



2017  2018

Academic Programs

2017 - 2018 TRIDENT UNIVERSITY CATALOG

APRIL 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 Spring 2018, April 2018 Fastrac, and April 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: Admissions Requirements

Update the Ed.D. Admissions requirements to the following:

Ed.D. Degree Programs

- A conferred Master's degree in Education or a related field from an accredited college or university.
- A minimum GPA of 3.0 on the transcript of the Master's degree
- A minimum of three years of experience in education, or a related field
- Writing and oral communication skills sufficient to conduct and deliver the results of meaningful research
- Information technology skills sufficient to effectively participate in the Trident Ed.D. pedagogical model
- Proof of English proficiency (international students only; see section on English Proficiency)

Page 11: First Session Enrollment in a Degree Program

Update the Policy to the following:

Unless otherwise approved by the Provost, Deans, or designees, students enrolling in an undergraduate degree program without an Associate's degree and/or with less than 30 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.

Unless otherwise approved by the Provost, Deans, or designees, students enrolling in an undergraduate degree program with an Associate's degree and/or with a minimum of 30 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 64: Instruction Sessions

Please disregard the policy update from the January 2018 addendum:

The policy should remain as indicated in the Main 2017/2018 Policy catalog



Page 77: Course Extensions

Update the first paragraph of the policy to the following:

Course Extensions Policy

A course extension gives students in 8-week or 12-week sessions 30 additional days from the end of the session to complete the course. Students in programs with 4-week sessions are granted 28 days from the end of the session due to the maximum course load policy and the nature of the instructional sessions for these programs. Please refer to those sections of the catalog for more information.

A course extension may be granted when circumstances prevent students from completing all required coursework before the end of the session. A student is found to be in violation of Trident's Academic Integrity policy is not eligible for course extensions. Having an approved course extension limits the options for Retroactive Withdrawal. The student should consider all options (including Withdrawal) before deciding to request an extension in a course. Although in some cases a course extension may be preferable to withdrawing from a course, there are also consequences associated with an extension (e.g., compressed time frame to complete the course; limited or no feedback from the instructor on assignments; challenge of meeting requirements if enrolled in other course(s) during the extension period). Please refer to the provisions discussed under the [Student Responsibilities Following Approval of Course Extension](#) section.

All deadlines for course extensions are published on [Trident's Academic Calendar](#). There are two types of course extensions: (1) a standard course extension and (2) an extension for extraordinary circumstances.

Page 78: Extensions for Extraordinary Circumstances

Add the following to the policy:

Please note that, due to the nature of the Professional Certificate programs, Extensions for Extraordinary Circumstances are not available to students in the 4-week sessions. Extensions must be requested by the deadline to request a Standard Course Extension. All deadlines for course extensions are published on [Trident's Academic Calendar](#).



Academic Programs Catalog

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

Page 1: General Education

Update the policy to the following:

***Note: this also updates the GE Requirement for each program listing to 40 credits.**

University General Education Requirements

The purpose of Trident University's General Education (GE) requirement is to provide the foundation for a well-rounded higher education, allowing graduates from Trident's bachelors programs to better understand how their core curriculum integrates with modern society. The subject areas required for study in the GE program round out the higher education in the more specific, specialized curriculum offered by the University. Areas of study in English Composition, Mathematics, Arts and Humanities, Health and Wellness, Physical and Biological Sciences, Social and Behavioral Sciences, and Information and Technology Literacy prepare students for a fulfilling life as a responsible citizen.

General Education Learning Outcomes

Upon successful completion of general education requirements students should be able to:

- Acquire, analyze, integrate, and apply information available from many sources.
- Demonstrate effective communications skills.
- Collaborate effectively with others.
- Make decisions in accordance with ethical principles.
- Integrate theoretical knowledge with an empirical, evidence-based view to make optimal real-world decisions.
- Analyze artistic and literary expressions as both the products and the determinants of human culture.
- Retrieve and critically evaluate information from digital media.
- Apply technological tools in the learning process and in real-world scenarios.

Total General Education Semester Hour Requirement

To satisfy the Trident University's GE requirements, students must fulfill course requirements in the seven competency areas listed below and complete a minimum of 40 semester hours.

Arts/Humanities	2 courses/8 semester hours if taken at Trident
English Composition	2 courses/8 semester hours if taken at Trident
College Mathematics	1 course/ 4 semester hours if taken at Trident
Physical and Biological Sciences	2 courses/8 semester hours if taken at Trident



Social and Behavioral Sciences	2 courses/8 semester hours if taken at Trident
Information and Technology Literacy	1 course/4 semester hours if taken at Trident

Arts and Humanities (8 Semester Hours)

Select two courses from the following options:

ART 101	Art History	4
BHE 226	Health Communication and Advocacy*	4
BHS 414	Cross-Cultural Health Perspectives*	4
BUS 280	Communications in Business	4
BUS 303	Business Communications*	4
ENG 201	American Literature	4
ETH 301	Business Ethics*	4
HIS 101	Modern World History	4
HIS 201	American History I: Before 1877	4
HIS 202	American History II: 1877 and Beyond	4
HIS 205	History and Impact of the Internet	4
HLS 210	Fundamentals and Ethics of Homeland Security*	4
ITM 434	Business Ethics and Social Issues in Computing*	4
PHI 201	Introduction to Western Philosophy	4
SVC 101	Introduction to Speech and Verbal Communications	4

English Composition (8 Semester Hours)

ENG 101	English Composition I	4
ENG 102	English Composition II	4

College Mathematics (4 Semester Hours)

Select one course from the following options:

BHS 220	Introduction to Health Statistics*	4
MAT 101	College Mathematics	4
MAT 106	Discrete Mathematics	4
MAT 150	College Algebra	4
MAT 201	Basic Statistics	4

Physical and Biological Sciences (8 Semester Hours)

Select two courses from the following options:

ANT 100	Stress and the Human Body	4
ANT 250 I	Anatomy and Physiology I	4
ANT 250 I L	Anatomy and Physiology I Lab	4
ANT 250 II	Anatomy and Physiology II	4



ANT 250 II L	Anatomy and Physiology II Lab	4
BIO 101	Introduction to Biology	4
CHEM 101	General Chemistry I	4
CHEM 101 L	General Chemistry I with Lab	4
CHEM 102	General Chemistry II	4
CHEM 102 L	General Chemistry II with Lab	4
ECOL 100	The Economics of Biodiversity	4
MIC 100	Microbiology	4
MIC 100L	Microbiology Lab	4
Students seeking a Bachelor of Science in Business Administration, Computer Science, or Information Technology Management may satisfy the GE math and science requirements with 8 semester hours of math and 4 semester hours of science.		4

Social and Behavioral Sciences (8 Semester Hours)

Select one course from the following options:

TUX 101	Trident University Experience	4
TUX 301	Trident University Experience for Students in Transition	4

Select one course from the following options:

BHA 310	Introduction to Legal and Ethical Aspects of Healthcare	4
BHE 200	Essentials of Public Health**	4
BUS 205	Business Law**	4
BUS 305	Competitive Analysis and Business Cycles*	4
ECO 201	Microeconomics*	4
ECO 202	Macroeconomics*	4
HLS 460	Intelligence and Law Enforcement*	4
ITM 433	Human Computer Interaction*	4
POL 201	Global Politics in the Modern World	4
POL 202	American Government	4
PSY 101	Introduction to Psychology	4
SOC 201	Introduction to Sociology	4

Information and Technology Literacy (4 Semester Hours)

Select one course from the following options:

BHS 101	Technology, Innovation, and Critical Thinking for Health and Social Sciences	4
BUS 101	Technology, Innovation, and Critical Thinking for Business and Leadership Studies	4
HLS 101	Gateway to Homeland Security	4

General Education Special Instructions

- TUX is an undergraduate requirement for ALL students.



- TUX also satisfies one course from Social and Behavioral Sciences
- TUX 101 is a required course for students transferring with fewer than 60 semester hours.
- TUX 301 is a required course for new students transferring in 60 semester hours or more.

Courses denoted with an asterisk (*) are program requirements that also meet general education competency areas. A general education course that meets a concentration requirement is indicated with a double asterisk (**).

Page 13: Bachelor of Science in Human Resource Management

Update the Lower Division Program Requirements to the Following:

Lower Division Program Requirements (8 Semester Hours)

ECO 220	Principles of Economics	4
MAT 201	Basic Statistics	4

Page 25: Master of Science in Human Resource Management

Update the Program Mission Statement to the following:

The Master of Science in Human Resource Management (MSHRM) prepares adult learners to implement and lead talent management programs nationally and globally. Students acquire a business foundation while developing in-depth knowledge of the strategic importance of HRM contributing to organizational goals. Using an applied, evidence-based approach, the program is intended for all adults who either work or aspire to work in the field of HRM. In addition, anyone working in management will benefit from knowing how human resource practices such as talent recruitment, talent development, performance management, and employee compensation can contribute to the effectiveness of day-to-day operations as well as achieving strategic goals. Upon program completion, graduates will be prepared to design and implement effective HR systems to achieve well-defined business outcomes. The MSHRM program is formally recognized by the Society for Human Resource Management (SHRM) for its alignment with SHRM curriculum guidelines.

Page 62: Bachelor of Science in Health Sciences

Update the program to the following:

Bachelor of Science in Health Sciences

The College of Health and Human Services offers a Bachelor of Science in Health Sciences (BSHS) degree program with the following options:

- BSHS - no concentration
- BSHS - concentration in Health Care Management
- BSHS - concentration in Public Health



The Bachelor of Science in Health Sciences program provides a firm foundation in the health sciences to prepare graduates for entry and mid-level positions in public health and health care administration, or to pursue graduate education in a health-related field. Our mission is to produce highly competent, ethical, caring health professionals who can effect change for the better in communities, populations, organizations, and systems. We do this with an evidence-based, online teaching model and a student-centered learning environment in which undergraduates can expand their knowledge and skills.

Students will hone basic research skills to use and evaluate data upon which health care managers, educators, administrators, and public health specialists base decisions. Students will develop analytical and problem-solving skills required of such professionals. They will expand awareness of legal and ethical issues in the health field and will learn to recognize and appreciate the economic, political, and social environment in which health care functions. The courses in this program prepare graduates to work in a variety of settings such as health departments, government and voluntary health agencies, clinics, hospitals, businesses, and health-related industries.

Dual Credit Courses

Courses denoted with a double asterisk “**” provide the option for an accelerated master’s degree by allowing Dual Credit for BSHS students who continue to Trident’s MSHS graduate degree. Those students may apply up to 12 credits for specific courses in MSHS program if they meet the following conditions:

- Be accepted to the Master program at Trident within one (1) year of graduating from the Bachelor program, and
- Attain a grade of “B-” or above in the Dual Credit courses.
- Attain a cumulative grade of “B” or above for all Dual Credit courses.

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 40 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

The BSBS degree program at Trident University International prepares students to:

- Describe how social, economic, and political forces shape the health profession and the environment in which it functions.
- Communicate effectively with target audiences using various media.
- Apply foundational research information, and legal and regulatory principles within health science practice.
- Demonstrate information literacy in the health sciences field.
- Critically assess emerging trends and advances and their potential impacts on health science practice.
- Appreciate diversity and the roles of health professionals in multidisciplinary contexts.
- Articulate ethical values and practices to health-related decision making and problem solving.

Program Core Courses (40 Semester Hours)

BHE 226*	Health Communication and Advocacy	4
BHE 200*	Essentials of Public Health	4
BHS 220*	Introduction to Health Statistics	4
BHS 210	Introduction to Epidemiology	4
BHA 310*	Introduction to Legal and Ethical Aspects of Healthcare	4
BHE 310	Health Promotion, Disease Prevention	4
BHS 414*	Cross Cultural Health Perspectives	4
BHE 418	Health Behavior	4
BHS 450	Health Care Delivery Systems	4
BHS 499	Senior Capstone Project (for BSBS-NC and BSBS-HCM)	4
BPH 499	Senior Capstone Project (for BSBS-PH concentrations)	4

Program Core Special Instructions

Courses denoted with an asterisk "*" also satisfy General Education competency areas:

- **BHA 310** and **BHE 200**: Social and Behavioral Sciences
- **BHE 226** and **BHS 414**: Arts/Humanities
- **BHS 220**: College Mathematics

Complete all Program Core Courses before taking Concentration Courses and Program Electives.

- *BHS 499* • Senior Capstone Project may not be taken until all other core and or concentration courses have been successfully completed.
- *BPH499* • A minimum grade of "C" is required in BHS 499 or BPH 499 to meet graduation requirements.



Program Options and Concentrations (8-16 Semester Hours)

Students must complete either the No Concentration option or the Healthcare Management concentration or the Public Health concentration.

No Concentration Option – Elective Courses (8 Semester Hours)

300 - 400 level health-related electives, or similar, as approved by the CHHS Associate Dean.

Public Health Concentration

Public health is the science of protecting and improving the health of populations and communities by educating, promoting healthy lifestyles, creating policies, developing systems, and conducting research in health behavior, emergency preparedness, environmental health, and global health issues. The concentration in Public Health prepares students to analyze determinants of health as they relate to complex issues such as access to health care, disease and injury prevention, and environmental and occupational hazards. Students will learn to advocate for health, assess needs, plan, implement, evaluate, and manage programs. Graduates are prepared for successful and challenging careers within the field of public health and for advanced studies in the discipline.

Concentration Learning Outcomes

Upon graduation, students will be able to:

- Define public health and related roles and responsibilities of government, non-government agencies, and private organizations.
- Assess the values and perspectives of diverse individuals, communities, and cultures, and their influence on health behaviors, choices, and practices.
- Advocate for social, political, and economic changes that improve the health of individuals and communities.

Concentration Core Courses (16 Semester Hours)

BHS 380	Global Health and Health Policy	4
EOH 402 **	Fundamentals of Environmental and Occupational Health	4
BHD 421 **	Perspectives in Community Health Education	4
BPH 422 **	Public Health Law and Policy	4

Concentration Special Requirements

Courses Denoted with a double asterisk “**” serve as Dual Credit courses.

Public Health Concentration - Environmental and Occupational Health and Safety

The BSHE – Public Health emphasis area in Environmental and Occupational Health and Safety is designed to equip students with an understanding of the fundamental interrelationships between environmental quality, occupational safety, and public health. Students learn about recognition,



evaluation, and control of the health effects of hazardous chemical, physical, and biological agents. The courses cover ways in which human activities impact the environment on organizational, local, and global scales, as well as regulations that have been set in place for environmental and occupational health. Students will tackle current and emerging issues in the discipline, and examine ways to manage the occupational and physical environment responsibly for human health protection.

Concentration Elective Courses (16 Semester Hours)

BHS 380	Global Health and Health Policy	4
EOH 402 **	Fundamentals of Environmental and Occupational Health	4
EOH 408 **	Environmental and Occupational Health Administration	4
EOH 410 **	Environmental and Occupational Health Regulations and Standards	4

Concentration Special Requirements

Courses Denoted with a double asterisk “**” serve as Dual Credit courses.

Public Health Concentration - Health Care Administration

The BSHS – Public Health emphasis area in Health Care Administration prepares graduates for a successful and challenging career within the field of health care administration and for advanced studies in the discipline. The health care administrator of the 21st century must be knowledgeable about the basic managerial aspects of an organization as well as new developments in the health field and technology. Coursework equips students with a foundation in these aspects of health care administration.

Concentration Core Courses (16 Semester Hours)

BHS 380	Global Health and Health Policy	4
EOH 402 **	Fundamentals of Environmental and Occupational Health	4
BHA 427	Health Care Finance	4
BHS 470	Strategic Planning and Sustainability of Health Programs	4

Concentration Special Requirements

Courses Denoted with a double asterisk “**” serve as Dual Credit courses.

Public Health Concentration - Health Education

The BSHS - Public Health emphasis area in Health Education prepares individuals to plan, implement, and evaluate programs for health and human services such as those offered by health departments, voluntary health agencies, clinics, hospitals, businesses, and health-related industries. Health Educators promote health by facilitating voluntary changes in health behaviors and by advocating for policy and social change to create communities and environments that are conducive to health for all.

Coursework is aligned with the Seven Areas of Responsibility that define the role of the health education specialist. Graduates are eligible to take the Certified Health Education Specialist examination (CHES) through the National Commission for Health Education Credentialing (NCHEC). This optional certification



provides national recognition of the health educator’s competencies. Students should contact NCHC regarding eligibility and requirements for the exam. **This not a teacher credentialing or teaching certificate program.** Trident cannot grant a teaching credential or certify any student as a teacher or administrator. The requirements for teacher credentialing, licensure, and certification vary from state to state. Students are urged to contact their state of residence or employment for information on specific requirements and criteria.

Concentration Core Courses (16 Semester Hours)

BHS 380	Global Health and Health Policy	4
EOH 402 **	Fundamentals of Environmental and Occupational Health	4
BHD 404 **	Health Promotion, Program Planning, Design and Evaluation	4
BHD 461 **	Health Education Program Administration	4

Concentration Special Requirements

Courses Denoted with a double asterisk “**” serve as Dual Credit courses.

Health Care Management Concentration

Health Care Management (HCM) is an important area of specialization in the health field. The health care administrator is faced with a dynamic, rapidly changing environment and is challenged to balance high quality care with affordable cost. The health care administrator of the 21st century must be knowledgeable about the basic managerial aspects of an organization as well as new developments in the health field and in technology.

Concentration Learning Outcomes

Upon graduation, students will be able to:

- Research and evaluate information related to healthcare and associated industries.
- Administer healthcare strategies, interventions, and programs.
- Serve as a resource on matters pertaining to the operation of healthcare and related industries.

Program Core Courses (36 Semester Hours)

BHE 226*	Health Communication and Advocacy	4
BHE 200*	Essentials of Public Health	4
BHS 220*	Introduction to Health Statistics	4
BHS 210	Introduction to Epidemiology	4
BHA 310*	Introduction to Legal and Ethical Aspects of Healthcare	4
BHS 414*	Cross Cultural Health Perspectives	4
BHE 418	Health Behavior	4
BHS 450	Health Care Delivery Systems	4
BHS 499	Senior Capstone Project	4



Program Core Special Instructions

Courses denoted with an asterisk “*” also satisfy General Education competency areas:

- **BHA 310** and **BHE 200**: Social and Behavioral Sciences
- **BHE 226** and **BHS 414**: Arts/Humanities
- **BHS 220**: College Mathematics

Complete all Program Core Courses before taking Concentration Courses and Program Electives.

- *BHS 499* Senior Capstone Project may not be taken until all other core and concentration courses have been successfully completed.
A minimum grade of “C” is required in BHS 499 to meet graduation requirements.

Concentration Core Courses (24 Semester Hours)

BHM 324	Human Resources Management	4
BHA 415	Topics in Health Care Policy	4
BHA 320	Management of Health Programs	4
BHA 427	Health Care Finance	4
BHA 405 **	Introduction to Quality Assurance	4
NCM 401 **	Foundations of Conflict Resolution Management	4

Concentration Special Requirements

Courses Denoted with a double asterisk “**” serve as Dual Credit courses.

Page 68: Bachelor of Science in Homeland Security

Remove the following concentration:

Program Elective Courses (16 Semester Hours)

ITM 301	Principles of Information Systems in Business and Organizations	4
ITM 438	Information Security Management and Assurance	4
MGT 301	Principles of Management	4
MGT 302	Organizational Behavior and Teamwork	4

Page 68: Bachelor of Science in Homeland Security

Add the following concentration options:

No Concentration Option

Students may take up to 40 Semester Hours of General Electives as needed.



Emergency and Disaster Management Concentration

Concentration Introduction

Trident University's College of Health and Human Services offers the Bachelor of Science in Homeland Security degree program with a concentration in Emergency and Disaster Management (EDM). Yearly, people here and abroad are confronted by natural and manmade disasters. As can be witnessed by recent events, the ability of a nation, state or community to plan for and respond to emergencies is essential in mitigating potentially catastrophes. The Bachelor of Science in Homeland Security with an EDM concentration is designed for both military and civilian students with a desire to respond to not only national security matters, but also to hurricanes, earthquakes, toxic spills, and other natural/manmade disasters. This concentration will focus on critical infrastructure protection, disaster management, healthcare, and transportation concerns.

Concentration Learning Outcomes

Upon graduation, students will be able to:

- Discuss critical infrastructure vulnerability and protection in natural disasters.
- Examine essential partnerships with the military, local, state, and federal sectors in times of disasters.
- Examine and discuss responses to populations requiring healthcare attention due to manmade and natural disasters.
- Evaluate and discuss disaster preparation and emergency operations procedures.

Dual Credit Courses

Courses denoted with a double asterisk "***" provide the option for an accelerated master's degree by allowing Dual Credit for BSHLS students who continue to Trident's MSHLS graduate degree. Those students may apply up to 12 credits for specific courses in the MSHLS program if they meet the following conditions:

- Be accepted to the Master program at Trident within one (1) year of graduating from the Bachelor program, and
- Attain a grade of "B-" or above in the Dual Credit courses.
- Attain a cumulative grade of "B" or above for all Dual Credit courses.

Concentration Core Courses (16 Semester Hours)

EDM 402**	Critical Infrastructure Vulnerability and Protection	4
EDM 403**	Survey of Emergency and Disaster Management	4
EDM 411**	Emergency Transportation and Transshipment Logistics	4
EDM 412**	Emergency Healthcare Logistics in Disasters	4



Page 102: Professional Certificate and Diploma Programs

Update the disclaimer to the following:

Students interested in any Professional Certificate program must note that many professions and employers require a background check before certification and/or employment. Accordingly, any prior criminal activity including misdemeanor convictions may diminish or prohibit opportunities for employment in a chosen field. Further, any previous felony convictions will most likely prohibit employment in a chosen or related field. Students interested in the professional certificate programs are urged to familiarized themselves with the various requirements for certification and eligibility criteria for employment in the field. For more information please contact the Director of the Program.

Page 103: Medical Coding Certificate

Remove the Certificate

Page 103: Certificate in Medical Billing

Update the program to the following;

Certificate in Medical Billing

Trident’s Medical Billing Certificate prepares students for essential work in the health information field. Students who complete the Medical Billing Certificate 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

27 Semester Hours

Transfer Credit

3 Semester Hours

Certificate Core Courses (27 Semester Hours)

CMB 151	Anatomy & Physiology I/Medical Terminology I	3
CMB 152	Anatomy & Physiology II/Medical Terminology II	3
CMB 160	Electronic Health Records	3
CMB 170	Coding I	3
CMB 175	Coding II	3
CMB 190	Reimbursement	3
CMB 200	Billing Regulations and Ethics	3
CMB 205	Appeals and Collection	3
CMB 210	Professional Practicum Experience	3



Page 103: Certificate in Medical Billing and Coding

Update the Program to the Following:

Certificate in Medical Billing and Coding

Trident’s Medical Billing & Coding Certificate prepares students for essential work in the health information field. After completing this comprehensive certificate, students will have a deep understanding of Medical Billing & Coding 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)

CMB 151	Anatomy & Physiology I/Medical Terminology I	3
CMB 152	Anatomy & Physiology II/Medical Terminology II	3
CMB 160	Electronic Health Records	3
CMB 170	Coding I	3
CMB 155	Pathophysiology/Pharmacology	3
CMB 175	Coding II	3
CMB 180	Coding III	3
CMB 185	Advanced Coding Concepts	3
CMB 190	Reimbursement	3
CMB 200	Billing Regulations and Ethics	3
CMB 205	Appeals and Collection	3
CMB 210	Professional Practicum Experience	3

Page 105: Course Descriptions

Add the following course descriptions:



BHS 380 Global Health and Health Policy

This course explores biological, environmental, cultural, and other factors that influence global health. Students will examine key health policies affecting health promotion, disease prevention, health innovations, and partnerships and collaborations with global agencies and national health systems.

BHS 470 Strategic Planning and Sustainability of Health Programs

This course focuses on elements of strategic planning of health programs at the organizational and community levels. Assessment of needs, gaps, resources, and readiness; mobilization and capacity building; and program sustainability planning will be addressed.

Page 105: Course Descriptions

Remove the following course descriptions:

BHS 350 Global Health and Sustainability

This course provides an overview of the health-related implications of key global challenges such as literacy, food security, land and water use, and population growth. The need for global efforts to prevent disease, disability and death; promote health and well-being; advance knowledge and innovation; counter global health security threats; and strengthen partnerships and systems to improve responsiveness to health challenges is discussed. Prerequisites: program core courses.

Page 118: Course Descriptions

Add the following to each DBA course description:

“Courses with a DBA prefix are applicable to the PhD BA only.”

Page 138: Course Descriptions:

Add the following course descriptions:

EDM 402 Critical Infrastructure Vulnerability and Protection

This course will examine domestic critical infrastructures which include (a) Utilities, (b) Transportation, (c) Banking and Finance, (d) Communications, (e) Internet, and (f) Public Health. We will analyze threats to their integrity due to terrorist attacks, natural disasters, accidents, and examine steps to prevent and reduce vulnerabilities. The learner will become familiar with using the “Nodes and Links” schema in pinpointing areas of vulnerability. Scenarios will be employed to discover appropriate interventions during a crisis. The role of the military will be critically examined.

EDM 403 Survey of Emergency and Disaster Management

Examine the multifaceted issues of developing, planning, organizing, and managing disaster programs nationally and internationally. Emphasis of the core components of disaster program will be included: hazard and vulnerability analysis, mitigation and prevention, preparedness, response, and recovery. The morbidity, mortality, and economic impact of disasters will be examined.



EDM 411 Emergency Transportation and Transshipment Logistics

This course will focus on transportation and transshipment in emergency disaster management. Specifically, this course will provide an overview of Federal assets in the overall transportation response to an incident. This course is appropriate for first responders, members of the emergency response and management domains, and members of the general population desiring knowledge about the challenges and complexities of transportation response in natural and manmade disasters. Case studies of natural and manmade disasters and implications of emergency transportation and transshipment response issues are also covered.

EDM 412 Emergency Healthcare Logistics in Disasters

This course will examine the foundation and function of healthcare logistics in emergencies brought on by natural and manmade disasters. The student will: (a) become familiar with the various acts that form the procedural bases for action; (b) identify and note the military's medical delivery systems and accompanying personnel in the field, as well as civilian-military coordination efforts; (c) track the process of stockpiling and procuring medical supplies; (d) locate dispensing sites; and, (e) determine actions taken to address patient surges. Scenarios will be employed to determine appropriate courses of action during a simulated crisis. The role of the military and medical assistance will also be examined.

Page 149: Course Descriptions

Update the course description to the following:

HRM 599 Integrative Capstone

This final course in the Master of Human Resource Management program is the culminating learning experience for the degree. The student will have the opportunity to synthesize and apply knowledge and skills acquired throughout this program. They will be encouraged to integrate their academic learning with real-world experience by applying critical analysis to HRM actions. Under the professor's direction, the student will be designing and developing integrative projects covering the essential learning expectations of professionals in the HR field.

Page 168: Course Descriptions

Update the MBC course descriptions:

CMB – Certificate in Medical Billing and Coding

CMB 151 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.



CMB 152 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.

CMB 160 Electronic Health Records

This course provides an introduction on how to use and successfully manage electronic health records (EHRs). Students will develop EHR skills by acquiring fundamental concepts, terminology, regulations, and procedures. The administrative functions in the EHR will be examined as well as the necessary privacy and security standards and regulations. The collection of clinical health information will be explored including the standards of documentation required for legal purposes. Finally, students will review emerging technologies that support patient medical record access online.

CMB 170 Coding I

This is the first coding course in a series. Students will be introduced to ICD-10-CM diagnostic coding as it pertains symptoms, signs and abnormal clinical findings, and general factors influencing health status and contact with health services. Students will be reviewing a medical record to determine the diagnostic statement. Coding guidelines are defined and evaluated for accurate coding.

CMB 175 Coding II

This is the second coding course in a series. Operative reports will be dissected for pre-surgical and post-surgical activities to determine the procedural statement. Students will be introduced to CPT coding for outpatient ambulatory coding and professional services coding. 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.

CMB 180 Coding III

This is the third coding course in a series. Students will be introduced to ICD-10-PCS for inpatient procedural coding. This course includes a detailed study of ICD-10-PCS coding guidelines and PCS tables. Students will break down a medical record and/or operative report to determine each section, body system, root operation, body part, approach, device, and qualifier to assign the most accurate code.

CMB 190 Reimbursement

Students will study the life cycle of the health insurance claim for services rendered reimbursement. Focus is on prospective payment system, third-party payers, and billing and insurance procedures. The course will also review varying third-party insurance plans such as government sponsored plans,



privately sponsored plans, and employer sponsored plans. Students will also evaluate how to complete appropriate health insurance claim forms.

CMB 200 Billing Regulations and Ethics

Students will determine the medical billing regulations required for claims reimbursement based on the third-party carrier such as Medicare, Medicaid, managed care organizations, military insurance plans, and CHIPS plans. The payment posting, managing refunds, and medical claim follow-up process will be evaluated. Reimbursement analysis including understanding how payments are applied, which adjustments are made, billing secondary insurance and how to determine patient financial responsibility. The course will include an in-depth evaluation of the AHIMA Code of Ethics and the Patient Bill of Rights.

CMB 210 Professional Practicum Experience

This capstone course will review all of medical coding and billing skills developed in the certificate program. The purpose of the course is to ensure successful development of technical skills in preparation for the industry certification exam

Page 168: Course Descriptions

Remove the following course descriptions:

MBC 101 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.

CMB 191 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.

MBC 205 Coding IV Path & Pharm

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

Page 168: Course Descriptions

Add the following course description:

CMB 155 Pathophysiology/Pharmacology



This course examines general disease mechanisms and health management. Emphasis is placed on pathological disorders that alter normal body system function and ability to maintain homeostasis. A variety of different drugs classes used in the treatment of disease will be identified and evaluated.

CMB 185 Advanced Coding Concepts

Students will illustrate coding proficiency and accuracy by applying all medical coding knowledge to operative reports in varying healthcare settings. All coding sets learned in the certificate program will be applied to operative reports, which will then be evaluated for the diagnostic statement, procedural statement, and healthcare setting. In this course real world operative reports will be dissected and coded.

CMB 205 Appeals and Collection

Students will learn about the reimbursement appeal process for non-payment or reduced payment. The Medicare Redetermination process will be evaluated. Workman’s Compensation Insurance claim policies and procedures will be examined. Students will analyze the medical collection process by reviewing aging reports and filing small claims lawsuits for payment

Page 178: Teach Out Programs and Courses

Course	Retire Date
BHS 350	June 2018