (CPC), Certified Coding Specialist - Physician (CCS-P), Certified Professional Medical Auditor (CPMA), Certified Coding Specialist (CCS)
Sandy Gilbert	Bachelor of Science in Sociology, University of Arizona; Master in Education, University of Phoenix; Master in Psychology, Walden University
Amanda MacDonald	M. Ed, Ed Tech, Arizona State University; Bachelor of Education, Early Childhood Ed Arizona State University
Matt MacDonald	Bachelor of Science in Economics, Arizona State University
Daniel Marco	Juris Doctor, Cleveland-Marshall College of Law; Bachelor of Arts, Cleveland State University
Suzin Marshall	Master of Business Administration, University of Phoenix; Bachelor of Science in Business, University of Phoenix; Business Management Certification, Team Building Certification, Six Sigma Green Belt Certification
Joseph Mott	Juris Doctor, Arizona State University College of Law; MSE, Polytechnic Institute of NY; Bachelor of Science in Engineering, Princeton University - Civil Engineering with Honors
Jessica Pitts	Master of Business Administration, University of Phoenix; Bachelor of Science in Health Promotion, emphasis: Social Work, Northern Arizona University; Certified in ICD-9, ICD-10, CPT, HCPCS coding; Certified Medical Insurance Billing & Coding Specialist; Certified Instructor of American Healthcare Association BLS, CPR, and First Aid
Terri Randolph	Bachelor of Science in Health Administration, University of Phoenix; Master in Business Administration, University of Phoenix, Certified Allied Health Instructor, American Medical Technologist; Certified Billing and Coding Specialist, National Healthcareer Association; Certified Electronic Health Records Specialist, National Healthcareer Association

Guatam Sen	Juris Doctor, Western New England College School of Law; Masters of Science in Nuclear Engineering, University of Cincinnati
Joel Tscherne	Master of Arts in History, concentration in American History, Cleveland State University; Master of Library Science, Kent State University; Bachelor of Arts in History, Cleveland State University

FACILITIES INFORMATION

Brighton College occupies 2,831 square feet of space in the Scottsdale office, Suites 300 & 330. There are private offices, a formal conference room, an informal meeting area, a large room with multiple workstations, a kitchen and dining area, restrooms, and amenities such as a workout room and vending machines downstairs for all renters to use. All Brighton College programs are delivered entirely online through a proprietary Learning Management System; therefore, the facilities are primarily designed to support employees who service the needs of students. The space provides for both administrative use and a storage area to house locking fireproof cabinets for Brighton College students. The space allows for growth during the period of the lease and should accommodate approximately twenty employees at any given time. Brighton College has a combined workforce of local office employees and remote workers across the United States. This supports the commitment to service students who are also throughout the United States in multiple time zones. The local office employees also are offered flexible work schedules, which allows optimal use of space supported by employees working remotely. The institutions systems allow for access to necessary information 24/7 from virtually any location with appropriate connectivity, minimizing dependency on physical space and equipment. This includes the student information system, the online classroom, email, and voice over Internet protocol (VOIP) telephone. Although most students communicate with Brighton College through phone, email and Internet, the office provides meeting space for prospective students to meet with admissions representatives and current students and graduates to meet with enrollment advisors, as needed.



BRIGHTON COLLEGE

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