



Academic Programs
2017 - 2018 TRIDENT UNIVERSITY CATALOG
JANUARY 2018 ADDENDUM



The Trident University International (Trident) catalog consists of two parts: **Policy Handbook** and **Academic Programs**, which reflect current academic policies, procedures, program and degree offerings, course descriptions, and other pertinent information. This addendum to the catalog was prepared on the basis of the best information available at the time. Pursuant to the catalog rights policy, as laws, rules, accreditation standards and policies change from time to time the information in this addendum will be updated as deemed appropriate by the university administration. Trident University International assumes no responsibility for editorial, clerical, and programming errors that may have occurred in the publication of the addendum.

This addendum is effective beginning the Winter 2018, January 2018 Fastrac, and January 2018 Certrac sessions and modifies and/or updates the 2017-2018 University Catalog – Academic Programs and the 2017-2018 University Catalog – Policy Handbook.



Policy Handbook

The following sections of the Trident University 2017-2018 Policy Handbook have been amended/added:

Page 6: Admission Requirements

Update the Policy to the following:

Graduate Degree Programs and Post-graduate Certificates

- A conferred Bachelor's degree or its equivalent* from a regionally or nationally accredited college or university.
- A minimum GPA of 2.5 on the transcript of the most recently conferred Bachelor's or Master's degree
- Proof of English proficiency (international students only; see section on [English Proficiency](#))

*A professional degree (such as BPharm, BVsc, MBBS, MD, DVM, DPharm, etc.) may be evaluated by the Academic Dean for equivalency.

Graduate Professional Certificates

SAS Joint Certificate Program in Business Analytics

- A conferred Bachelor's degree from a regionally or nationally accredited college or university
- Students who do not possess a bachelor degree or higher may be eligible for admission under the following conditions:
 - Student must have completed the **equivalent*** of at least three years of full-time post-secondary study either prior to entrance into the program or as part of the program
 - Student cannot be receiving title IV aid as an undergraduate student for the same period of enrollment in the certificate program
- A minimum GPA of 2.5 on the most recently conferred Bachelor's or higher degree
- Minimum of 1 year of work experience in science, engineering, or a functional area of business such as marketing, IT, HRM, finance, or operations is recommended, but not required
- Proof of English proficiency (international students only; see section on [English Proficiency](#))

*Trident University defines '**equivalent**' of at least three years of full-time study as:

- the Completion of minimum 75 credit hours at a regionally or nationally accredited college or university with a minimum GPA of 2.5;
- **OR** Trident University will consider a combination of **60 hours of college credits and 1 year additional work experience** in occupations in the areas of science, engineering, or a functional area of business such as marketing, IT, HRM, finance, or operations. Particular emphasis is placed on experience in statistical analysis, data analytics, etc. (as documented by resume and employer confirmation).

Page 7: Required Documents:

Add the following to the section (after Bachelor's degree seeking students):



Proof of High School Graduation

The following are recognized as satisfying the admission requirement of proof of high school graduation:

- High school diploma from a state approved or regionally accredited high school (for students with more than 24 college credits).
- High school transcript from a state approved or regionally accredited high school (for students with less than 24 college credits)
- Evidence of passing the High School Equivalency Exam
- Evidence of passing the GED
- Documentation of High School Diploma on the DD214
- Documentation of High School Diploma on a transcript for an accredited or Bureau approved institution. (For example, a community college notes that (s)he graduated from High School on a transcript that the student uses for a bachelor's degree.)
- Evidence of completion of an associates or higher degree from a regionally or nationally accredited institution

Page 8: Documents Required for Admission:

Update the policy for DBA and Ed.D. to the following:

DBA Degree-Seeking Students

- Admission Application
- Official transcripts from the institution granting the qualifying Master's degree.
- A cover letter that describes current leadership qualifications, professional goals, potential research topic(s), and why the student is applying to the degree program at Trident.
- Updated curriculum vitae (resume) showing a minimum of five years of professional work experience in business.
- Two letters of recommendation from references that speak to the potential and leadership qualifications in business.
- A letter of support from a current or past employer that documents your ability to conduct practitioner research (may also serve as one letter of recommendation)
- Writing sample—doctoral applicants are required to submit a scholarly writing sample evidencing their research and writing skills.

Ed.D.-Degree Seeking Students

- Admission Application
- Official transcripts from the institution granting the qualifying Master's degree
- A cover letter that describes current leadership qualifications, professional goals, potential research topic(s), and why the student is applying to the degree program at Trident
- Curriculum vitae (resume) showing work experience in education or a related field
- Two letters of recommendation from references that speak to academic potential and leadership qualifications



- A letter of support from a current or past employer that documents your ability to conduct practitioner research (may also serve as one letter of recommendation)
- Scholarly writing sample—doctoral applicants are required to submit a scholarly writing sample evidencing their research and writing skills.

Page 11: First Session Enrollment

Update the policy to the following:

Students enrolling in an undergraduate degree program without an Associate's degree or less than 60 semester hours of earned college-level credits from a regionally or nationally accredited institution will be required to enroll in TUX 101 (The Trident University Experience) in their first session. In light of the importance of TUX101 and its correlation to student success, students will be required to successfully complete and pass the course before they are able to continue with other courses in the program. Total tuition cost will vary where courses are failed and repeated. Tuition Assistance or Financial Aid may also be impacted with failure of courses. Students enrolling in an undergraduate degree program with an Associate's degree or a minimum of 60 semester hours of earned college-level credits from a regionally or nationally accredited institution will be required to enroll in TUX 301 (The Trident University Experience for Students in Transition) in their first session.

Page 12: Additional Degrees and Certificates

Add the following section to the Policy:

Graduate-level students completing a Graduate Certificate and a Graduate Degree

Students may apply same institutional credit to fulfill requirements for their first certificate and degree of the same level.

Page 19: Credit for Prior Learning Policy

Update the policy to the following:

Prior Learning Policy

Trident recognizes that many of our students have acquired knowledge through their employer, military service, or other pursuits. Students are encouraged to submit all prior learning credit upon admission. Credit for prior learning at Trident may be earned in a variety of ways:

Military Credit

Trident grants undergraduate credit for military education as recommended by the [American Council on Education's \(ACE\) Guide to the Evaluation of Educational Experiences in the Armed Services](#). This is in accordance with transfer credit policies at Trident. Students may request evaluation of military credit by submitting official Joint Service Transcripts (JST) to the Office of Admissions.

Transcripts may be obtained through the appropriate home pages at:

- **ARMY:** <https://jst.doded.mil>



- **NAVY/MARINES:** <https://jst.doded.mil>
- **AIR FORCE:** Transcripts from the Community College of the Air Force (CCAF) at <http://www.au.af.mil/au/ccaf/transcripts.asp>
- **COAST GUARD:** <https://jst.doded.mil>
- For additional informational links, visit the ACE website at <http://www.acenet.edu/higher-education/Pages/Military-Students-and-Veterans.aspx>.

Military credit posted on a Joint Services Transcript (JST) will be posted to the student's transcript if it fulfills graduation requirements at Trident. Military credit that is identified as vocational may be subject to the [Professional, Technical, and Vocational Credit](#) policy.

Credit by Examination

- Advanced Placement (AP) Credit:
<http://www.collegeboard.com/student/testing/ap/about.html>.
Trident awards credit only for AP test scores of "3" and higher, if the test is equivalent to current course offerings. Advanced Placement exam scores must come directly from The College Board in a sealed envelope to be considered valid.
- College Level Examination Program (CLEP): <http://clep.collegeboard.org/>.
- DANTES Subject Standardized Test (DSST/DANTES): <http://www.getcollegecredit.com/>.
- Excelsior College Examinations: <http://www.excelsior.edu/static/exams/>. Submit official documents to the University to determine credit.

Sponsored Professional Learning

Trident may award credit for professional training and certifications. In order to have these evaluated, students must be admitted to their program and must have a completed degree plan on file. Students should contact their Student Success Advisor for more information. Trident accepts for review the following:

American Council on Education (ACE) Evaluated Credit

Trident may award credit for professional training and learning programs with credit recommended in the ACE CREDIT National Guide. Students are required to submit an official ACE transcript to be considered for credit. ACE CREDIT is subject to existing Trident transfer credit limitations and will be applied to the Degree Plan as transfer credit.

National College Credit Recommendation Service (NCCRS)

Trident may award credit for professional training and learning programs with credit recommended by the National College Credit Recommendation Service (NCCRS). Students are required to submit the Prior Learning Assessment Submission form and official documentation of the completed training to the



Office of the Registrar. NCCRS credits are subject to existing Trident transfer credit limitations and will be applied to the Degree Plan as transfer credit.

Prior Learning Assessment – Trident Sponsored Learning Assessment

Trident recognizes that students may have completed professional training that has not been previously evaluated by ACE or NCCRS. Students will be required to submit the Prior Learning Assessment Submission form and official documentation of the completed training program for academic review. Trident reserves the right to deny credit. No more than 15 credits may be applied to an Associate Degree program and no more than 30 credits may be applied to a Bachelor's degree program from Prior Learning Assessment credit. Sponsored Learning Assessment cannot be evaluated for graduate level credit.

Page 24: Tuition and Fees

Update the Tuition and Fees Table with the following:

Standard:

Master of Arts in Education (36-Unit): \$18,360

Master of Arts in Education (30-Unit): \$15,300

Military:

Master of Arts in Education (36-Unit): \$11,700

Master of Arts in Education (30-Unit): \$9,750

Veteran/Partnership:

Master of Arts in Education (36-Unit): \$13,500

Master of Arts in Education (30-Unit): \$11,250

Page 32: Disbursements

Update the policy to the following:

Disbursements

First disbursements are released if all of the following has been met:

- after census of the first session in the payment period
- enrollment in the first payment period
- has demonstrated academic activity through submission of a Case Assignment or Session Long Project Assignment of the first session in the payment period
 - First time undergraduate students at Trident must complete ALL assignments (Case, Session Long Project and Threaded Discussion) in both modules 1 and 2 prior to receiving their first disbursement



Second disbursements are released if the first payment period was successfully completed and all of the following has been met:

- after census of the first session in second payment period
- enrollment in the second payment period
- has demonstrated academic activity through submission of a Case Assignment or Session Long Project Assignment of the first session in the second payment period

Page 32: Return of Title IV Funds

Change the policy to the following:

Return of Title IV Funds

General Requirements

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may be considered ineligible for all or a portion of Title IV funds that he or she received.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned to the Title IV program of the U. S. Department of Education. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

When a student is considered to have withdrawn for Title IV purposes

A student is considered to have withdrawn from a payment period or the university, for attendance taking programs, if:

- The student does not complete all the days and semester hours in the payment period that the student was scheduled to complete;
- The student is not scheduled to begin another course within 45 calendar days after the end of the session the student ceased attending, unless the student is on an approved leave of absence.

To determine the amount of funds earned by the student, the Student Finance Department will complete the Federal Return to Title IV (R2T4) Worksheet provided by the U. S. Department of Education. This worksheet is used to calculate the portion of the federal funds earned by the student and the portion (if any) to be returned (unearned by the student) to the U. S. Department of Education based on the student's last date of attendance. Attendance at Trident is defined as academic-related activity, such as submission of written assignments and discussion postings or both. Course logins and reading assignments are not used in the determination of a student's last date of attendance. A student earns federal student aid funds on a prorated basis. Proration is based on the percentage of the



payment period the student completed. This is determined by the student's completion of assigned coursework during that payment period of enrollment.

The last date of any academic-related activity is used to calculate the percentage of days completed in the payment period, which is equivalent to the percentage of aid for which the student is eligible. If the student has an incomplete for the course(s) and does not enroll in the subsequent session, the session end date will be used as the last date of activity. For attendance taking programs, the last date of activity will be used. For students who officially withdraw from all courses and/or Trident, the date of withdrawal will be used to determine the percentage of the payment period completed. For attendance taking programs, the last date of activity will be used as the withdrawal date. For students who do not return from an approved leave of absence, the date of withdrawal will be the date the LOA began. For attendance taking programs, the withdrawal date will be the last date of activity. The percentage of unearned aid will be returned. Once it is determined that a student who has received Title IV funds is no longer enrolled, a R2T4 calculation will be completed. A notice will be sent to students when a R2T4 is completed, which will include any balance or grant overpayment due. Title IV funds are returned in the following order: 1. Unsubsidized Federal Direct Stafford Loans 2. Subsidized Federal Direct Stafford Loans 3. Federal Direct PLUS Loans 4. Federal Pell Grants.

Page 37: Academic Participation and Substantive Interaction:

Update the first paragraph of the policy to the following:

Students in degree programs are required to start their course by participating in the first week of the course and continue to participate in their courses in a regular, timely and substantive manner. Students who fail to submit required assignments in the first week and/or by the Module 1 due date of the course may be subject to administrative drop from the course, return of financial aid, tuition assistance (TA) or VA benefits, and be held personally responsible for prorated tuition and applicable fees. (Students must review Trident policy on refunds and return of financial aid or tuition assistance, and immediately contact their advisor with any questions regarding this or any other Trident policy)

Page 47: Normal Time to Complete and Maximum Time to Complete

Add the following to the Policy:

- The normal time to degree completion for an Associate's degree is two years. Associate's degree requirements must be fulfilled within three and a half consecutive years.

Page 52: Graduation Requirements

Add the following table:



Degree Programs	General Program Plans and Concentrations	Minimum Residency Semester Hours	Maximum Transferable Semester Hours	Degree Semester Hour Minimum
Associate of Science in Professional Studies	All concentrations	15	45	60

Update the Doctoral Graduation Requirements table to the following:

Degree Programs	General Program Plans and Concentrations	Minimum Residency Semester Hours	Maximum Transferable Semester Hours	Degree Semester Hour Minimum
Doctor of Education in Educational Leadership	All concentrations	40	20	60
Doctor of Philosophy in Business Administration	All concentrations	44	12	56
Doctor of Business Administration	All Concentrations	36	12	36-48
Doctor of Philosophy in Educational Leadership	All concentrations	44	12	56
Doctor of Philosophy in Health Sciences	All concentrations	44	12	56

Page 61: Instructional Sessions

Update the policy to the following:

For Degree Programs and Graduate Certificates, Trident offers 12-week sessions (Fall, Winter, Spring, and Summer) and 8-week sessions (starting every 4 weeks). The University also offers 4-week sessions as part of its Professional Certificate offerings. Enrollment dates are available on Trident's [Academic Calendar](#).

Undergraduate Students:

In 8-week sessions, a full-time load at the undergraduate level is considered to be 12 credits over a 16-week period.

In 12-week sessions, a full-time load at the undergraduate level is considered to be 24 credits over a 36-week period.

Graduate Students:

In 8-week sessions, with 4 credit courses, a full-time load at the graduate or doctoral level is considered to be 8 credits over a 16-week period.

In 12-week sessions, with 4 credit courses, a full-time load at the graduate or doctoral level is considered to be 12 credits over a 36-week period.



In 8-week sessions with 3 credit courses, a full-time load at the graduate or doctoral level is considered to be 6 credits over a 16-week period.

Professional Certificates:

Each 3 credit course in the professional certificate programs will be four (4) weeks in length and comprise three (3) semester credit hours equivalent to 120 clock hours.

For undergraduate Professional Certificates, a full-time load is considered to be 12 credits within a 16-week period or prorated equivalent for programs less than 1 academic year in length.

A full-time load at the graduate level is considered to be 12 credits within a 16-week period or prorated equivalent for programs less than 1 academic year in length.

Page 77: Satisfactory Academic Progress

Update the policy to the following:

Satisfactory Academic Progress - Academic Warning/Financial Aid Warning/Academic Dismissal

In order to maintain good academic standing, and maintain applicable financial aid eligibility, students must demonstrate satisfactory academic progress toward completing their degree. This progress is measured by the qualitative and quantitative standards below. Satisfactory Academic Progress (SAP) will be measured and evaluated at the end of each evaluation period.

Evaluation Period Definitions:

Each Academic Year consists of two evaluation periods also referred to as financial aid payment periods. The first evaluation period in the Academic Year ends when half of the credits and weeks required for a completed Academic Year have been successfully met. The second evaluation period in the Academic Year ends when the requirements for a completed Academic Year have been successfully met.

8 Week Track Academic Years:Undergraduate:

A Full Academic Year is defined as a minimum of 32 weeks of instructional time and 24 successfully earned semester credit hours that apply toward the student's program of study.

Graduate:

A Full Academic Year is defined as a minimum of 32 weeks of instructional time and 16 successfully earned semester credit hours that apply toward the student's program of study.

Graduate Programs with 3 unit courses:

A Full Academic Year is defined as a minimum of 32 weeks of instructional time and 12 successfully earned semester credit hours that apply toward the student's program of study.

12-Week Track Academic Years:Undergraduate:



A Full Academic Year is defined as a minimum of 36 weeks of instructional time and 24 successfully earned semester credit hours that apply toward the student's program of study.

Graduate & Doctoral:

A Full Academic Year is defined as a minimum of 36 weeks of instructional time and 12 successfully earned semester credit hours that apply toward the student's program of study.

4-Week Track Academic Years:

5 Month Programs:

A Full Academic Year is defined as a minimum of 20 weeks of instructional time and 15 successfully earned semester credit hours that apply toward the student's program of study.

6 Month Programs:

A Prorated Academic Year is defined as a minimum of 24 weeks of instructional time and 18 successfully earned semester credit hours that apply toward the student's program of study.

9 Month Programs:

A Full Academic Year is defined as a minimum of 36 weeks of instructional time and 27 successfully earned semester credit hours that apply toward the student's program of study.

12 Month Programs:

A Full Academic Year is defined as a minimum of 36 weeks of instructional time and 27 successfully earned semester credit hours that apply toward the student's program of study.

Qualitative Standard:

Students are expected to remain actively engaged in their academic work (see applicable Academic Participation and Substantive Interaction policy) and maintain the following minimum grade point averages:

- Students in the undergraduate programs must complete each undergraduate course with a grade of "D" (1.0) or higher and maintain a cumulative GPA based on the scale below:

Required Minimum Cumulative Program GPA as outlined below:

Student Classification (transferred semester hours + earned Trident semester hours)	Cumulative Program GPA
Level 1: 0-23 Semester Hours	1.5
Level 2 and Greater: 24 Semester Hours and Greater	2.0

- Students in the graduate (Master's) programs must complete each graduate course with a grade of "B-" (2.666) or higher and maintain a cumulative GPA of a 3.0 (B) or higher for all graduate-level coursework applying toward the degree.
- Students in the Doctoral degree programs must complete each Doctoral course with a grade of "B" (3.0) or higher and maintain a cumulative GPA of 3.0 (B) or higher for all courses applying toward the degree.



- Students in a Professional Certificate or Diploma Program must complete each undergraduate course with a grade of “D” (1.0) or higher and maintain a cumulative GPA of 2.0 (C) or higher throughout the program.
- Students in a Graduate Professional Certificate Program must compete each course with a grade of “B-” (2.666) or higher and maintain a cumulative GPA of 3.0 (B) or higher throughout the program.

Quantitative Standard:

Students must successfully complete at least 67% of all attempted credits and will be placed on Academic/Financial Aid Warning if this requirement is not met. Applied transfer credits and courses with a grade of W assigned are included in this calculation. Non-passing grades, incompletes, and withdrawals will be counted as attempted credits, but will not count as earned credits. When coursework is repeated, the credits for the original and subsequent attempt(s) will be factored into the calculation of credits attempted and credit earned. This includes courses cancelled under the Repeat and Cancel policy.

Masters and Doctoral students are required to meet Quantitative standard as outlined below:

Masters and Doctoral students (transferred semester hours + earned Trident semester hours)	Quantitative Measure
0-8 Credits	50%
9 + Credits	67%

Academic Warning/Academic Disqualification:

Students who do not meet either the Qualitative and Quantitative standards outlined at the evaluation period will be placed on Academic Warning and will be notified via email by the Office of Registrar. The notice will identify the requirements to be met by the student in order to be removed from Academic Warning. A copy of the notice will become part of the student’s permanent file. Once on Academic Warning, students have until the next evaluation period to meet both the Qualitative and Quantitative standards. If all other requirements are met, (e.g. successful completion of weeks and credits of the payment period), financial aid students may be eligible for aid while on academic warning. If the standards are not met within the next evaluation period, the student will be disqualified from the university and lose applicable financial aid eligibility. Students may regain financial aid eligibility by meeting the qualitative and quantitative standards. Approval of academic disqualification may also be based on factors including (but not limited to) the number of failed grades, the student’s overall academic engagement and performance, the level of academic deficiency, and the student’s probability of achieving satisfactory academic standing within a reasonable time.

Satisfactory Academic Progress and Veteran Affairs Educational Benefits

Students must maintain Satisfactory Academic Progress (SAP) to receive Veteran Affairs educational benefits. Undergraduate students who receive 6 consecutive W’s and Graduate and Doctoral students



who receive 3 consecutive W's may not be certified with veteran affair's benefits and may be subject to academic disqualification as described above.

Important Information for All Students:

Students enrolled in Trident University International may also be academically disqualified if they do not pass three courses within an evaluation period. Please see Evaluation Period Definition outlined above.

All students will be transitioned to the updated Satisfactory Academic Progress policy on the effective date of this catalog or upon their next Evaluation Period end date, whichever comes later.

Page 74: Repeating Courses and Cancellation of Failed Grades

Update the first paragraph of the policy to the following:

Subject to the conditions set forth below, when students receive a grade in a course that does not meet minimum degree program requirements, they may repeat the course or complete credits in an approved substitute course (certain courses such as TUX 101, and core courses are required to be repeated if previously failed) - Upon repeating the course, if the student receives a satisfactory grade, the prior grade may be canceled and no longer computed in the student's GPA, subject to the conditions below. It is the student's responsibility to notify the Office of the Registrar at registration@trident.edu once a course has been repeated.



Academic Programs Catalog

The following sections of the Trident University 2017-2018 Academic Programs Catalog have been amended/added:

General Note: Associate of Science in Professional Studies

The Associate of Science in Professional Studies was originally published in the enclosed 2017-2018 Fall Catalog with an effective date of 10/01/2017 to 09/30/2018. On August 18, 2017 we received approval of the new degree program from our regional accreditor WSCUC. On September 13, 2017, we received approval from the Bureau for Private Postsecondary Education (BPPE). Both approvals were received prior to the effective date of the catalog.

Page 2: Arts and Humanities

Remove the following course:

BUS 280	Communications in Business	4
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Page 3: Information and Technology Literacy

Add the following course to the section:

CSC 111	Foundations of Computing and Program Design	4
CSC 416	Information Security and Technology in Society	4

Page 3: Social and Behavioral Sciences

Add the following course:

TUX 105	Introduction to Online Education and Learning Technology	4
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Page 5: Associate of Science in Professional Studies

Update the program Core to the following:

Arts/Humanities	1 Course if Taken at Trident	4
Written and Oral Communication	2 Courses if Taken at Trident	8
Quantitative Skills	1 Course if Taken at Trident	4
Physical and Biological Sciences	1 Course if Taken at Trident	4
Social and Behavioral Sciences	2 Courses if Taken at Trident**	8
PRS 299	Capstone Project*	4

Page 6: Bachelor of Science in Business Administration

Update the program to the following:

The purpose of the Bachelor of Science in Business Administration program is to help prepare students for entry-level management positions in business, industry, and not-for-profit organizations. Specifically, the program is designed to assist candidates to obtain quality undergraduate-level content expertise in all of the functional areas of business administration plus a specialty area of concentration. This program



includes quality undergraduate-level development in business administration areas with special emphasis in global applications and ethical considerations. All students will select four electives that will provide an opportunity to develop special expertise in an area of their interest. All courses are case based and application based.

Degree Semester Hour Requirement

A minimum of 120 semester hours

Residency Requirement

A minimum of 30 semester hours must be completed at Trident.

Upper Division Semester Hour Requirement

A minimum of 36 upper division semester hours

General Education Requirement

A minimum of 44 semester hours. See General Education Requirements for details. *Any remaining credits after the student has completed the below program requirements and the required General Education will be made up as General Electives through transfer or institutional credit.

Program Learning Outcomes

Upon successful completion of their respective program option, graduates should be able to:

- Apply effective communication skills in a business environment.
- Assess the impact of culture and diversity on business practices.
- Assess the ethical implications of business decisions and actions.
- Apply business theories, models, and concepts to guide analysis of problems and situations.
- Use technology to gather and analyze information.
- Utilize data driven analysis in making business decisions.
- Analyze the impact of global forces on business practices.

Lower Division Program Requirements (8 Semester Hours)

ECO 220	Principles of Economics	4
MAT 201	Basic Statistics	4

Program Core Courses (48 Semester Hours)

ACC 201	Financial Accounting	4
ACC 202	Managerial Accounting	4
BUS 205	Business Law	4
BUS 303	Business Communication	4
BUS 401	International Business	4
FIN 301	Principles of Finance	4
ITM 301	Principles of Information Systems in Business and Organizations	4



MGT 301	Principles of Management	4
MGT 302	Organizational Behavior and Teamwork	4
MGT 499	Strategic Management	4
MKT 301	Principles of Marketing	4
OPM 300	Introduction to Operations Management	4

Program Core Special Instructions

- *MGT 499* Strategic Management may not be taken until all other core courses have been successfully completed.
A minimum grade of “C” is required in MGT 499 to meet graduation requirements.

BSBA students may choose a no concentration option or a program concentration option. The program concentration option allows for greater specialization in an area of the student’s choice.

No Concentration Option (16 Semester Hours)

Elective Courses

Elective hours may be taken from: Social Science, Behavioral Science, Health Science, Technology, and Humanities upon approval of the Associate Dean. (Student must meet requirement of 36 hours of upper division courses.)

Program Concentration Option (16 Semester Hours)

Students must complete all requirements in one of the following concentrations in Contract Management, General Business, Human Resource Management, Information Technology Management, Logistics, Management/Leadership, or Project Management:

Contract Management Concentration

Concentration Learning Outcomes

- Apply effective communication skills in a business environment.
- Conduct results oriented and academic research to analyze practical contract management problems and issues.
- Assess the ethical implications of contract decisions and actions.
- Apply contract management systems, models, and concepts to guide analysis of problems and situations.
- Use technology to gather and analyze data and information.
- Utilize data driven analysis in making contracting decisions.

Concentration Core Courses (12 Semester Hours)

CMG 301	Fundamentals of Contract Management/Administration	4
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CMG 302	Negotiation, Pricing, and Conflict Resolution	4
CMG 402	Fundamentals of Purchasing and Purchase Management	4

Concentration Elective Courses (4 Semester Hours)

MGT 420	Power, Influence, and Persuasion <u>or</u> non-equivalent business elective	4
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General Business Concentration

Concentration Learning Outcomes

- Apply effective communication skills in a business environment.
- Assess the impact of culture and diversity on business practices.
- Assess the ethical implications of business decisions and actions.
- Apply business theories, models, and concepts to guide analysis of problems and situations.
- Use technology to gather and analyze information.
- Utilize data driven analysis in making business decisions.
- Analyze the impact of global forces on business practices.

Concentration Elective Courses: (16 Semester Hours)

Select four courses from the following options:

CMG 301	Fundamentals of Contract Management/Administration	
CMG 302	Negotiation, Pricing, and Conflict Resolution	4
LOG 301	Introduction to Supply Chain Management	4
MGT 401	Leadership and Change	4
MGT 422	Decision Making for Leaders	4
PRM 301	Introduction to Project Management	4
MGT 407	Principles of Human Resource Management	4
MGT 420	Power, Influence, and Persuasion	4

Human Resource Management Concentration

Concentration Learning Outcomes

- Demonstrate knowledge of Human Resource functions and be able to apply the knowledge to “get, keep, and grow” talent.
 - Demonstrate effective communication skills in a business environment.
 - Demonstrate knowledge of the basic business functions (accounting, marketing, finance, organizational behavior, strategic management).
 - Conduct library/internet research and critically evaluate information sources.
 - Demonstrate knowledge of the effects of Human Resource Management on business and society.
 - Apply knowledge of cultural issues and diversity to function effectively in global and local business environments.
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- Demonstrate knowledge of the ethical implications of business decisions and actions.

Concentration Core Courses (16 Semester Hours)

MGT 407	Principles of Human Resource Management	4
MGT 412	Human Resource Management and Law	4
MGT 411	Advanced Topics in HRM	4
MGT 423	Organizational Development and Change <u>or</u> Elective: Approved Business, Psychology, Sociology, or Behavioral Science courses.	4

Information Technology Management Concentration

Concentration Learning Outcomes

- Apply effective communication skills in an information technology environment.
- Conduct results oriented and academic research to analyze practical information technology management problems and issues.
- Assess the ethical implications of information technology management decisions and actions.
- Apply information systems, models, and concepts to guide analysis of problems and situations.
- Use technology to gather and analyze information.
- Utilize data driven analysis in making information technology management decisions.

Concentration Core Courses (16 Semester Hours)

ITM 306	Foundations of Management Information Systems	4
ITM 422	Administering IT Infrastructure	4
ITM 423	Systems Acquisition, Systems Development, and Project Management	4
ITM 490	Capstone in Information Technology Management	4

Concentration Special Instructions

ITM 490	Capstone in Information Technology Management may not be taken until all other concentration courses have been successfully completed. Students who had ITM421 under their degree plan can take ITM306 as a substitution.
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Logistics Concentration

Concentration Learning Outcomes

- Apply effective communication skills in a logistical environment.
 - Conduct results oriented and academic research to analyze practical logistic problems and issues.
 - Assess the ethical implications of logistical decisions and actions.
 - Apply logistics systems, models, and concepts to guide analysis of problems and situations.
 - Use technology to gather and analyze information.
 - Utilize data driven analysis in making logistical decisions.
-



Concentration Core Courses (16 Semester Hours)

LOG 301	Introduction to Supply Chain Management	4
LOG 302	Operations Management Control	4
LOG 401	Introduction to Global Logistics Management	4
MGT422	Decision Making for Leaders <u>or</u> non-equivalent business elective	4

Management/Leadership Concentration

(Special military program for MOS 12/21 service members)

Concentration Learning Outcomes

- Delineate the differences in the roles of managers and leaders in today's global economy while preparing them for the leadership challenges of the future.
- Demonstrate effective written and oral communications at all levels of the organization by identifying guidelines for overcoming cross-cultural communication barriers in a diverse workforce.
- Conduct results oriented and academic research to analyze practical business problems.
- Execute business research by finding, collecting, analyzing and evaluating management/leadership literature and data.
- Utilize critical thinking and research skills in the evaluation of alternative management solutions.
- Analyze the process of dealing with change as midlevel managers working in multinational organizations.
- Evaluate methods for establishing and achieving organizational goals by explaining concepts and skills for stimulating individual and group performance.

Concentration Core Courses (16 Semester Hours)

MGT 401	Leadership and Change	4
MGT 420	Power, Influence, and Persuasion	4
MGT 422	Decision Making for Leaders	4
MGT 423	Organizational Development and Change	4

Concentration Special Instructions

MGT 423	Organizational Development and Change may not be taken until all other concentration courses have been successfully completed.
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Project Management Concentration

Concentration Learning Outcomes

- Apply effective communication skills in a project management environment.
- Conduct results oriented and academic research to analyze practical project management problems and issues.



- Assess the ethical implications of project management decisions and actions.
- Apply project management systems, models, and concepts to guide analysis of problems and situations.
- Use technology to gather and analyze information.
- Utilize data driven analysis in making project management decisions.

Concentration Core Courses (16 Semester Hours)

PRM 301	Introduction to Project Management	4
CMG 302	Negotiations, Pricing, and Conflict Resolution	4
ACC 310	Managerial Cost Accounting	4
PRM 490	Project Management Integration	4

Concentration Special Instructions

PRM 490	Project Management Integration may not be taken until all other concentration courses have been successfully completed
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Page 28: Doctor of Business Administration

Update the Program Core to the following:

Required Program Courses (36-48 Semester Credit Hours)

DOC 600	Introduction to Doctoral Studies and Research Methods in Business	4
MGT 610*	Organizations, Management and Leadership	4
MKT 610*	Advanced Strategic Marketing	4
FIN 610*	Advanced Strategic Corporate Finance	4
DOC 640	Case Study and Action Research	4
DOC 650	Technology and Business Process Improvement	4
DOC 660	Innovation and Creativity in Business	4
DOC 670	Applied Statistics for Research in Business and Management	4
DOC 690	Doctoral Study Proposal	4
DOC 700	Doctoral Study Supervision I	4
DOC 701	Doctoral Study Supervision II	4
DOC 702	Doctoral Study Supervision III	4

*A completed Master's level course in Marketing, Management/Organizational Behavior, and Finance may allow the corresponding course(s) to be waived. These courses may not be required for students with a Masters of Business Administration. This is subject to transfer credit rules and restrictions as outlined in the University's [Policy Handbook](#).

Page 51: Doctor of Philosophy in Educational Leadership

Update the Health Education Concentration Electives to the following:



DEL 614	Research in Educational Leadership	4
DEL 601	Health Promotion Program Planning Design and Evaluation	4
DEL 603	Health Behavior and Change	4
RES 603	Advanced Data Management and Analysis	4

Page 22/74: Dual Degree – Master of Science in Health Administration and Master of Business Administration (MSHA/MBA)

Update the program to the following:

The Glenn R. Jones College of Business and the College of Health and Human Services have joined forces to offer a program that results in the conferral of both a Master of Business Administration (MBA) degree and a Master of Science in Health Administration (MSHA) degree.

- The student needs to apply specifically to the dual degree program when applying to the university.
- The MSHA/MBA degree requires total of 64 semester hours, 32 semester hours from each program. The student may choose which program he/she completes first. However, students without an undergraduate degree in Business Administration should complete the MSHA program courses first.
- Dual degree students must satisfy the curriculum and graduation requirements of both the MBA and MSHA programs, and follow their degree plan.
- MHA 599 is based on the required core courses of both degree programs. The culminating experience entails synthesis and integration of all previously learnt materials, but is focused on implementation to and within a real-world healthcare (service oriented) setting. MHA 599 must be the last course taken after the required courses in both the MSHA and the MBA program have been taken.
- Students withdrawing from the dual degree program before completing both degrees will only receive credit toward graduation for such courses that qualify toward a single degree program. In this situation students will take the capstone course for the single degree program they wish to complete (MHA599 for the MSHA or MGT599 for the MBA).
- The MBA and MSHA degrees will be awarded upon successful completion of the requirements of the entire dual degree program.

Degree Semester Hour Requirement

64 Semester Hours

MSHA Program Learning Outcomes

- Identify and apply appropriate models and theories to approach and address administrative healthcare problems or issues.



- Develop effective written documents and presentation as professionally appropriate at the healthcare administrative level, e.g., executive reports, business plans, and presentations.
- Apply quantitative skills and methods to evaluate healthcare data/information.
- Identify and critically evaluate professional literature in the field of health administration.
- Critically assess multiple or competing perspectives and options, and recommend appropriate administrative plans or courses of action for a healthcare problem or issue.
- Effectively integrate and develop coordinated plans across various departments to serve the needs of diverse individuals, families, and communities within the healthcare settings.
- Be knowledgeable regarding legal and ethical practices and decision making as a professional in the healthcare field.

MBA Program Learning Outcomes

- Identify and apply appropriate quantitative and qualitative business models to evaluate business performance and solve complex organizational problems.
- Generate business plans at the corporate, business unit, and functional levels.
- Conduct business research by finding, collecting, analyzing, and evaluating business data.
- Evaluate information consisting of multiple perspectives, conflicting evidence, competing interests and priorities, and risk, to determine an optimal course of action.
- Generate oral / written presentations in various business formats (e.g., memos, reports, PowerPoint, spreadsheets, charts / graphs)
- Apply a systems perspective to improve, integrate, and align business functions with organizational strategy.
- Recognize and address cross-cultural contingencies for conducting business in a global environment.
- Demonstrate ethical and reasoned decision-making and action in all facets of organizational management.
- Manage and lead groups and individuals to optimize performance and productivity.

Program Core Courses (64 Semester Hours)

MBA courses:

ACC 501	Accounting for Decision Making	4
BUS 520	Business Analytics and Decision Making	4
BUS 530	Managerial Economics	4
ETH 501	Business Ethics	4
FIN 501	Strategic Corporate Finance	4
MGT 501	Management and Organizational Behavior	4
MKT 501	Strategic Marketing	4
OPM 500	Operation Management for Managers	



MSHA courses:

MHA 506	Health Care Systems Organization	4
MHA 507	Health Care Delivery Systems	4
MHM 502	Health Care Finance	4
MHM 505	Introduction to Quality Assurance	4
MHM 514	Health Information Systems	4
MHM 522	Legal Aspects of Health Administration	4
MHM 525	Marketing in Health Care	4
MHA 599	Capstone Course	4

Program Core Special Instructions

MHA 599 Capstone Course must be taken in final session.

Page 96: Professional Certificate and Diploma Programs

Update the programs to the following

Certificate in Computerized Accounting

Trident's Computerized Accounting Certificate provides a competitive career advantage to students wanting a curriculum path in an accounting and bookkeeping field. Students who complete the Computerized Accounting Certificate will have a strong background in QuickBooks and Sage 50 accounting software, Tax Preparation, and Accounting Procedures. They will also learn basic journal entries and how to properly record and post these entries.

Certificate Semester Hour Requirement

18 Semester Hours

Transfer Credit

6 Semester Hours

Certificate Core Courses (18 Semester Hours)

CCA 101	Accounting & Bookkeeping Fundamentals	3
CCA 105	Introduction to Computerized Accounting	3
CCA 110	Introduction to Tax Preparation	3
CCA 180	Business Communication for Tax Professionals	3
CCA 205	Advanced Computerized Accounting	3
CCA 210	Advanced Tax Preparation	3



Diploma in Computerized Accounting

Trident's Diploma in Computerized Accounting will build on the Computerized Accounting Certificate with courses such as Critical Thinking and Quantitative Methods, which will improve their skills. The program seeks to prepare students for positions such as accounting clerk, bookkeeper, income tax preparer, entry-level accountant, accounts receivable/payable clerks, assistant payroll coordinator, and assistant office manager.

Certificate Semester Hour Requirement

27 Semester Hours

Transfer Credit

9 Semester Hours

Certificate Core Courses (27 Semester Hours)

CCA 100	Critical Thinking and Career Planning for Tax Professionals	3
CCA 101	Accounting & Bookkeeping Fundamentals	3
CCA 105	Introduction to Computerized Accounting	3
CCA 110	Introduction to Tax Preparation	3
CCA 120	Quantitative Methods for Tax Professionals	3
CCA 180	Business Communication for Tax Professionals	3
CCA 200	Applied Accounting	3
CCA 205	Advanced Computerized Accounting	3
CCA 210	Advanced Tax Preparation	3

Certificate in Medical Billing

Trident's Certificate in Medical Billing prepares students for essential work in the health information field. Students who complete the Certificate in Medical Billing will have a strong background in Anatomy and Physiology, Medical Billing, and Reimbursement. They will also learn basic coding and how to properly review and handle electronic health records. The curriculum in this certificate program aligns with current legal and ethical standards as well as the latest U.S. billing and reimbursement standards.

Certificate Semester Hour Requirement

18 Semester Hours

Transfer Credit

3 Semester Hours

Certificate Core Courses (18 Semester Hours)

CMB151	Anatomy & Physiology I/Medical Terminology I	3
CMB152	Anatomy & Physiology II/Medical Terminology II	3



CMB160	Electronic Health Records/Legal/Other	3
CMB170	Coding I	3
CMB190	Reimbursement	3
CMB191	Reimbursement II	3

Certificate in Medical Coding

Trident Certificate in Medical Coding prepares students for essential work in the health information field. Coursework is practitioner-oriented and will focus on coding competencies to be applied in medical offices and hospital settings. The curriculum aligns with current legal and ethical standards with the latest U.S. coding standards from the International Classification of Diseases. Students will also be required to complete a virtual Professional Practice Experience to complete this certificate program.

Certificate Semester Hour Requirement

27 Semester Hours

Transfer Credit

6 Semester Hours

Certificate Core Courses (27 Semester Hours)

CMB151	Anatomy & Physiology I/Medical Terminology I	3
CMB152	Anatomy & Physiology II/Medical Terminology II	3
CMB160	Electronic Health Records/Legal/Other	3
CMB170	Coding I	3
CMB175	Coding II Path & Pharm	3
CMB200	Coding III Path & Pharm	3
CMB205	Coding IV Path & Pharm	3
CMB190	Reimbursement	3
CMB210	Professional Practice Experience	3

Certificate in Medical Coding and Billing

Trident's Certificate in Medical Coding and Billing prepares students for essential work in the health information field. After completing this comprehensive certificate, students will have a deep understanding of Certificate in Medical Coding and Billing as well as general medical office administration. Students who complete this certificate will have mastered basic Medical Terminology and will have a strong science background including the areas of Anatomy/Physiology, Pathology, and Pharmacology. The program will also focus on coding competencies to be applied in medical offices and hospital settings. The certificate aligns with current legal and ethical standards along with the latest U.S.



billing, reimbursement, and coding standards from the International Classification of Diseases. Students will also be required to complete a virtual Professional Practice Experience to complete this certificate program.

Certificate Semester Hour Requirement

36 Semester Hours

Transfer Credit

9 Semester Hours

Certificate Core Courses (36 Semester Hours)

CMB101	Accounting & Bookkeeping Fundamentals	3
CMB151	Anatomy & Physiology I/Medical Terminology I	3
CMB152	Anatomy & Physiology II/Medical Terminology II	3
CMB160	Electronic Health Records/Legal/Other	3
CMB170	Coding I	3
CMB175	Coding II Path & Pharm	3
CMB200	Coding III Path & Pharm	3
CMB205	Coding IV Path & Pharm	3
CMB180	Health Communications & Ethics	3
CMB190	Reimbursement	3
CMB191	Reimbursement II	3
CMB210	Professional Practice Experience	3

Page 101: Course Descriptions:

Update the following course descriptions:

ANT 250 II Anatomy and Physiology II

This course introduces the learner to the structure and function of the human body with particular emphasis on mechanisms of homeostasis. This course focuses on the cardiovascular system, the immune system and related structures, respiratory system, digestive system, metabolism, urinary system, mechanisms of fluid, electrolyte, and acid-base balance and concludes with a study of the human reproductive system and examination of genetics. *Prerequisite: ANT 250 I*

ANT 250 II L Anatomy and Physiology II L

In this course the student completes assignments related to the structural and functional aspects of anatomy and physiology of the cardiovascular system, the immune system and related structures, the respiratory system, the digestive system, metabolism, urinary system, mechanisms of fluid, electrolyte, and acid-base balance, and the human reproductive system. For each system, students also complete physiology laboratory simulations, write lab reports, and are assessed by practical examination of virtual dissection using a virtual anatomy and physiology lab program. *Prerequisite: ANT 250 I L*



Page 102: Course Descriptions

Update the following Course Descriptions:

BHA 320 Management of Health Programs

Formerly BHM 320. This course deals with organizational structures and strategies of health care organizations; focuses on optimization of structures to maximize effectiveness and efficiency; and includes topics such as team development, cooperation, conflict, leadership, and power. *Prerequisites: 200-level program core courses*

BHA 415 Topics in Health Care Policy

Formerly BHM 415. This course explores current topics in health care policy. Students are exposed to scholarly debates pertaining to each and provided opportunities to examine competing arguments in collaboration with class peers. Policy proposals and existing legislation relevant to topic areas are also considered. *Prerequisites: 200- and 300-level program core courses*

BHA 427 Health Care Finance

Formerly BHS 427. In this course, students explore concepts of health care supply and demand, accounting, and resource allocation in view of political constraints and various markets. Health service pricing, policy, quality, and cost reimbursement of health care will be discussed. *Prerequisites: 200- and 300-level program core courses*

Page 109: Course Descriptions

Remove the following Course Description:

CAP 599 Capstone Course in Health Administration and Business Administration

This course is the capstone course of the Dual Degree in MSHA and MBA, and as such is based on the required core courses of both degree programs. The culminating experience entails synthesis and integration of all previously learnt materials from both disciplines, but is focused on implementation to and within a real-world healthcare (service oriented) and business administration setting. Students will prepare an integrated and comprehensive final feasibility report of the project complemented with a visual presentation and executive summary.

Page 116: Course Descriptions

Remove the following Course Description:

CSC 317 Database Systems II

This course builds on the knowledge and skills acquired in CSC316, and introduce advanced concepts and technologies of database systems, which include advanced SQL statements and functions, XML technologies, transaction management and database administration, database application development, and data warehouse. The course aims at helping students to develop a broad



understanding of modern database technology. Students will work with a database and manipulate data in the database using various technologies to solve complex business problems. *Prerequisite: CSC 316*

Page 117: Course Descriptions

Add the following Course Descriptions:

DBA 680 Independent Study I (1 SH)

The independent study course allows doctoral students to pursue a topic of interest relevant to the doctoral studies that doesn't necessarily fit into the existing academic curriculum of the program. Students gain research experience in their field of interest and can explore deeper into a specialized topic. All students registering for independent study course must request director's approval prior to registration.

DBA 680 Independent Study II (2 SH)

The independent study course allows doctoral students to pursue a topic of interest relevant to the doctoral studies that doesn't necessarily fit into the existing academic curriculum of the program. Students gain research experience in their field of interest and can explore deeper into a specialized topic. All students registering for independent study course must request director's approval prior to registration.

DBA 680 Independent Study III (3 SH)

The independent study course allows doctoral students to pursue a topic of interest relevant to the doctoral studies that doesn't necessarily fit into the existing academic curriculum of the program. Students gain research experience in their field of interest and can explore deeper into a specialized topic. All students registering for independent study course must request director's approval prior to registration.

DBA 680 Independent Study IV (4 SH)

The independent study course allows doctoral students to pursue a topic of interest relevant to the doctoral studies that doesn't necessarily fit into the existing academic curriculum of the program. Students gain research experience in their field of interest and can explore deeper into a specialized topic. All students registering for independent study course must request director's approval prior to registration.

Page 120: Course Descriptions

Add the following course descriptions:

DEL601 Health Promotion Program Planning Design and Evaluation

The purpose of this course is to teach students how to plan, implement, and evaluate health promotion programs in various settings. Needs assessment methods, planning models, goals and objectives setting,



strategy selection, data collection, feasibility studies, and quality and evaluation issues will be addressed.

DEL603 Health Behavior and Change

In this course, theory and applied concepts of health behavior change are introduced to the health educator. Current epidemiological findings pertaining to health behaviors as well as the different models and theories of health behaviors from the perspective of individuals, organizations, communities, and society are explored and discussed. Additionally, the purpose of the course is to provide students with an opportunity to explore their dissertation topic by developing a research question, conceptual framework, and annotated bibliography in regards to health behavior and change.

Page 129: Course Descriptions

Add the following course description:

ECO 220: Principles of Economics

This course will introduce the students to the core concepts and language used in the world of economics. It will do so by exploring the theories, models and terminology associated with the principles of both microeconomics and macroeconomics. Some of the areas students will research and study include: GDP, the Federal reserve, fiscal and monetary policy, and how demand and supply impacts market equilibrium and consumer behavior.

Page 159: Course Descriptions

Update the CMB Course Descriptions to the following:

CMB – Certificate in Medical Coding and Billing

CMB101 Accounting & Bookkeeping Fundamentals

This course provides instruction in accounting and bookkeeping. Topics include instruction in basic skills necessary to perform entry-level word processing functions on the computer using Microsoft Word. The course prepares the student to work in a health care setting using medical office management software.

CMB151 Anatomy & Physiology I/Medical Terminology I

This is the first course of a two-semester course series. Students will learn the basic medical terminology used in the billing and coding profession including prefixes, suffixes, combining forms, and how to decipher medical words. Students will then be introduced to the general principles of cell biology, tissues, and the structure and function of the nervous, sensory, muscular, skeletal, cardiovascular and respiratory systems with an emphasis on diagnostic tests and system-related disorders.

CMB152 Anatomy & Physiology II/Medical Terminology II



This is the second course of a two-semester course series. Students will learn the basic medical terminology used in the billing and coding profession and develop knowledge of the human body (anatomy), its functions (physiology) and associated disorders. Students will continue to develop a basic understanding of body system functions with particular emphasis on the digestive, urinary, reproductive, endocrine, immune and integumentary systems along with their predominant pathologies.

CMB160 Electronic Health Records/Legal/Other

The Electronic Medical Records course provides a basic overview on how to successfully manage electronic medical records (EMRs) in different health care settings. Students will learn EMR concepts, terminology, regulations, and procedures related to medical records.

CMB170 Coding I

This is the first course of a four-semester course series. Students will be introduced to ICD-10-CM diagnostic coding as it pertains to physician offices with a focus on symptoms, signs and abnormal clinical findings, and general factors influencing health status and contact with health services. This is followed by a detailed study of CPT-4 procedural coding with an overview of CPT and HCPCS, Modifiers, Evaluation and Management Services, Medicine Procedures, Surgery Coding, Anesthesia Procedures, and Radiology, Pathology and Laboratory Coding.

CMB175 Coding II Path & Pharm

Students will learn the key factors of evaluation and management code assignment and levels of evaluation and management service. Students will learn to assign evaluation and management codes in this course and identify documentation guidelines.

CMB180 Health Communications & Ethics

This course will investigate the nature of health communication. Topics will explore the theory, research, and skills associated with communicating in various care contexts. This will include communication among providers, family caregivers, patients, healthcare organizations, and in mediated messages in the marketing and promotion of health information and the politics of health care. We will examine the sociohistorical, interpersonal, narrative, and translational aspects of health in order that you may become more mindful, educated, and effective health communicators.

CMB190 Reimbursement I

This is the first course of a two-course series. Students will study the use of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. Focus is on prospective payment system, third-party payers, and billing and insurance procedures. The course will also cover additional information including prepaid health plans, fee-for-service methodologies, charge masters, fee schedules, and managed care.

CMB191 Reimbursement II



This is the second course of a two- course series. Students will continue the study of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. Focus is on prospective payment system, third-party payers, and billing and insurance procedures. The course will also cover additional information including prepaid health plans, fee-for-service methodologies, charge masters, fee schedules, and managed care. Emphasis will be placed on billing patient reports in a virtual environment.

CMB 200 Coding III Path & Pharm

This course introduces the student to the next level of procedural coding which involves the CPT manual and its uses and contents, including Levels I, II & III coding modifiers. This subject introduces students to DRGs and HCPCS billing procedures.

CMB205 Coding IV Path & Pharm

This subject is a continuation of Medical Coding III covering CPT, DRGs, laboratory, pathology, and radiology codes.

CMB210 Professional Practice Experience

This course provides instruction in the latest edition of ICD-10-CM coding and classification systems for outpatient facilities and physician services to assign valid diagnostic codes. The course provides practical applications and practice in coding and utilization of the ICD-10-CM coding system.

Page 166: Course Descriptions

Change the course description to the following:

MHA 599 Capstone Course

MHA 599 is the capstone course of the Master of Science in Health Administration and, as such, is based on the required core courses of the degree program. The culminating experience entails synthesis and integration of all previously learnt materials, but is focused on implementation to and within a real-world healthcare (service oriented) setting. Students will prepare an integrated and comprehensive final paper.

Page 178: Teach Out Programs and Courses

Course	Retire Date
CAP 599 Capstone Course in Health Administration and Business Administration	January 2018
CSC 317 Database Systems II	January 2018
ECO 201 Microeconomics	May 2018
ECO 202 Macroeconomics	May 2018



DHS 601	Fall 2017
DHS 602	Fall 2017
RMS 610	Fall 2017
RMS 620	Fall 2017





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