2025-2026

STUDENT
HANDBOOK

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Accreditations, Licenses, And Approvals

Washington Technical Institute is regionally accredited by the Middle States Association Commission on Secondary Schools (MSA-CESS). MSA-CESS is a regional accrediting agency recognized by the US Secretary of Education and CHEA as a reliable authority regarding the quality of education or training provided by the postsecondary career, vocational education, and nurse education institutions it accredits.

State Licensure And Accreditation

Washington Technical Institute is licensed by the Minnesota Office of Higher Education as a private, post-secondary career school.

Middle States Association - Commission on Secondary Schools	Minnesota Office of Higher Education
3624 Market Street, 2 West Philadelphia, PA 19104 Telephone Number: 267-284-5000 Email: info@msa-cess.org Fax: 610-617-1106	1450 Energy Park Dr., Suite 350 St. Paul, MN 55108 www.ohe.state.mn.us Phone: 651-642-0533

Licensed Career School Disclosure

Washington Technical Institute is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832.

Licensure is not an endorsement of the institution. Credits earned at the institution **may not** transfer to all other institutions.

History of Washington Technical Institute

Washington Technical Institute (WTI) was founded in 1999 as the National Paralegal Institute of America, Inc. The original mission of WTI was solely to provide training to individuals who were interested in pursuing a career as a paralegal and to deliver that training via distance education. While paralegal studies remain a curriculum offering today, WTI has expanded the range of its programs to include other in-demand career areas designed to meet the needs of employers. WTI's programs are entirely online to accommodate the needs of students who increasingly demand mobile and flexible educational opportunities to fulfill their career-training needs. In 2019, WTI was acquired by Excel Education Systems, Inc., a provider of distance education services and products. Excel will usher in a new era of growth, development, and innovation for the school.

Mission Statement & Core Values

Our Mission

The mission of The Washington Technical Institute is to prepare our students for a lifetime of achievement and career success as knowledgeable and well-trained professionals, as evidenced by above-average outcomes and student satisfaction.

Our Values

- Integrity of actions.
- Mutual respect.
- Institution-wide focus on efficient delivery for a meaningful student experience
- Acquisition of knowledge and career skills that require real-world application and professional insight.

Changes in Catalog Information

This document outlines the policies, procedures, and regulations of WTI. It is the responsibility of each student to be aware of and adhere to the information contained herein. Our internal policies serve as guidelines to help maintain high standards, ensure compliance, and foster excellent outcomes for all students. The Chief Operating Officer, Director of Operations, or their designee may exercise discretion to make exceptions to policy. However, any exception to established internal policy must comply with local, state, and federal rules, regulations, and statutes, as well as maintain accreditation standards. WTI reserves the right to make changes at any time to enhance the quality or content of its programs of study. The most recent catalog is available to current and prospective students, as well as other interested parties.

Corporate Officers

Rod Clarkson
Chairman/CEO

Dr. Mark Ulven
President/CAO

Dr. Charlie Buehler
COO

Nate Herrmann
Director of Operations

Paul Shoemaker, Esq.
Legal Counsel

Message from the President

Hello and welcome to Washington Technical Institute (WTI)!

On behalf of our instructors and staff here at Washington Technical Institute, I want to personally extend my warm welcome to you as you become a student with us.

Washington Technical Institute was started with the mission of extending quality, online education to adults in an economical way using innovative techniques and approaches to prepare our graduates to contribute to today's workforce. With that end in mind, we have gathered highly qualified, experienced faculty members to facilitate engaging, relevant curriculum and give students a chance to gain a career certificate or diploma without burdening themselves with student loan debt.

We are a group of experienced educators and business professionals who are dedicated, first and foremost, to the academic success of our students. You will find our customer service skills and timely communication techniques create a sense of community and connectedness, even though our students and teachers are physically separated by great distances.

I am confident you will gain an appreciation for the convenience of being able to earn your career certificate or diploma from home on a schedule that can fit into your busy lifestyle. WTI was built on the concept that adults don't have to stop their busy lives to advance their career training.

Open and honest communication will be crucial to your success here at WTI. Please let a staff member know of any concerns or questions you have as you make your way through your program, and please try to be proactive when communicating with your instructors, as this can prevent issues from arising later.

We believe we have the faculty, staff, leadership, and experience to make our career school a great place to learn and grow. We were only missing one thing, you!

Now that you're here, let's get started on helping you develop the skills and education necessary to move you into the next exciting stage of your life!

Sincerely,

Dr. Mark A. Ulven, Ed.D. President

Washington Technical Institute

Admissions

Admissions Process And Entrance Requirements For Programs

Admission to WTI requires applicants to provide proof of high school graduation or a GED, TASC, or HiSET credential prior to enrollment. The admissions staff at WTI are available to answer any questions regarding acceptable documents for proof of high school completion.

Age Requirement

- Applicants must be at least 16 years of age.
- Applicants under 18 must provide proof of a high school diploma or GED, TASC, or HiSET credential and have written permission from a parent or legal guardian.

Required Documents

To complete your enrollment, please submit the following documents:

- **Proof of High School Completion:** Acceptable forms include a high school diploma, GED, TASC, or HiSET credential.
    - A college transcript is not acceptable as proof of high school graduation.
- **Valid Government Identification:** A copy of a valid government-issued ID, such as a state ID, driver's license, or passport, is required.
- **International Students:** We accept high school diplomas from **any country,** as long as the credential is considered equivalent to a U.S. high school diploma.

For any questions or further information, please contact the WTI admissions staff.

English Proficiency

WTI does not provide English-as-a-second language instruction. Students are required to read, write, and speak English at a 12th-grade high school level to participate in online courses at WTI.

Guidelines for International Students

WTI is a fully online school and does not issue Form I-20 for F-1 student visas. U.S. immigration regulations require that international students on an F-1 visa attend schools that offer in-person instruction. Because all coursework at WTI is completed online, students cannot use WTI enrollment to obtain or maintain an F-1 visa. International students are welcome to enroll in WTI courses from outside the United States. However, it is the student's responsibility to ensure that online education meets their country's academic and legal requirements. It's also important to note that all course content is delivered in the English language.

Non-Discrimination

The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law. WTI reserves the right to deny admission to any person for any nondiscriminatory reason. Applicants are notified promptly of their admission status.

Application & Enrollment Process

Prospective students can complete the application for admission to Washington Technical Institute online at www.washingtontech.edu. Additionally, our admissions personnel are available by phone to address any questions about WTI programs or the admissions process.

Steps For Enrollment

1. **Application Submission:** Complete and submit the online application form.
2. **Paperwork Completion***:* Upon applying, students will receive the necessary paperwork to qualify for enrollment. This includes an Enrollment Agreement.
   a. *Note: If the student is a minor, a parent or guardian must sign the Enrollment Agreement.*
3. **Financial Arrangements:** Students must set up payment for their classes and any required fees.
4. **ID Verification:** Prior to graduation, all students must have a government-issued, valid photo ID on file.
5. **Secondary Education:** Proof of high school completion or equivalency is required prior to graduation.
6. **Online Enrollment:** The entire enrollment process is completed online.

Post-Enrollment

1. **Course Access:** Once enrolled, students will receive instructions on accessing their online classes.
2. **Daily Starts:** WTI offers daily course start dates, allowing students to access their courses on the same day they complete their enrollment.

Distance Education

All WTI courses are delivered via the Internet using an asynchronous online classroom environment. There are no mandatory scheduled class meetings, allowing students the flexibility to engage with the material at their own pace. However, the Institute requires students to keep pace with their courses, which are designed to be completed within specific timeframes (e.g., four weeks, six weeks, ten weeks, etc.).

Student Interaction

Throughout the course, students will have opportunities to interact with school staff and instructors through a variety of online tools and platforms designed to enhance the learning experience. While these platforms support meaningful engagement with academic personnel, student-to-student interaction is not a component of the program. This structure ensures a focused, individualized learning environment while still providing robust support from faculty and staff.

Course Completion & Extensions

Students are encouraged to stay on schedule with their coursework to avoid falling behind. If a student is unable to complete a course within the prescribed period, the Institute's policy allows for flexibility. Students may complete the course later; however, a program extension fee will apply.

Program Requirements

For students enrolled in programs consisting of multiple courses, all courses within the program must be successfully completed before a certificate is granted. This includes any cumulative examinations that may be scheduled after the courses are completed.

Student Participation

WTI encourages all students to remain actively engaged in their coursework to promote academic success and timely course completion. Active participation includes regularly logging in, submitting assignments, and making consistent progress.

To support this expectation, an automatic email reminder is sent to students at the 60-day mark of their enrollment. This message reinforces the importance of staying engaged, reminds students of their course completion deadline, and encourages them to seek assistance if needed.

Technology Requirements

Students are required to have access to a computer and the Internet on a regular basis. Students must possess the ability to use a computer, access emails, use a web browser (Internet Explorer/Edge, Firefox, Google Chrome, or Safari), and use the Sakai learning management system. WTI recommends Google Chrome for all online courses. WTI courses are also available on all smart devices, though some functionality may be limited. Some programs may have specific requirements for operating systems and software relevant to the course. When possible, WTI selects software that offers free or reduced-priced options for students.

Operating Calendar

Washington Technical Institute (WTI) operates year-round, providing continuous access to education for our students, who reside in various locations. All services are offered online, with staff available via email, chat, and phone.

School Holidays

The main office operates on Central Time and is open to students by appointment, **except on the following holidays:**

New Year's Day	Thanksgiving Day
Good Friday	The day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Years Eve

Student Support and Access

Students have 24/7, year-round access to their online classroom, ensuring the flexibility to learn at their own pace and schedule. Instructors are always available via email to provide academic support, with responses typically sent within 24 hours or by the next business day during weekends or holidays.

For general assistance or to connect with school staff beyond academic inquiries, students can submit a helpdesk ticket. This system ensures that all support needs—technical, administrative, or academic—are directed to the appropriate team members for timely follow-up and resolution.

WTI is committed to providing timely and effective support to ensure a seamless online learning experience for all students.

Program Starts

All WTI programs and courses offer **daily start dates**. All students must either pay tuition in full or pay the first payment in the installment plan to start classes. Students may begin their coursework on any day following enrollment, providing maximum flexibility and convenience.

Tuition & Financing

The total tuition that students pay to WTI is comprehensive and encompasses all essential academic and administrative components. It includes the base tuition, lab fee, registration fee, and textbook fee,

ensuring that students have full access to required instructional materials and resources throughout their program. In addition to these core elements, the tuition also covers the cost of the certificate of completion, official transcripts, and shipping expenses. Furthermore, each graduate receives a leather certificate case to house and protect their diploma, reinforcing WTI's commitment to delivering a professional and distinguished educational experience. This all-inclusive structure is designed to provide transparency and eliminate unexpected costs, supporting students from enrollment through graduation. All course materials are included in the amount of tuition, excluding user-subscribed software for some programs, as noted in the program/course descriptions.

Program Tuition

Master Paralegal Certificate Program	$4,900	Specialized Paralegal Certificate	$999
Senior Paralegal Certificate Program	$3,900	Undergraduate Business Certificate	$2,900
National Paralegal Certificate Program	$2,900	Computer Networking Certificate	$2,900
Immigration Law Specialist Certificate	$999	Full Stack Development Certificate	$4,900
Criminal Justice Certificate	$2,900	Web Development Certificate	$2,900
Pharmacy Technician Certificate	$899	Database Management Certificate	$2,900
Medical Billing & Coding Certificate	$1,200	Software Development Certificate	$2,900
Cybersecurity Certificate	$2,900	Health Insurance & Reimbursement Certificate	$699
Health Care Administration Certificate	$2,900	Programming Languages Certificate	$2,900
Health Services Management Certificate	$2,900	Computer Science Certificate	$2,900
Medical Billing & Coding Certificate *(with Foundation Courses)*	$1,900	Microsoft Office Specialist (MOS)	$899
Single-Subject Course $599			$599

★ *Specializations include Business Management & Leadership, Accounting, Business Law, Marketing, Economics, Business Administration, Digital Marketing, and Project Management*

Interest-free installment plans are available for certificate programs.

Other Fees Include:		
	Late Payment Fee	$10
	Transcript Fee	$12
	Certificate Reprint Fee	$30
	4-Month Program Extension Fee	$200
	NSF/Chargeback Fee	$50

Program & Course Completion Deadlines

Each program and single-subject enrollment at WTI will have a completion deadline that varies depending on the specific program or course. Students must complete their coursework by the specified deadline or request a deadline extension if needed.

Extension Policy

Program Extensions: Students can request a program extension if they are unable to complete their coursework by the original deadline. Each extension provides an additional 4 months to complete the course or program and costs $200 which helps to cover the cost of the extended use of course materials.

Extension Limits: Students can utilize up to two extensions per program/course.

Additional Extensions

The school reserves the right to provide additional extensions if it is deemed appropriate and reasonable for the student's situation. This decision is made on a case-by-case basis, considering the individual circumstances of the student.

This policy ensures that students have the flexibility to manage their studies while maintaining a commitment to completing their coursework within a reasonable timeframe.

California Students Only: Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not

required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Refund Policy

"Buyer's Right to Cancel." (136A.826 Subd. 2 (3) Students may cancel or withdraw via fax, phone, or email. Binding Agreement and Governing Law: This Agreement is a legally binding contract when signed by you and accepted by Washington Technical Institute at its offices in Minnesota and is governed by Minnesota law. Your digital signature on this agreement indicates you have read and understand its terms and any literature you have received from us, and you believe you are able to benefit from your program.

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges.

You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are canceling your contract within ten (10) business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the institution notifies you that you have been accepted into the institution, and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This ten-day refund policy applies regardless of when the program starts. If you give notice by phone, mail, email or by submitting a helpdesk ticket more than ten days after you signed the contract, but before the start of the first online lesson, you will receive a refund of all tuition, fees, and other charges minus 15%, up to $50, of the total cost of the program. Following ten days, you will be provided a prorated tuition, fees, and other charges refund minus a 25%, up to $100 administrative fee if you provide verbal, written, or electronic notice of your withdrawal after your program has begun, but before 75% program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges. You will receive notice acknowledging your withdrawal request within ten business days after receipt of the notice, and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal.

Telephone or email notice of withdrawal is effective the date verbal, or email notice is given on the day it has been communicated to the institution. If you do not withdraw by telephone or email or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

WTI reserves the right to administratively withdraw any student who fails to demonstrate satisfactory academic progress toward graduation. Additionally, violations of academic integrity or other infractions of the policies outlined in the School Catalog may result in disciplinary action, up to and including termination of enrollment.

Financial Assistance & Financing Options

Prospective students applying to WTI programs have several financing options to assist with tuition payments. These options include:

1. **Installment Plans:** Affordable monthly payment plans are available to help spread the cost of tuition over a more manageable period.

2. **Private Funding:** Students can utilize personal loans and tuition reimbursement programs through their employers or other sources.

3. **Private Student Loans:** WTI partners with various private student loan lenders to offer additional financing options.

★ WTI does not participate in federal Title IV financial aid programs. However, our flexible payment plans and partnerships with private lenders are designed to make education accessible and affordable for all students.

Academic Policies

Transfer Credits

WTI does **not** accept transfer credits toward certificate programs.

Transfer of Credits Between Programs

Students transferring between WTI programs may be granted credit for courses completed in their original program, provided those courses align with the curricular requirements of the new program.

Transferability of Washington Technical Institute's Credits To Another Institution

WTI is a regionally accredited institution that offers programs designed to provide students with vocational career training. These programs are not intended to prepare students for transfer to other institutions.

Acceptance of Credits: The acceptance of credits earned at WTI is determined solely by the receiving institution. Students wishing to transfer credits should consult with the Registrar at the receiving institution regarding their policies on credit transfer.

No Guarantee of Transfer: WTI cannot and does not guarantee the transferability of credits. Accreditation alone does not ensure that credits will be accepted by another institution.

Students are encouraged to verify the transferability of credits with potential future institutions prior to enrollment in WTI programs. This ensures that they have a clear understanding of how their coursework may be recognized elsewhere.

Classwork Requirements

Classwork at WTI includes a variety of components to ensure a comprehensive learning experience:

- **Extensive Textbook Reading:** Students are required to complete significant reading assignments from electronic textbooks.
- **Additional Reading:** Supplementary materials may also be assigned.
- **Online Assessments:** Regular assessments are conducted online to evaluate student progress.
- **Additional Assignments:** Depending on the course, additional assignments may be required.

Online Classroom Access

Students can access the online classroom 24 hours a day. While the courses are designed to be completed at a student's own pace, participation in the online environment is expected. Instructors and students can also schedule live "chat" sessions in the Virtual Classroom to facilitate real-time interaction.

Withdrawal

A student must notify the school of their intent to withdraw to be considered officially withdrawn. Any progress made in course completion will be saved. If students wish to re-engage and are within their initial course completion timeframe, they will be granted access to their courses with the same original completion deadline still applicable. Students who need more time must request an extension and pay the extension fee. Students must be current on all tuition that is due for their program to regain access.

If a student withdraws from a program or course, the student must notify the school by phone, email, regular mail, fax, or help desk ticket within the student portal. The date of the communication to the school will be the official date of withdrawal and will be used to calculate any pro-rata refund. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades and additional financial obligations.

Re-Entries

Any student who has dropped out of the program or who has been inactive past their original program completion deadline may be readmitted by completing a new enrollment for the program.

Previous course completion progress will be applied to the new enrollment. The student would be responsible for tuition up to the full cost of the program when re-entering depending on previous course completion progress.

Leave of Absence

If a student wishes to apply for a leave of absence and pause enrollment and access to their courses, they should contact the school director.

Academic Advising

Students' educational progress, including grades, attendance, and conduct, are reviewed on a regular basis. The education department notifies students if their attendance, academic standing, or conduct is unacceptable. Failure to improve may result in further action up to and including withdrawal.

Outside Hours

Hours listed in course descriptions and on syllabi represent the scheduled time required for delivery of course content and practice of learned skills. The accumulation of these hours is listed under "Total Contact Hours" and is utilized in determining credits awarded in each course. In addition to the contact hours in a course, students are expected to spend time outside of class in reading/preparing for class, completing assigned homework, studying for exams/quizzes, researching, or completing project assignments, and/or preparing for practical exercises.

Student Evaluation & Assignment of Grades

Multiple assessments are administered in each course. Each assessment consists of a combination of multiple-choice and/or short answer questions. Each course also has a practical examination.

Cumulative examinations are offered at the end of some certificate programs. These exams are administered only after the student has completed all courses in the curriculum. Final examinations are comprehensive and consist of multiple-choice and/or essay or short answer questions. In all Washington Technical Institute courses, a student must score at least 70% on the final exam to pass the course, regardless of the overall grade.

> ★ In some courses, students are required to draft documents, legal memoranda, or perform online research.

Grading Scale

The progress and quality of students' work is measured numerically. The meaning of each grade is listed below:

Letter Grade	Numerical Grade	Quality Points (per credit)	Calculates in GPA	Counts in Maximum Timeframe
A	90-100	4	Yes	Yes
B	80-89.9	3	Yes	Yes
C	70-79.9	2	Yes	Yes
F	Below 70	0	Yes	Yes
T	Transfer Credit	-	No	Yes
INC	Incomplete	-	No	Yes
W	Withdrawal	-	No	Yes

The course grade is calculated as a combination of the student's scores on the quizzes, required assignments, and class participation as applicable. The minimum satisfactory passing grade is 70% comprehensive grade and a minimum grade of 70% on a final exam. Grades are recorded as letter grades on student transcripts.

Failed Courses

If a student fails a course within a program, they will be required to take the course again as a single-subject enrollment and pay the tuition for that class. Once they pass that course, it will replace the failed course in the program; however, both course grades will factor into their GPA and show on the official transcript. The course will have its own 4-month deadline so students should consult with the school regarding when it would be the best time to enroll in that course and make up the credit.

Honors Recognition

Honor Awarded	GPA Requirement
Graduation with Highest Honors	3.90 or higher
Graduation with High Honors	3.7 - 3.89
Graduation with Honors	3.5 – 3.69

Alpha Beta Kappa National Honor Society

The Alpha Beta Kappa National Honor Society recognizes exceptional academic achievement at colleges, universities, and post-secondary institutes throughout the United States. Alpha Beta Kappa is the mark of distinction for an institution to be awarded a Chapter of Alpha Beta Kappa. Individuals elected to membership in this honor fraternity set themselves apart as an exemplar of integrity and excellence.

To qualify for Alpha Beta Kappa membership, students must earn at least ten-semester credits and have a minimum cumulative GPA of 3.5 or higher in addition to excellence in classroom, shop, studio, and laboratory work; leadership and service in class and school activities; and personal integrity and good moral character.

Satisfactory Academic Progress (SAP)

All enrolled students, regardless of whether or not they participate in any financial aid or financial assistance program, must be making Satisfactory Academic Progress (SAP) to remain enrolled at WTI. For students receiving financial aid assistance of any kind, this is also necessary to maintain eligibility to continue to receive that aid. WTI determines whether a student is meeting Satisfactory Academic Progress requirements by reviewing two academic components – a qualitative measurement and a quantitative measurement – at specific evaluation points. The student must also complete the program within the Maximum Time Frame (MTF) designated for the program. SAP does not apply to students enrolled in single subjects who are not pursuing a program credential.

Evaluation of SAP

WTI evaluates each student to determine if he/she is making SAP at the end of each payment period. Each of WTI's payment periods generally corresponds to a 16-week cycle. Thus, the end of each payment period is an SAP evaluation point.

SAP Factors (Qualitative and Quantitative)

The first SAP component, referred to as the qualitative factor, is measured by the student's cumulative grade point average (CGPA). The second, referred to as the quantitative factor, is the student's rate of academic progress (ROP) toward successful completion of the credit hours they have attempted (i.e., the ratio of credit hours earned to credit hours attempted). A student must meet both the qualitative

factor (CGPA) and the quantitative factor (ROP) to be considered by WTI to be meeting SAP requirements and to be eligible to graduate from the program. Each factor is discussed in more detail below.

CGPA Requirement (Qualitative Factor):

When WTI reviews the student's academic record at each evaluation point, that student must be maintaining a minimum CGPA of 2.0 to meet this factor and be considered in good academic standing. Grades are calculated according to the general academic policies of WTI. A student may appeal a grade assigned by an instructor/faculty member as provided for in this catalog in the "Grade Challenges" section.The grade-point average (GPA) is computed by multiplying the quality point equivalent for each grade by the semester credit hours given for that course, adding the products, and then dividing the sum by the credit hours attempted during the term.

Example of determining a grade-point average:

Course Name	Credits Hours Attempted	Grade	Quality Points	Product
Legal Terminology	2	A	4	8
Criminal Law	2	B	3	6
Ethics	2	A	4	8
Family Law	2	C	2	4
Sum Of Product	8			26
Grade Point Average (GPA)		= 26.00/8	= 3.25 GPA	

* The formula used to complete the evaluation is Total Credit Hours Earned / Total Credit Hours Attempted

Rate of Academic Progress (Quantitative Factor)

★ When reviewing SAP, WTI also checks to determine if the student has successfully completed a minimum of **66.67% of the credit hours** attempted.

Total Credit Hours Earned are defined as those credit hours the student attempted towards completion of the student's current program, minus those credit hours for which the student received a non-passing grade, a grade of incomplete, or a withdrawal.

Total Credit Hours Attempted are defined as those credit hours that are contained in the student's academic history at WTI, including, as may be applicable, transfer credits.

Please refer to the Grading Scale section of this catalog for an explanation of how non-punitive grades and repeated coursework impact SAP.

Maximum Time Frame

Students must also complete their programs within the maximum timeframe (MTF) allowed. MTF is

defined as times the normal time frame required to complete the program. Official leaves of absence and other official interruptions of educational training are not computed as part of the student's progress for the purpose of MTF calculation.

For example, if the normal timeframe within which students complete a program is 30 credits and 60 weeks, the MTF for that program is 45 credits (1.5 x 30 credits) and 90 weeks (1.5 x 60 weeks).

Failure to Make SAP

When it is determined that a student satisfies both the qualitative and quantitative factors at an evaluation point, WTI considers that student to have met SAP. If a student does not meet either the qualitative or quantitative factors when SAP is reviewed at an evaluation point, WTI considers that student to have failed to make SAP. WTI will notify a student in writing that he/she has failed to make SAP, including any resulting consequences, as detailed below.

SAP Warning

A student who has not achieved a satisfactory cumulative grade point average (CGPA) or rate of progress (ROP) at the end of a grading period may be placed on SAP Warning. When a student is placed on SAP Warning, the student will be advised, and the terms will be documented and maintained in the student's file. A student is only placed on SAP Warning if it is determined that the student can mathematically reach the required standards by the next evaluation point. If the student fails to meet the terms, the student may be dismissed.

SAP Appeals

Any student who is academically dismissed for failure to meet SAP standards is not eligible to apply to return to school until one evaluation period has passed. To file an SAP Appeal, a student must complete the SAP Appeal Form in writing. The SAP Appeal Form is available from WTI's Academic Department.

Appeal of Loss of Aid Due to Maximum Time Frame

When it is determined that a student cannot complete the program in the Maximum Time Frame (MTF) allowed, the student loses financial assistance eligibility. Any student who wishes to appeal should follow the SAP appeal process as defined in this catalog. If the appeal is upheld the student will be placed on an academic plan that will specify the requirements for completing the program. If the student fails to meet the academic plan, the student will become ineligible without being able to further appeal.

Evaluating an SAP Appeal

Upon submission of an SAP Appeal, WTI's Academic Review Committee will review the student's SAP Appeal to determine if it is complete and supports approval of the appeal. If the SAP Appeal is denied, the student will be dismissed from WTI. If the SAP Appeal is accepted, WTI will monitor the student and

provide an academic plan for the student to ensure that a satisfactory status can be met. This includes the assessment of the student's academic file to determine if it is mathematically possible for the student to meet SAP within the defined timeframe and complete all remaining coursework within the maximum time frame. If at any measurement point the student has failed to meet the terms of the academic plan, the student will be dismissed from WTI.

Student Records

All student evaluations and grades are maintained by the Institute for a period of five years. Student transcripts are kept on file permanently and are protected from fire, theft, and other perils.

Transcript Hold Policy

The institution will not release a transcript if a student owes $1000 or more in unpaid tuition and fees. If a student owes a balance that exceeds $1000, the balance must be paid in full or agree to an institution-approved payment plan. Under certain circumstances, as determined by the institution, a transcript may be released after a certain percentage of the balance owed has been paid through an approved payment plan. The institution does not use collection agencies to collect on student debts and retains all account collection ownership. The school will release a transcript directly to an employer, if requested, for hiring purposes.

Student Conduct and Online Etiquette Policy

While instances of student misconduct are rare in our online learning environment, WTI takes online etiquette seriously. Instructors and administrators have the authority to remove inappropriate or offensive content submitted through any communication channels associated with coursework, such as help desk messages, course messages, and other online submissions.

WTI reserves the right to revoke a student's access to its online platform if unacceptable behavior occurs, including but not limited to repeated submission of obscene or offensive material. Students who fail to observe proper online and Internet etiquette may also be subject to disciplinary action, up to and including expulsion.

Academic Integrity and Misconduct Policy

Students are expected to uphold the highest standards of academic integrity. Academic misconduct undermines the learning process and violates the trust between students and the academic community. Acts of academic misconduct include, but are not limited to, cheating, plagiarism, and unauthorized use of generative artificial intelligence (AI) tools.

Cheating

Cheating is defined as obtaining or attempting to obtain a better grade or evaluation by dishonest or deceptive means. It also includes assisting another person in doing so. Examples of cheating include, but are not limited to:

- Copying another student's work, quiz, test, or exam
- Allowing another student to copy your work
- Submitting work or assignments used in another class without instructor permission
- Discussing test questions or answers during or after an assessment without authorization
- Possessing or distributing test questions or answers without permission
  Using or displaying unauthorized materials (e.g., notes, cheat sheets, digital devices) during assessments
  Having someone else complete an assignment or assessment on your behalf

Plagiarism

Plagiarism is a form of cheating and occurs when a student presents someone else's work or ideas as their own without proper attribution. This includes, but is not limited to:

- Directly quoting another person's words, whether spoken or written, without citation
- Paraphrasing someone else's ideas, theories, or opinions without acknowledgment
- Borrowing facts, statistics, graphs, or visuals without giving credit
- Submitting another person's work (including that of another student) as your own
- Submitting projects or collections compiled by others

Students must give appropriate credit for any source used unless the information is considered common knowledge, which may vary by course.

Use of ChatGPT and Other Generative AI Tools

The use of generative AI platforms (e.g., ChatGPT, GrammarlyGO, Google Gemini, etc.) must be **appropriately disclosed**. Unless explicitly permitted, students may not use AI tools to:

- Generate written assignments, discussion responses, or essays
- Rewrite or paraphrase content for submission
- Solve mathematical or scientific problems
- Compose messages, reflections, or communications intended to represent the student's original work

Using AI tools without permission is considered academic misconduct and may constitute plagiarism. If AI tools are permitted within the course, students must clearly state when and how they were used and may be required to submit original drafts or outlines for verification.

WTI is committed to upholding the highest standards of academic integrity. If a currently enrolled student is dismissed, the date of dismissal will serve as the official withdrawal date and will be used to determine any applicable pro-rata refund, in accordance with WTI's published refund policy.

Student Complaint & Appeal Process

Grade Challenges

Students who disagree with a grade they have received should contact the instructor to discuss their concern within 5 business days following the end of the course. If the student is unable to resolve the dispute with the instructor, he or she should write a letter of appeal no later than 15 calendar days from the end of the course explaining the reasons for the dispute. The Director of Operations will issue a final decision to the student within five business days of the receipt of the written appeal.

Informal Conflict Resolution Procedure

When a student believes that he/she has been treated unfairly by a Washing Technical Institute faculty or staff member, the student shall communicate with the individual in a good faith effort to resolve the dispute promptly and fairly. Such communication shall be conducted via correspondence, email, or phone communication at the option of the student. This is an informal process that promotes constructive dialogue and understanding, requiring no paperwork or forms. Prior to pursuing the formal conflict resolution procedure, the student must use the following informal procedure:

The student shall discuss the issue informally with the Washington Technical Institute faculty or staff member. Both parties should openly discuss the matter in an attempt to understand varying perspectives, explore alternatives, and attempt to arrive at a satisfactory resolution to the issue within fifteen (15) instructional days from the date the student first makes the issue known.

In the event of an absence from the Institute by the faculty or staff member for reasons such as vacation or termination of employment, the student shall contact the faculty or staff member's supervisor for advice on how to proceed with the process. If the student feels that s/he cannot communicate directly with the faculty or staff member, s/he may contact the faculty or staff member's supervisor directly. The faculty or staff member's supervisor may act as a mediator to resolve the conflict in a prompt and fair manner.

Formal Conflict Resolution Procedure

1. In the event resolution is not achieved through the informal procedure, the student may initiate the formal procedure by writing a letter to the appropriate administrator or designee of the faculty or staff member. The letter must be submitted within ten (10) days of the conclusion of the unresolved informal process. The letter must include the following:
    a. A detailed description of the issue, including dates and time
    b. A summary of the actions taken by the student to resolve the issue
    c. A proposed solution
2. The appropriate administrator designee shall determine if the issue has merit. An issue without merit will be dismissed without further review, and the student will be notified in writing of this determination.
3. If the issue is found to have merit, the administrator or designee shall attempt to resolve the issue by the following:
4. Serving as an intermediary between the student and the faculty or staff member
5. Considering all facts of the situation and talking with all parties involved

6. Determining how to resolve the issue promptly and fairly
7. The administrator or designee handling the case will notify all parties in writing of the decision.
8. The student may appeal the decision to the Director.
9. The decision of the Director shall be final

In the event a student has proceeded through the formal complaint process at WTI and is unable to reach a resolution with the Institution, the student may file a complaint with the department of education or designated agency in the state in which the student resides. The list of web addresses may be found on the WTI website under Consumer Information or in the State Agency listing in this catalog. If the complaint is not resolved following the state resolution process, the student may contact Middle States Association at www.msa-cess.org or by calling MSA at 267-284-5000.

Reasonable Accommodations Policy – Individuals With Disabilities

WTI does not discriminate against individuals based on physical or mental disability and is fully committed to providing reasonable accommodations to qualified individuals with a disability unless providing such accommodations would result in an undue burden on the institution or fundamentally alter the nature of the relevant program, benefit, or service provided by WTI. Students may request an accommodation by contacting the school. Individuals requesting an accommodation will need to complete a Request for Accommodation at least three weeks before the first day of classes, or as soon as feasible. Disagreements regarding appropriate accommodation or alleged violations of this policy may be addressed pursuant to WTI's grievance procedures.

Notification of Student Record Release

It is the policy of Washington Technical Institute not to release educational or financial information to anyone other than the student if the student is age 18 or older. For students under the age of 18, the educational and financial information can be released to the student and/or the student's parent or guardian. In order for Washington Technical Institute to release information to anyone other than the student (parent/guardian if student is under 18), Washington Technical Institute must have written consent from the student (parent/guardian if under age 18) to do so. The student (or parent/guardian if student is under age 18) must complete the Student Information Release Form.

Unlawful Harassment Policy

WTI is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Should a student feel that he/she has been sexually harassed, the student should immediately inform the President. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

Certificate Programs

Legal Studies

★ A note regarding WTI's Legal Studies Programs

Employers tend to prefer paralegal candidates who have a formal education, especially in states where paralegal certification is required. However, some employers require no particular education at all, and may provide training or internship programs. It is important to do research by state requirements, industry standards, and legal specialty area before choosing a Paralegal Program of Study.

Again, while not required in all states, it is becoming more and more common for aspiring paralegals to get an educational background in the subject before applying for jobs, which tends to make applicants more desirable to employers.

Here are some valuable websites to use when researching if Paralegal Studies are right for you:

- *National Federation of Paralegal Associations*
- *The Paralegal Association*
- *The Association for Legal Professional*

The Paralegal Certificate Programs at Washington Technical Institute provide the formal educational background that paralegal employers seek. Students can choose from three different Paralegal Certificate Programs at WTI.

- **National Paralegal Certificate Program:** 15 credits
- **Senior Paralegal Certificate Program:** 33 credits
- **Master Paralegal Certificate Program:** 45 credits

It is also important to note that there is no single authority in the United States overseeing the paralegal profession, and currently, no state requires paralegal licensure. There are, however, Paralegal Certification Exams, such as NFPA's PCCE or PACE, that can be taken to become "certified."

Prospective students are encouraged to research reputable websites (like the ones above) when deciding if a career in Paralegal Studies is right for them. **Students are also encouraged to contact their local government licensing bureau to verify the specific licensure requirements for providing services as a paralegal or attorney in their state.**

Master Paralegal Certificate Program

The Master Paralegal Certificate program is a regionally accredited, comprehensive paralegal curriculum, that includes both basic and specialized paralegal courses. The program is designed for the student who wants a comprehensive paralegal education and is designed to prepare graduates for work in a variety of legal fields as a paralegal or legal assistant.

Duration: (1,890 Credit Hours) 16-month completion deadline

Credits: 45 Credits (3 credits/course)

Program Courses:

- WOL-101: Introduction to Law
- WOL-201: Legal Research and Writing
- WOL-P02: Investigation and Legal Reasoning
- WOL-P05: Law Office Administration; Using Computers in the Law Office
- WOL-120: Legal Terminology
- WOL-122: Contracts
- WOL-301: Bankruptcy
- WOL-401: Criminal Law
- WOL-501: Ethics
- WOL-601: The Law of Real Estate
- WOL-701: Civil Litigation
- WOL-801: Personal Injury Law (Torts)
- WOL-901: Business Organizations Law
- WOL-902: Family Law
- WOL-903: Wills, Trusts, and Estates

Senior Paralegal Certificate Program

The Senior Paralegal Certificate Program is regionally accredited and is designed to prepare the future paralegal professional with both a theoretical understanding of the world of law and the practical skills necessary to succeed. The eleven courses in this curriculum are taught by practicing attorneys who fully understand what paralegals need to know on the job. Each course takes four weeks to complete in Washington Technical's interactive online classroom. At Washington Technical, our goal is to fully prepare you to enter the paralegal workforce with confidence in your abilities and knowledge of the law.

Duration: (1,386 Credit Hours) 12-month completion deadline

Credits: 33 Credits (3 credits/course)

Program Courses:

- WOL-101: Introduction to Law
- WOL-201: Legal Research and Writing
- WOL-301: Bankruptcy
- WOL-401: Criminal Law
- WOL-501: Ethics
- WOL-601: The Law of Real Estate
- WOL-701: Civil Litigation
- WOL-801: Personal Injury Law (Torts)
- WOL-901: Business Organizations Law
- WOL-902: Family Law
- WOL-903: Wills, Trusts, and Estates

National Paralegal Certificate Program

The National Paralegal Certificate Program is a regionally accredited program. Though the shortest duration of WTI's three major paralegal certification programs, it is a very high-quality program taught

by experienced attorneys. The National Paralegal Certificate Program is a Paralegal Certification program for aspiring legal professionals who want to enter the job market quickly and gain the most education and paralegal training in the shortest reasonable amount of time. The five courses of the program have been carefully chosen to prepare the modern Paralegal to succeed in the competitive and rewarding world of the legal profession. The five courses total 15 credits (630 Credit Hours) and may be transferred to institutions for up to 15-semester credits.

The National Paralegal Certificate Program is designed to provide the law student with the theory of the law and practical experience.

Duration: (630 Credit Hours) 8-month completion deadline

Credits: 15 Credits (3 credits/course)

Program Courses:

- WOL-101: Introduction to Law (3-credits)
- WOL-201: Legal Research and Writing (3-credits)
- WOL-501: Ethics (3-credits)
- WOL-701: Civil Litigation (3-credits)
- WOL-901: Business Organizations Law (3-credits)

Specialized Paralegal Certificate

The Specialized Paralegal Certificate program is designed for those with legal training such as legal assistants, paralegals, and lawyers. The courses will help legal professionals gain specialized education in specific areas. All students will take the Advanced Paralegal Studies course and then choose one course from the following specializations: Litigation & Dispute Resolution, Family Law, Immigration Law, Probate & Elder Law, Real Estate Law, Legal Research & Investigation, Personal Injury, Law Office Administration, Transactional Law, Business Law & the Legal Environment.

Duration: (252 Credit Hours) 4-month completion deadline

Credits: 6 Credits (3 credits/course)

Program Courses:

- **Required Course(s):**
  - WOL-S10 Advanced Paralegal Studies
- **Specialized Courses (students take one (1) based on specialization):**
  - WOL-S21 Litigation & Dispute Resolution
  - WOL-S22 Family Law
  - WOL-S23 Immigration Law
  - WOL-S31 Probate & Elder Law
  - WOL-S33 Real Estate Law
  - WOL-S34 Legal Research & Legal Writing
  - WOL-S35 Personal Injury
  - WOL-S36 Law Office Administration
  - WOL-S37 Transactional Law
  - WOL-S38 Business Law

➔ All courses may be taken individually as single subjects that do not lead to a program certificate.

Immigration Law Specialist Certificate

In this certificate program, you will gain both a theoretical and practical understanding of the foundational elements of immigration law and learn the basics of how to manage a law office. In the first course of this program, WOL-123: Immigration Law, we will begin with a review of immigration law and policy. Since most immigration law is policy-driven, the course will present an overview of the history and evolution of this area of Federal law. We will then delve into the sources of both the Federal government's and the States' authority to establish immigration statutes.

Duration: (252 Credit Hours) 4-month completion deadline

Credits: 6 Credits (3 credits/course)

Program Courses:

- WOL-123: Immigration Law (3-credits)
- WOL-124: Law Office Management - Systems, Procedures & Ethics (3-credits)

Healthcare

Pharmacy Technician

★ The state of Washington does not recognize fully online Pharmacy Technician programs and therefore someone completing this program would not be able to become licensed in the state of Washington to work as a Pharmacy Technician.

This 210-hour course prepares students for the national Certified Pharmacy Technician (CPhT) exam. Through direct instruction, interactive skills demonstrations, and practice assignments, students learn the basics of pharmacy assisting, including various pharmacy calculations and measurements, pharmacy law, pharmacology, medical terminology and abbreviations, medicinal drugs, sterile techniques, USP 795 and 797 standards, maintenance of inventory, patient record systems, data processing automation in the pharmacy, and employability skills. Successful completion of this course prepares the student to sit for the Certified Pharmacy Technician (CPhT) exam. WTI's Pharmacy Technician is recognized by the Pharmacy Technician Certification Board (PTCB).

Duration: (210 Credit Hours, plus 200-hour externship) 4-month course completion deadline

Credits: 5 Credits

Program Courses:

- Pharmacy Technician Course (5 credits)

- Externship (200 hours) - Externship is completed after the coursework at WTI has been finished and passed. Students will organize their own externship site and will work with the externship

site to complete the packet that will be reviewed by WTI.

Medical Billing & Coding Certificate Program (With Foundation Courses)

The Medical Billing and Coding with Foundation Courses certificate program is designed for individuals who wish to rapidly enter the fast-growing and rewarding field of medical billing and coding. If you have little or no prior experience working in a medical office, this program is for you. The curriculum includes Anatomy and Physiology, Medical Terminology, Medical Insurance, and Reimbursement, and an extensive 16-week module on Medical Billing and Coding (ICD-9-CM, HPCPS, and CPT coding systems).

Duration: (756 Credit Hours) 12-month completion deadline

Credits: 18 Credits (3 credits/course)

Program Courses:

- MED-C201: Anatomy & Physiology (3 credits)
- MED-C202: Medical Terminology (3 credits)
- MED-B601: Health Insurance & Reimbursement (4 credits)
- MED-BCC: Medical Billing & Coding (8 credits)

Medical Billing & Coding Certificate Program (Med-BCC)

The Medical Billing and Coding Certificate program is designed for individuals who wish to rapidly enter the fast-growing and rewarding field of medical billing and coding. This version is designed for individuals who have prior experience working in a medical setting.

Duration: (504 Credit Hours) 8-month completion deadline

Credits: 12 Credits

Program Courses:

- MED-B601: Health Insurance & Reimbursement (4 credits)
- MED-BCC: Medical Billing & Coding (8 credits)

★ **Note:** We recommend that students have a basic understanding of anatomy and physiology, as well as medical terminology. Individuals who require instruction in these foundation subjects should enroll in MED-BCF Medical Billing and Coding with Foundation Courses (6-8 months).

Undergraduate Certificate In Health Care Administration

The Washington Technical undergraduate certificate program in Health Care Administration is designed to equip learners with the necessary skills to be successful in the healthcare industry. Students in the health care administration program are presented with an overview of the nation's health care system, and gain awareness of the social and political influences on today's perception of the healthcare system and develop a general understanding of laws and ethics involved in the healthcare industry.

Duration: (630 Credit Hours) 8-month completion deadline

Credits: 15 Credits (3 credits/course)

Program Courses:

- HCA-101 Health Information Management (3-credits)
- HCA-102 Ethics of Health Care (3-credits)
- HCA-103 Medical Coding (3-credits)
- MED-C201 Anatomy and Physiology (3-credits)
- MED-C202 Medical Terminology (3-credits)

Health Services Management Certificate

This certificate in health services management will give students a foundational understanding of health services management, healthcare ethics, statistical analysis of health care data, and exposure to records management. Students will also learn about insurance, billing, and reimbursement. Students in this program will be more successful if they already have a background in health care administration, coding, or clinical experience.

Duration: (630 Credit Hours) 12 month completion deadline

Credits: 15 credits (3 credits per course)

Program Courses:

- HSM-101 Introduction to Health Services Management
- HSM-201 Ethics and Law in Healthcare
- HSM-301 Introduction to Allied Health Statistics and Analysis
- HSM-401 Healthcare Documentation, Records, and Reports
- HSM-501 Insurance, Billing, and Reimbursement

Health Insurance & Reimbursement Certificate

This course is designed to teach students about major insurance programs, federal health care legislation and programs, and claims and the process of completing claims forms efficiently, effectively, and in compliance with payor guidelines and regulations. Using your previous knowledge of Medical Terminology and Anatomy & Physiology, this course will review, facilitate, and reinforce medical terminology skills while introducing the student to health insurance, managed care, the life cycle of an insurance claim, legal and regulatory guidelines, CMS reimbursement issues, CMS claim forms, commercial claims, Medicare, Medicaid, Tricare, and workers compensation. Upon completion of this course, the student will be able to accurately and efficiently complete claim forms in conjunction with the required payor guidelines. The student will also have all fundamental knowledge necessary to take additional courses in Medical Billing and Coding (ICD-9-CM, ICD-10, HCPCS, and CPT) and to pursue a career in that field.

Duration: (168 Credit Hours) 4-month completion deadline

Credits: 4 Credits

Program Courses:

- MED-B601: Health Insurance & Reimbursement (4 credits)

Criminal Justice

Criminal Justice Certificate Program

Whether you are new to the field of criminal justice or are currently employed as a professional in the field, you can distinguish yourself with a Certificate of Criminal Justice Studies from Washington Technical Institute. WTI's Criminal Justice Certificate Program emphasizes both the theoretical and practical aspects of the criminal justice profession. WTI's program provides the criminal justice student with a solid background in the fundamentals of criminal justice theory and develops the skills necessary for success in this rapidly growing and very important profession.

This program will help prepare you to work in many fields: law enforcement, anti-terrorism, private security, public safety, the courts, police administration, and corrections, among others. This program also emphasizes working with crime-related populations, such as drug and sex offenders, and security-conscious corporate clientele. The program also stresses communication skills, and vital areas for the 21st century Criminal Justice professional. A large component of the program is devoted to the study of substantive and procedural aspects of criminal law. This program will provide you with the opportunity to gain skills and the credentials necessary to excel in the criminal justice field and prepares you for advanced-level study.

Duration: (756 Credit Hours) 12-month completion deadline

Credits: 18 Credits (3 credits/course)

Program Courses:

- CJ-100: The American Criminal Justice System (3 credits)
- CJ-200: Terrorism and Homeland Security (3 credits)
- CJ-300: Criminology (3 credits)
- CJ-400: Effective Communication for Criminal Justice Professionals (3 credits)
- CJ-500: Ethical Dilemmas and Decisions in Criminal Justice (3 credits)
- CJ-600: Substantive and Procedural Criminal Law (3 credits)

The WTI criminal justice certificate alone is **not** designed to meet the minimum requirements for Minnesota residents to become licensed as a Minnesota peace officer. The State of Minnesota requires candidates seeking to obtain a position as a police or corrections officer to hold a bachelor's degree from a State approved, accredited post-secondary institution, and/or commensurate reciprocity experience in other state or federal law enforcement agencies or the US Military.

- Minnesota residents specifically seeking to become a police/corrections officer in the State of Minnesota, should review licensing requirements at the Minnesota Board of Peace Officer Standards and Training (POST) website or your local hiring law enforcement agency.

- Candidates seeking employment as a Minnesota corrections officer can review qualifications at the Minnesota Department of Corrections website.

- Candidates seeking a position as a TSA Security Officer can find more information regarding education qualifications and hiring process here.

Business

Undergraduate Certificate Business Administration

The Business Certificate Program at Washington Technical Institute is a comprehensive 40-week program leading to the award of the Business Certification. The Business Certificate program is designed for students who are interested in gaining a background in basic business principles, marketing, economics, and business law.

Duration: (630 Credit Hours) 8-month completion deadline

Credits: 15 Credits (3 credits/course)

Program Courses:

- BUS-300: Introduction to Business (3 credits)
- BUS-101: Business Principles and Management (3 credits)
- BUS-102: Marketing (3 credits)
- BUS-103: Economics (3 credits)
- BUS-104: Business Law (3 credits)

Undergraduate Certificate Business Management And Leadership

Stay competitive and prove that you are serious about your career. Our management and leadership certificate program can help you seek greater opportunities and recognition, or simply enable you to keep up with changes in business. This certificate program is designed for students who intend to seek employment in the business or nonprofit sectors of the economy. It is designed to provide students with skills that complement those acquired through a traditional liberal arts education and to make the students more appealing to potential employers.

Duration: (630 Credit Hours) 8-month completion deadline

Credits: 15 Credits (3 credits/course)

Program Courses:

- BUS300 Introduction to Business (3-credits)
- BUS302 Principles of Management (3-credits)
- BUS304 Principles of Economics (3-credits)
- BUS403 Managerial Accounting (3-credits)
- BUS404 Business Ethics (3-credits)

Undergraduate Certificate Accounting

The Certificate in Accounting is designed for individuals who are interested in learning more about the accounting profession, the role of accountants in business, and developing an accounting knowledge

base. The certificate in accounting covers principles of accounting and finance and intermediate accounting practices at the college level to enhance your career.

Duration: (630 Credit Hours) 8-month completion deadline

Credits: 15 Credits (3 credits/course)

Program Courses:

- BUS300 Introduction to Business (3-credits)
- BUS440 Accounting Principles I (3-credits)
- BUS442 Accounting Principles II (3-credits)
- BUS314 Financial Accounting (3-credits)
- BUS403 Managerial Accounting (3-credits)

Undergraduate Certificate Business Law

The Business Law certificate provides students with practical legal knowledge of substantive business law topics and current legal issues. Students learn the skill sets necessary to identify and manage legal issues encountered within personal and business contexts, including litigation, contract law, employment and human resources, real and personal property law as well as applied critical thinking.

Duration: (630 Credit Hours) 8-month completion deadline

Credits: 15 Credits (3 credits/course)

Program Courses:

- BUS300 Introduction to Business (3-credits)
- BUS312 Foundations of Business Law (3-credits)
- BUS410 Advanced Business Law (3-credits)
- BUS413 Law for Entrepreneurs (3-credits)
- BUS414 Law of Commercial Transactions (3-credits)

Undergraduate Certificate Marketing

The certificate in marketing is designed for students interested in either acquiring knowledge in marketing, or in refreshing or extending their knowledge in the marketing field. Marketing professionals must understand the market and their customers and possess the skills to design and deliver valuable products and services.

Duration: (630 Credit Hours) 8-month completion deadline

Credits: 15 Credits (3 credits/course)

Program Courses:

- BUS300 Introduction to Business (3-credits)
- BUS306 Principles of Marketing (3-credits)
- BUS422 Consumer Behavior (3-credits)
- BUS424 eMarketing (3-credits)
- BUS425 Developing New Products and Services (3-credits)

Undergraduate Certificate Economics

The certificate in Economics is a five-course program that offers you the opportunity to better understand the partnership between business and economics, as well as the effect of economics on the business world. This learning track program is intended for students who seek to heighten their knowledge of economics without committing to an academic degree program.

Duration: (630 Credit Hours) 8-month completion deadline

Credits: 15 Credits (3 credits/course)

Program Courses:

- BUS300 Introduction to Business (3-credits)
- BUS304 Principles of Economics (3-credits)
- BUS400 Intermediate Macroeconomics (3-credits)
- BUS401 Microeconomic Analysis (3-credits)
- BUS430 Principles of Managerial Economics (3-credits)

Undergraduate Certificate In Digital Marketing

The certificate in Digital Marketing is a five course program that offers you the opportunity to better understand the partnership between business and digital marketing, as well as the effect of digital marketing on the business world. A certificate in digital marketing will help you develop the skills needed to improve and transform your current marketing strategies. Online courses at Washington Technical will help you develop the essential skills required to succeed in today's digital marketing landscape.

This learning track program is intended for students who seek to heighten their knowledge of digital marketing, without committing to an academic degree program.

Duration: (630 Credit Hours) 8-month completion deadline

Credits: 15 Credits (3 credits/course)

Program Courses:

- MAR-101 Internet Marketing (3-credits)
- MAR-102 Marketing Research (3-credits)
- MAR-103 Contemporary Marketing (3-credits)
- MAR-104 Social Media Marketing (3-credits)
- MAR-105 Integrated Marketing Communications (3-credits)

Undergraduate Certificate In Project Management

The certificate in Project Management is a five-course program that offers you the opportunity to better understand the partnership between business and project management, as well as the effect of project management on the business world. A certificate in project management will help you develop the skills needed to improve and transform your current project management strategies. The Washington Technical Project Management Certificate program teaches learners how to manage teams and ensure team productivity effectively. The online project management certificate program at WTI can help

prepare learners for supervisory and mid-level management positions involving project management and team management. If you are already a project manager, coordinator, or assigned to project teams within the private or public sector, the undergraduate certificate in project management can help you further develop your skills with theoretical and practical knowledge to advance to a higher level.

Duration: (630 Credit Hours) 8-month completion deadline

Credits: 15 Credits (3 credits/course)

Program Courses:

- PMN-101 Principles of Management (3-credits)
- PMN-102 Organizational Behavior (3-credits)
- PMN-103 Foundations of Project Management 1(3-credits)
- PMN-104 Foundations of Project Management 2 (3-credits)
- PMN-105 IT Project Management (3-credits)

Computer Science & IT

Undergraduate Certificate In Computer Networking

The Washington Technical undergraduate certificate in computer networking is a great supplement to an associate or bachelor's degree or help you build new skills and gain experience in the demanding IT field. The undergraduate certificate in computer networking can be completed online in a matter of months. WTI computer networking certificate program, you'll learn about the fundamental aspects of computer troubleshooting, networking, network security, interconnected Cisco devices, and Windows server installation configuration and more.

Duration: (630 Credit Hours) 8-month completion deadline

Credits: 15 Credits (3 credits/course)

Program Courses:

- CNT-101 Computer Concepts (3-credits)
- CNT-102 Introduction to Networking (3-credits)
- CNT-103 Network Security (3-credits)
- CNT-104 Computing Technical Support (3-credits)
- CNT-105 Windows Server - Install and Storage (3-credits)

Full Stack Developer Certificate

This certificate in full stack development is designed to give students a broad understanding of web development and design as well as backend, data management. Students who complete the program will have a wide-ranging skillset that will allow them to work on both front-facing and backend aspects of web design and management. Students are exposed to JavaScript, SQL, Python, and more.

Duration: (882 Credit Hours) 12 month completion deadline

Credits: 21 Credits (3 credits per course)

Program Courses:

- FSD-101 Introduction to Web Design
- FSD-201 Advanced Web Design
- FSD-301 Fundamentals of JavaScript
- FSD-401 Database Systems
- FSD-501 Principles of SQL
- FSD-601 Introduction to Python
- FSD-701 Building Mobile and Web Applications

Web Development Certificate

This certificate in web development will provide students with solid training in the world of front-end web development. The program delivers foundational and advanced education in web design as well as gives students exposure to JavaScript, HTML, and C++ coding languages.

Duration: (378 Credit Hours) 8 month completion deadline

Credits: 9 Credits (3 credits per course)

Program Courses:

- FSD-101 Introduction to Web Design
- FSD-201 Advanced Web Design
- FSD-301 Fundamentals of JavaScript

Database Management Certificate

This certificate in database management is designed to provide students with a foundational understanding of database management and administration. Students will learn methods and concepts for design, implementation, and management of databases, principles of SQL, and Python programming language.

Duration: (378 Credit Hours) 8 month completion deadline

Credits: 9 Credits (3 credits per course)

Program Courses:

- FSD-401 Database Systems
- FSD-501 Principles of SQL
- FSD-601 Introduction to Python

Software Development Certificate

This certificate in software development will provide students with exposure to object-oriented programming. Students will build an understanding of programming languages and database concepts to help them build cross-platform applications as well as exposure to virtual computing concepts.

Duration: (504 Credit Hours) 8 month completion deadline

Credits: 12 Credits (3 credits per course)

Program Courses:

- SD-101 C# and Object-oriented Programing
- SD-201 Database Concepts
- CS-401 Virtual Computing
- FSD-701 Building Mobile and Web Applications

Programming Languages Certificate

This certificate in programming languages will provide students with training and exposure to some of the most used programming languages in the industry. Students will learn about JavaScript, Java programming, C++, HTML, Python, and more. This certificate is designed for students who already have a foundational understanding of programming, development and/or computer systems.

Duration: (504 Credit Hours) 8 month completion deadline

Credits: 12 Credits (3 credits per course)

Program Courses:

- FSD-301 Fundamentals of JavaScript
- CPL-101 Fundamentals of Java Programming
- CPL-201 Introduction to C++
- CPL-301 Working in Python: Data Structures

Cybersecurity Certificate

This certificate in cybersecurity will provide students with introductory and advanced education in cybersecurity and information security management. Students will learn about how to identify and address security concerns as well as how to build proactive security plans that use personnel management and ethical hacking to solidify an organization's information security processes.

Duration: (504 Credit Hours) 8 month completion deadline

Credits: 12 Credits (3 credits per course)

Program Courses:

- CYB-101 Introduction to Information Security
- CYB-201 Fundamentals of Network Defense
- CYB-301 Information Security Management
- CYB-401 Advanced Cybersecurity

Computer Science Certificate

This certificate in computer science is designed to provide students with a foundational

understanding of computer science, information systems, and computing in today's virtual world. Students will learn about the major operating systems, networking, servers, and data management.

Duration: (504 Credit Hours) 8 month completion deadline

Credits: 12 Credits (3 credits per course)

Program Courses:

- ★ CS-101 Fundamentals of Computer Science
- ★ CS-201 Introduction to Information Systems
- ★ CS-301 Today's Operating Systems
- ★ CS-401 Virtual Computing

Course Descriptions

WOL-101: Introduction to Law

3 credits/126 hours

This introductory paralegal course is designed to acquaint the new student with the basic realities of law practice. Areas explored include: different types of paralegal employment, regulation of paralegals, basic ethics, introduction to the legal system, legal analysis, interviewing, investigation, use of computers in a law office, and law office management.

WOL-201: Legal Research and Writing

3 credits/126 hours

This workshop-style course is designed to hone the student's writing and thinking skills by concentrating on basic principles of legal writing and analysis. Students learn to use powerful research tools, including online facilities from FastCase® and traditional book-based methods. Students learn how to research and brief a legal issue.

WOL-P02: Investigation and Legal Reasoning

3 credits/126 hours

This course is dedicated to developing the skills a paralegal needs to work with clients in an office setting. It includes how to professionally investigate and analyze their situations.

WOL-P05/WOL-S36: Law Office Administration; Using Computers in the Law Office

3 credits/126 hours

This course provides a basic background in law office administration. Students learn how law is practiced in the private sector, the role of the legal administrator and legal assistant manager, how a law office manages its expenses, timekeeping, and how a lawyer sets and collects fees. Topics include: billing, client trust accounts, administrative reports, client file management, and the use of computers in a law office.

WOL-120: Legal Terminology

3 credits/126 hours

The legal profession uses a vocabulary that is specific to the profession. This course is designed to help the student become familiar with the basic terminology of the legal profession. The course is divided into courses, each of which is dedicated to a specific area of the law.

WOL-122: Contracts

3 credits/126 hours

This course presents a comprehensive, well-organized, functional approach to the law of contracts.The students learn to analyze agreements and how to determine whether or not a contract has been formed, what law applies, whether the contract is enforceable, whether or not a party has breached,

and, if so, what remedies are available to the aggrieved party.

WOL-301: Bankruptcy

3 credits/126 hours

This course acquaints the student with the three most common forms of bankruptcy: Chapters 7, 11, and 13. The student learns the law of bankruptcy and develops practical experience becoming familiar with documents commonly used in bankruptcy practice. Students also learn about the valuable role of paralegal professionals in a successful bankruptcy practice.

WOL-401: Criminal Law

3 credits/126 hours

The student is introduced to the basic concepts of criminal law and is presented with some thought-provoking examples from the annals of the criminal justice system. Crimes against the person, crimes against property, legal defenses (such as the insanity defense), as well as the theory and history of criminal justice are presented together with a practical skills exploration of the criminal justice process.

WOL-501: Ethics

3 credits/126 hours

This course covers the basic principles governing the ethical practice of law for both lawyers and paralegals. Subjects explored include the unauthorized practice of law, conflicts of interest, confidentiality, paralegal-client relations, disciplinary procedures, fee splitting, billing, advertising, and misconduct in the law office.

WOL-601: The Law of Real Estate

3 credits/126 hours

This course explores the theory and history of real estate transactions. Students gain a working knowledge of contracts, deeds, mortgages, and title reports. The student has the opportunity to handle a theoretical real estate transaction from beginning to end. This course is also valuable for brokers, agents, managers, and other real estate professionals.

WOL-701: Civil Litigation

3 credits/126 hours

The student gains a thorough understanding of the major aspects of civil litigation, managing a case from beginning to end, from client interview, through the drafting of a summons and complaint, motions, briefs, and trial preparation. The instructor takes the role of judge. Students also learn about the history and structure of the major court systems.

WOL-801/WOL-S35: Personal Injury Law (Torts)

3 credits/126 hours

In this course, the law of torts and negligence is examined in detail. The student is educated to understand the basic theory of tort law and the process by which negligence cases are developed in preparation for settlement or trial. Subjects covered include evaluating liability, injuries, and damages.

WOL-901: Business Organizations Law

3 credits/126 hours

This course provides the student with a basic understanding of business organizations.

Corporations, partnerships, sole proprietorships, as well as LLP's and LLC's, are compared and contrasted. Students form a theoretical corporation and prepare several documents including Articles of Incorporation, Partnership Agreement, By-laws, Minutes and Shareholder's Agreements.

WOL-902/WOL-S22: Family Law

3 credits/126 hours

This course acquaints the student with the basic areas of a family law practice: marriage, divorce, property rights, custody of children, separation agreements, and maintenance. A hands-on approach is used to provide students with practical application of concepts.

WOL-903: Wills, Trusts, and Estates

3 credits/126 hours

This course provides a theoretical and practical understanding of the laws of inheritance and estate planning. Students prepare a will and trust and learn the procedure for probate. Estate planning, the role of the probate courts, and basic inheritance issues are explored and discussed.

WOL-123/WOL-S23: Immigration Law

3 credits/126 hours

In this introductory-level course, you will gain both a theoretical and practical understanding of the basic elements of immigration law. We will begin with a review of immigration law and policy. Since most immigration law is policy driven, the course will present an overview of the history and evolution of this area of Federal law. We will then delve into the sources of both the Federal government's and the States' authority to establish immigration statutes.

WOL-124: Law Office Management - Systems, Procedures & Ethics

3 credits/126 hours

This course is designed for persons who will work in a law office management position, either as an employee of a law firm, or as an entrepreneur operating his or her own law/paralegal office. This course may be studied as a "stand-alone" course but is especially effective when studied in conjunction with a substantive area of the law. For instance, this course and the Immigration course comprise the Immigration Law Certificate Program, as the acquisition of knowledge of immigration law and law office management is a crucial first step for any paralegal hoping to earn a living helping immigration clients as an entrepreneurial immigration paralegal.

WOL-S10: Advanced Paralegal Studies

3 credits/126 hours

This course will provide students with an advanced overview of paralegal studies. This comprehensive course will prepare those with a paralegal education to advance their studies in specialized fields. Designed for those preparing to advance in the paralegal field, all key areas of paralegal studies are

covered: careers, ethics and professional responsibility, pretrial preparation, trial procedures, criminal law, legal interviewing and investigation, legal research and analysis, online legal research, and legal writing. The course also provides in-depth coverage of substantive law, including bankruptcy, contracts, intellectual property, torts, product liability, real property, estates, business organizations, and family law.

WOL-S21: Litigation & Dispute Resolution

3 credits/126 hours

Paralegal education requires a skillful blend of the principles of the law with its practical application. Nowhere in the law is that skillful blend of theory and practice more imperative than in the study of litigation. The litigation paralegal meets new and different challenges each day on the job. This course is designed to help a paralegal be prepared to understand not only what is required in a specific situation but also why it is required. Students will learn to recognize the most efficient, the most effective, and the most economical way to accomplish the task at hand. In recent years, this involves the use of technology. This course provides a familiarity with the many uses of technology, including the Internet, which is essential to a litigation paralegal.

WOL-S31: Probate and Elder Law

3 credits/126 hours

The goal of this course is to provide coursework that explains the basic, practical, everyday duties of a paralegal in the field of law and prepares paralegals to confidently undertake and successfully accomplish these tasks. The course identifies the responsibilities and duties that a paralegal can perform under the supervision of an attorney when drafting a will or trust or assisting with the administration of a decedent's estate. It also provides a review of the terminology and general principles of law that are the bases for drafting wills and trusts, or planning and administering an estate, and identifies the participants and the duties they must perform in these legal areas. A chronological treatment of the step-by-step procedures required to complete the will and trust drafts and the administration of a decedent's estate is presented, including sample drafts and the executed forms needed to administer the estate. Current federal and state tax information and the appropriate tax forms are also discussed.

WOL-S33: Real Estate Law

3 credits/126 hours

The goal of this course is to provide an education designed to assist paralegals in the area of real estate transactions. This material covers a broad understanding of the substantive legal issues involved in real estate. Students will learn about real property law and then proceed through all the areas of modern real estate practice. This course provides information that is broadly adapted nationally in most states but does not provide state-specific information.

WOL-S34: Legal Research and Legal Writing

3 credits/126 hours

Paralegals and law clerks are increasingly called upon to perform substantive legal research, analysis, and writing tasks. These tasks range from drafting interoffice legal memoranda summarizing the research and analysis of issues involved in a client's case, to preparing drafts of court documents and legal correspondence. This course provides the student with in-depth knowledge of the fundamentals of legal research, analysis, and writing.

WOL-S37: Transactional Law

3 credits/126 hours

Contracts are something that affects daily life for individuals and businesses. This course is designed to present all the important aspects of common law contracts and the Uniform Commercial Code in an upfront and user-friendly way. The course uses real cases, current exercises, and practical examples to traverse the complex nature of transactional law. The course places heavy focus on ethics, critical thinking, and practical application.

WOL-S38: Business Law

3 credits/126 hours

Business law is complex and far-reaching. This course aims to provide a comprehensive, in-depth experience that provides students with a firm understanding of business law. The course uses a conversational writing style, real stories, and hands-on activities, and over 1,600 cases to explain complex legal topics and illustrate how legal concepts apply to everyday business decisions.

Criminal Justice

CJ-100: The American Criminal Justice System

3 credits/126 hours

This basic course covers the complex subject of criminal justice in America. The student is exposed to an analysis of such varied subjects as societal problems, determinants of individuals' behavior, government processes, and conceptions of morality and justice. This course draws from an interdisciplinary foundation of research, with contributions from criminology, law, history, sociology, psychology, and political science. This approach provided analytical tools to evaluate the varied institutions, processes, and social phenomena of criminal justice. Examples of subjects covered include: Victimization and Criminal Behavior, Criminal Justice System, the Rule of Law, Police and Law Enforcement Operations, Courts and Pretrial Processes, Prosecution and Defense, Incarceration, Corrections, Juvenile Justice, and other vital contemporary issues that define Criminal Justice in 21st Century America.

CJ-200: Terrorism and Homeland Security

3 credits/126 hours

This essential course is a clear and comprehensive introduction to the complex issues surrounding errorism and homeland security, perhaps the most pressing major issue facing criminal justice professionals in the 21st century. Students will learn to think critically about the causes of terrorism, both domestic and international. No subject is off limits. Students are encouraged to contemplate and understand the various religious, ideological, nationalistic, and ethnic terrorist movements taking place around the world, their origins, their outlook, their aims. Subjects examined in this exciting and fast-paced course include: suicide bombings, the specter of nuclear, biological, and chemical terrorism, cyber-terrorism, Jihadism, the new economy of terrorism, and the organization, function, and bureaucracy of homeland security which is continuously evolving to counter the increasing threat of terrorism. The student is challenged to come to grips with the reality of terrorism and to be prepared to confront it as a criminal justice professional.

CJ-300: Criminology

3 credits/126 hours

The first part of this course provides a framework for studying criminology, including crime and crime theory, and various forms of criminal behavior. The course then moves from such basic, yet ever controversial subjects and ranges into exciting topics including eco-terrorism, globalization, the international sex trade, cyber-crime, cultural diversity issues, and inmate reentry into society. This course is perhaps the most comprehensive and penetrating course in the WTI Criminal Justice curriculum. This course covers a spectrum of literally hundreds of intriguing topics. No single point of view is advocated. Rather, many diverse views that are contained within criminology and characterize its interdisciplinary nature are presented. Very contemporary cases are studied. Examples: accusations of rape against basketball star Kobe Bryant, and the conviction of Dr. Sam Waksal in the Imclone insider trading case in 2003, among many other cases. Students are challenged on every front to confront the gripping issues facing criminal justice professionals in the 21st century.

CJ-400: Effective Communication for Criminal Justice Professionals

3 credits/126 hours

Perhaps the most important skill for any professional is the skill of communication. This course is designed to impart communication skills specifically geared toward the criminal justice professional. This course provides both a theoretical and practical study of the role of communication as it relates to law enforcement. Subjects include: thinking before speaking, oral and written communications, purposes of speech, public speaking including extemporaneous style speaking, non-verbal communication, grammar, making reports on the job, departmental records and record keeping, proper communication in the courtroom, interviewing and interrogating witnesses and suspects, communication technology, communicating with ethnic groups, and much more.

CJ-500: Ethical Dilemmas and Decisions in Criminal Justice

3 credits/126 hours

This course examines the major ethical dilemmas that confront criminal justice professionals throughout their careers. Students are exposed to the philosophical principles of ethical decision- making. Students also examine issues-based, practical approaches to ethical issues found in all three branches of the criminal justice system-police, courts, and corrections. Policy issues are reviewed, and students are encouraged to engage in discussions of key topics in professional ethics and the delicate balance between law and justice. Students enrolled in this course will begin to think about the impact and importance of ethical decision making as they explore such topics as: medical marijuana, police response to Hurricane Katrina, police subculture, systematic discrimination, racial profiling, terrorism and homeland security, the question of immoral laws and other issues which are both exciting and relevant to the Criminal Justice professional.

CJ-600: Substantive and Procedural Criminal Law

3 credits/126 hours

Every Criminal Justice professional should possess a fundamental understanding of the classic theories of the American criminal law. This overview course reviews the basic concepts of both substantive and procedural criminal law. The course is based on leading criminal law courses taught at major law schools but condensed into a lively four-week session designed for the criminal justice professional. In addition to an overview of the critical concepts, the student is presented with thought-provoking

examples from the annals of the criminal justice system. Crimes against the person, crimes against property, legal defenses (such as the insanity defense), as well as the theory and history of criminal justice are presented together with a practical skills exploration of the criminal justice process.

Healthcare

Pharmacy Technician

5 credits (4-month completion deadline, plus 200-hour externship)

This 210-hour course prepares students for the national Certified Pharmacy Technician (CPhT)exam. Through direct instruction, interactive skills demonstrations, and practice assignments, students learn the basics of pharmacy assisting, including various pharmacy calculations and measurements, pharmacy law, pharmacology, medical terminology and abbreviations, medicinal drugs, sterile techniques, USP 795 and 797 standards, maintenance of inventory, patient record systems, data processing automation in the pharmacy, and employability skills. Successful completion of this course prepares the student to sit for the Certified Pharmacy Technician (CPhT)

Exam.

MED-C201: Anatomy & Physiology

3 credits/126 hours

The Anatomy and Physiology section of this course will provide students with a general overview of the human body, including its structure, the functions of its different parts and systems, and an introduction to diseases. Students will learn how to apply this information while performing insurance billing and coding functions.

MED-C202: Medical Terminology

3 credits/126 hours

The Medical Terminology section of this course is designed to familiarize students with medical words, phrases, and medical abbreviations related to the systems of the human body and disease processes. Students will learn definitions and pronunciation of the different words and phrases. Students will gain experience with "real-life" examples from medical charts.

MED-B601: Health Insurance & Reimbursement

4 Credits/168 Hours

This course is designed to teach students about major insurance programs, federal health care legislation and programs, and claims. In addition, you will learn the process of completing claims forms efficiently, effectively, and in compliance with payor guidelines and regulations.

MED-BCC: Medical Billing & Coding

8 Credits/336 Hours

Accurate coding is crucial to the successful operation of any health care facility or provider's office because reported codes determine the amount of reimbursement received. The annual revision of coding guidelines and payer requirements serve to challenge coders. Those responsible for assigning

and reporting codes in any health care setting require thorough instruction in the use of the ICD-9-CM, ICD-10, CPT, and HCPCS Level II coding systems. This course will benefit students interested in pursuing a career in the rapidly growing field of medical insurance, billing, and coding and experienced coders who are already employed in the healthcare field who would like to enhance their skills or learn additional clinical areas.

HCA-101: Health Information Management

3 credits/126 hours

HCA-101 introduces the concepts of health information technology and management.

In the age of the Electronic Health Record (EHR), staying on top of the latest trends in technology and federal legislation is a must for today's health care professional. This course is mapped to the latest CAHIIM domains and standards, and includes new coverage of e-HIM, EHRs, data integrity and security, ICD-10-CM implementation, and HIPAA. Concise and approachable, HCA-101 presents topics in simple language that readers can easily understand.

HCA-102: Ethics of Health Care

3 credits/126 hours

HCA-102 is an introductory course in the ethics of health care. We will explore the

foundational principles of law, basic principles of ethics, the nature of rights, and standard ethical decision-making theories, and apply them to various issues that arise in the health care context, such as requests for futile care, euthanasia, abortion, informed consent, confidentiality, genetic testing, post-humanism, distributive justice, and professional gatekeeping.

HCA-103: Medical Coding

3 credits/126 hours

HCA-103 provides the most trusted resources available to help students master

today's most current 2020 CPT® and HCPCS diagnostic and procedural coding as well as the other precise guidelines established by federal agencies, Medicare, and the American Medical Association (AMA). Carefully illustrated procedures, contemporary case studies and the latest practical coding assignments as well as memorable examples help students learn procedural coding for all medical specialties and successfully prepare for certification exams. This course's resources also work seamlessly with CPT® and HCPCS Level II manuals.

HSM-101: Introduction to Health Services Management:

3 credits/126 hours

This course will provide students with a systemic understanding of organizational principles, practices, and insights pertinent to the management of health services organizations. Students will be provided with micro and macro-level insight into the management of hospitals and clinical settings. By providing global perspectives in health care, students will explore modern challenges, leverage key research, and practice solving difficult problems that face health services providers every day.

HSM-201: Ethics and Law in Healthcare

3 credits/126 hours

This course is designed to assist students in staying up to date with current information on the latest health care regulations and technology, real-life cases, and relevant news stories. Students will be prepared to become future health services professionals and will be equipped with the skills to navigate the legal and ethical dilemmas they may face in medical environments.

HSM-301: Introduction to Allied Health Statistics and Analysis:

3 credits/126 hours

This course is designed and developed to provide students in health care programs with a beginning understanding of the terms, definitions, and formulas used in computing health care statistics and to provide self-testing opportunities and applications of the statistical formulas. The primary emphasis is on inpatient health care data and statistical computations, but most applications can be transferred to the outpatient or alternative health care setting as well.

HSM-401: Healthcare Documentation, Records, and Reports

3 credits/126 hours

This course is designed to expose students to health care documentation and provide them with a working knowledge of the transcription of acute care medical reports. Using case studies, students will work through reports and records taken from actual hospital records. They will be introduced to all types of documentation including correspondence, emergency department reports, history and physical examinations, diagnostic imaging/radiology reports, operative reports, pathology reports, consultations, death summaries, and discharge summaries.

HSM-501: Insurance, Billing, and Reimbursement

3 credits/126 hours

This course provides students with a foundational understanding of health insurance, billing, and reimbursements. Students are introduced to the most recent medical code sets, coding guidelines, instructions for health plan claims, and revenue management concepts. The course will help prepare students to navigate revenue management, medical billing, and insurance processing.

Business

BUS-100: Business Communication Skills

3 Credits/126 hours

In Business Communication Skills, you will learn technical communication skills designed to help you in a professional setting. The course introduces important elements of successful communication, providing examples of effective communication and providing you opportunities to practice the same. The course covers the essentials of communication including professional writing, visual aids, presentations, speeches, social media, client communication, and more..

BUS-101: Business Principles and Management

3 credits/126 hours

Business Principles and Management focuses on the basics of finance, marketing, operations, and management. The theme of career planning permeates the subject matter. The student will explore many career fields and will be encouraged to think about and plan success as a business professional in one of the many career opportunities presented in the course. The course examines business in real life situations. The student is encouraged to think about the ethics of business

practice, including the goal of improving society through business, and the global impact of business operations, as well as the fundamentals of earning a profit and managing a successful enterprise. Marketing, financial management, business and technology, consumer credit, banking, savings and investment strategies, production and risk management are just some of the topics covered in this basic course.

BUS-102: Marketing

3 credits/126 hours

Marketing is critical to any business venture. Marketing is an exciting and dynamic subject. This module approaches marketing as an integrated set of tasks and functions, built on a solid set of foundations. Marketing skills are not presented as independent functions, but as a set of proficiencies and knowledge combined with economics, finance, and career planning. Students learn how to create strategic plans and how the different skill sets of marketing interface with each other. This is marketing in the real world: integrated, strategic, and always changing. Specific topic covered include: marketing basics, e-marketing, the impact of marketing on society, marketing economics, marketing research, product development, advertising, price-setting,

communication, risk-management, customer relations and competition among many others. An essential course for an aspiring business professional.

BUS-103: Economics

3 credits/126 hours

This ten-week course explores basic economic principles and their relation to the world around us. The student explores in depth the principles of supply and demand, capital and labor, and the relationship of government and business. Other subjects include basic economic theory, the private and public sectors, the demand curve, market forces, market structure, market institutions, business organization, and the financial markets. Students also review the role of public policy, the national economy, fiscal policy, money, and the banking system. There are many opportunities for assessment of facts learned and many interesting and thought-provoking questions presented which shed light on the day-to-day impact of economics on business operations and career planning.

BUS-104: Business Law

3 credits/126 hours

Business law is a fascinating course which students will appreciate the many practical insights it provides into the world of business law and its impact on business and the individual. The major areas of business law are examined from a practical viewpoint: laws and their ethical foundations, constitutional rights, criminal law and procedure, the court system, contracts, including sales contracts, agency and employment law, the law of business organization, property law, money borrowing and

much more. This class is taught by experienced attorneys who know how to make the subject matter exciting and relevant. This class provides critical and valuable information for any businessperson.

BUS-300: Introduction to Business

3 credits/126 hours

In this introductory course, students learn about the roles of business and marketing in the free enterprise system and the global economy. Basic concepts of economics systems, job seeking and workplace skills, and planning and launching a business are introduced to provide students with a strong background as they prepare to make important decisions as consumers, wage earners, and citizens. BUS300 also explores the real-world impact of technology, effective communication, and interpersonal skills.

BUS-302: Principles of Management

3 credits/126 hours

In BUS302, students will master the basics of management principles by weaving three threads throughout the course: strategy, entrepreneurship, and active leadership. This course frames performance using the notion of the triple bottom-line: financial, social, and environmental performance. The art of management is explored not only for traditional entrepreneurial/change management orientation but also for corporations, non-profits, and new entrepreneurial ventures.

BUS-304: Principles of Economics

3 credits/126 hours

BUS304 provides students with an accessible, straightforward overview of economics. The textbook combines the clarity and writing of Tregarthen's seminal periodical "The Margin" with great teaching insights. Every concept in the course is addressed with a three- pronged approach, with a "Heads Up" to ward off confusion, a "You Try It" section which helps students stay on top of the concept, and a "Case and Point" section that uses a real-world application to harness the concept in reality.

BUS-306: Principles of Marketing

3 credits/126 hours

In this introductory Marketing course, students learn the experience and process of doing marketing, not just the vocabulary associated with it. BUS306 is broken into five dominant themes of marketing: service dominant logic, sustainability, ethics and social responsibility, global coverage, and metrics. There is also updated coverage of developments in the influence of social media to empower consumers and marketing's use of social media. This includes sentiment analysis, mobile marketing, and customer service and complaint tracking as a communications and promotions channel.

BUS-308: Principles of Finance

3 credits/126 hours

This course will teach students fundamental economic principles and the basics of managing their money. It will help them understand the world of finance as they learn about financial planning, creating a budget, filling out tax forms, opening bank accounts, and saving money for the future. BUS308 also prepares students for more advanced topics in finance, such as interest rates, asymmetric information, monetary policy, and monetary theory.

BUS-312: Foundations of Business Law

3 credits/126 hours

In this introductory course to Business Law, students are provided the context and essential concepts across a broad range of legal issues with which managers and business executives must deal with. The text provides the vocabulary and legal savvy necessary for businesspeople to talk in an educated way to their customers, employees, suppliers, government officials, and their own lawyers. BUS312 also utilizes case studies and relevant, law-related videos to help students comprehend and internalize their learning.

BUS-314: Financial Accounting

3 credits/126 hours

This course concentrates on the generally accepted accounting principles (GAAP) applied to various businesses and organizations. Topics include: analyzing, journalizing, and posting transactions, adjusting entries, completion of the worksheet, financial statements, and the closing process for a service business are also covered.

BUS-320: Personal Finance

3 credits/126 hours

The emphasis of this course is on understanding the fundamental relationships behind the math related to finances and being able to use that understanding to make better decisions about your personal finances. BUS320 is divided into five sections: Learning Basic Skills, Knowledge, and Context, Getting What You Want, Protecting What You've Got, Building Wealth, and How to Get Started.

BUS-400: Intermediate Macroeconomics

3 credits/126 hours

Description: In this course, students will develop the modern theories of the determination of the level and rate of growth of income, output, employment, and the price level. The implications of each theory on alternate fiscal and monetary policies seeking to facilitate full employment, economic growth and price stability will be explored. Since macroeconomics is an empirical discipline, students will be familiarized with the current macroeconomic data and its relevance. By the end of the course, students should have a solid grounding in the basic theoretical approaches used in macroeconomics as well as an understanding of the economic data that is commonly analyzed.

BUS-401: Microeconomic Analysis

3 credits/126 hours

This course focuses on analysis of economic decision-making by individual buyers and sellers, and resulting market outcomes, with emphasis on theoretical rigor. The efficient properties of perfect competition are examined, followed by consideration of market power, externalities, and asymmetric information. BUS401 emphasizes analytical logic to prepare the student to address a wide range of issues in public economics, labor economics, industrial organization, environmental economics, education economics, and development economics.

BUS-403 Managerial Accounting

3 credits/126 hours

This course focuses on three major themes: Ready, Reinforcement, and Relevance. BUS403 adopts a concise, jargon-free, and easy-to-understand approach in which key concepts are provided in short segments with step-by-step instructions to simplify concepts. Since all students perform better when they can answer the "why" question, meaningful references to companies throughout the course help students tie the concepts presented in each chapter to real organizations. In addition, realistic managerial scenarios present an issue that must be addressed by the management accountant. These pique student interest and show how issues can be resolved using the concepts presented in the textbook.

BUS-404: Business Ethics

3 credits/126 hours

This course streamlines the presentation of material to ensure that every page is relevant, engaging, and interesting to undergraduate business students, without losing the depth of coverage that they need to be successful in their academic journeys and in their professional careers. The BUS404 textbook contains not only substantive law, but also illustrative videos, interactive exercises for hands-on learning, and discussion questions for critical thought. Additionally, each chapter presents "A Question of Ethics" section, which contains real-world ethical dilemmas relevant to the topic under study. These features provide opportunities for students to apply concepts that they are learning in the context of relevant LEB topics that shape or restrain actual decision-makers' actions.

BUS-410: Advanced Business Law

3 credits/126 hours

This course is appropriate for students who have already taken an introductory Legal Environment or Business Law course. BUS410 provides students with context and essential legal concepts relating to the Uniform Commercial Code and various aspects of property law. The course textbook provides the vocabulary and legal savvy necessary for businesspeople to talk in an educated way to their customers, employees, suppliers, and other stakeholders — and to their own lawyers.

BUS-413: Law for Entrepreneurs

3 credits/126 hours

BUS413 is a course that provides a thorough background in a wide variety of legal concepts to help entrepreneurs successfully manage a business. Besides a background in the fundamentals of legal business issues, this course also covers topics such as: agency law, liability of principal and agent, partnerships, hybrid business forms, securities regulation, employment law, labor-management relations, and consumer credit transactions. The exercises and case studies give the student the opportunity to relate these topics to their everyday, relevant experiences.

BUS-414: Law of Commercial Transactions

3 credits/126 hours

This course focuses on the legal aspects related to contracts, sales, commercial paper, debtors, and creditors. BUS414 provides practical information regarding sales and leases, title and risk of loss, performance, and remedies while explaining the legal regulations involved with products liability,

bailments, and the nature and form of commercial paper. This course also explores consumer credit transactions in depth and outlines the crucial knowledge when considering bankruptcy.

BUS-422: Consumer Behavior

3 credits/126 hours

BUS422 focuses on the varied topics related to the consumer behavior discipline with particular focus on the contemporary issues of consumerism, marketing, and social media. This course is about a subset of behaviors—the psychology and sociology of human behavior as it relates to consumer decision making and action. Shopping, buying, and consuming goods and services that deliver desired benefits is a major focus as well. Understanding what benefits consumers are seeking and how they make decisions, shop, buy, and consume helps marketers develop and carry out more effective marketing strategies.

BUS-424: eMarketing

3 credits/126 hours

This course combines academic theory and practical experiences to thoroughly cover all aspects of online marketing. Topics covered include: Search Engine Marketing, Affiliate Marketing, Web Analytics, and Conversion Optimization, Web Development, Online Copywriting, Online Advertising, WebPR, Online Reputation Management, Pay Per Click Advertising, Viral Marketing, Social Media Marketing, Search Engine Optimization, and eMarketing Strategy.

BUS-425: New Product Development

3 credits/126 hours

A central theme of BUS425 is that there is a constant struggle going on in every

organization, business, and system between delivering feature-rich versions of products and services using extravagant engineering and delivering low-cost versions of products and services using frugal engineering. This course will provide students with this notion and how to manifest it as a contributing employee at any company.

BUS-430: Principles of Managerial Economics

3 credits/126 hours

Sound economic reasoning benefits any manager of a business, whether they are

involved with production/operations, marketing, finance, or corporate strategy. BUS430 presents key relationships between price, quantity, cost, revenue, and profit for an individual firm which are presented in the form of simple conceptual models. This course also includes key elements from the economics of consumer demand and the economics of production. It discusses economic motivations for expanding a business and contributions from economics for improved organization of large firms. Market price-quantity equilibrium, competitive behavior, and the role of market

structure on market equilibrium and competition are also addressed.

BUS-440: Accounting Principles I

3 credits/126 hours

This course addresses the "language of business" so students can understand terms

and concepts used in business decisions. If students understand how accounting information is prepared, they will be in an even stronger position when faced with a management decision based on accounting information. BUS440 takes a business perspective by using the annual reports of real companies to illustrate many of the accounting concepts.

BUS-442: Accounting Principles II

3 credits/126 hours

In part two of this Accounting Principles course, students continue to expand on

learning the "language of business" so they can understand terms and concepts used in business decisions. If students understand how accounting information is prepared, they will be in an even stronger position when faced with a management decision based on accounting information. BUS442 takes a business perspective by using the annual reports of real companies to explore advanced accounting concepts to add depth to the student's accounting knowledge base.

PMN-101: Principles of Management

3 credits/126 hours

PMN-101 Principles of Management helps students to think and act like a manager with innovative exercises and resources. On-the-job videos engage students with real issues at real companies; "You Make the Decision" exercises challenge students to apply concepts in various business scenarios; "Team Tasks", build soft skills, crucial for success in the business world. Management topics covered include: Corporate Culture, Planning, Organizing, Leading, and Managing Quality.

PMN-102: Organizational Behavior

3 credits/126 hours

PMN-102 is constructed on the assumption that every student who takes the course aspires to be a productive and effective leader within an organizational setting. Organizational leadership requires a deep understanding of how individuals behave in an organizational setting, and effective leaders create environments that are consistent with the fundamentals of human behavior. This course focuses on: Motivation, Judgment and Decision Making, Individual Differences, and Group Culture. Students in this course will be presented with many real-life organizational situations and are asked to apply their knowledge to solve each scenario.

PMN-103: Foundations of Project Management I

3 credits/126 hours

PMN-103 introduces time-tested manual project management techniques and progressive automated techniques, all consistent with knowledge areas and processes of the 6th edition of the PMBOK® Guide and integrated with Microsoft® Project 2016. This course helps students practice manual techniques to ensure that they fully grasp the principles behind the methods before learning to use Microsoft® Project 2016 to complete tasks. Students will build strong portfolios to showcase their skills in future interviews as they create specific deliverables for real-world projects.

PMN-104: Foundations of Project Management 2

3 credits/126 hours

PMN-104 introduces some different, innovative concepts and approaches of project management. This course details how to organize and manage project teams, from planning and scheduling to cost management. The content in PMN-104 aligns with PMBOK (Project Management Body of Knowledge) to ensure best practices and covers project constraints, stakeholder issues, the project charter, and how projects support an organization's strategic plan. Students will practice effective communication while new cases inspire discussion and debate, and new real-world vignettes demonstrate how to apply concepts in the workplace.

MAR-101: Internet Marketing

3 credits/126 hours

MAR-101 provides the foundations and basic principles of marketing products and services on the internet. This course also discusses a wide variety of internet marketing related topics, including the essential internet marketing tools, and how to develop internet marketing strategies and programs. MAR-101 also connects some basic business concepts, such as business models, business relationships, customer service, and privacy, to the ever-evolving digital world.

MAR-102: Marketing Research

3 credits/126 hours

This course provides a fundamental understanding of marketing research methods employed by well-managed businesses. MAR-102 is broadly structured to follow the steps in the marketing research process by covering topics such as: problem definition, research design (exploratory, descriptive, and causal), data collection methods, questionnaire design and attitude measurement, sampling schemes, and data analysis. This course emphasizes both the qualitative and quantitative aspects of marketing research.

MAR-103: Contemporary Marketing

3 credits/126 hours

MAR-103 is a concentrated study of how today's successful businesses market and sell their products and services. Due to the constantly evolving landscape of social media and digital advertising, this course focuses on the most recent industry developments and prepares students to be able to successfully apply this knowledge to real-world situations. MAR-103 is packed with case studies and concludes with students designing their own marketing plan for a real product.

MAR-104: Social Media Marketing

3 credits/126 hours

MAR-104 has an explicit focus on the marketing use of popular social media platforms, including both those that are well established and those that are emerging. Conceptual frameworks and the explication of a social media marketing plan are illustrated using a strong example. This course discusses a variety of social media initiatives to help students keep up with the latest developments and includes current social media marketing campaigns and developments, preparing students for today's ever-changing world of social media marketing.

MAR-105: Integrated Marketing Communications

3 credits/126 hours

MAR-105 helps students explore all aspects of marketing communications, from time-honored methods to the newest developments in the field backed by the latest research, data, and analytic techniques. The course focuses on the fundamentals of advertising and sales promotion, including planning, branding, consumer behavior, media buying, public relations, packaging, POP communications, and personal selling. MAR-105 focuses on emerging topics, such as the popularity of apps, social media outlets, online and digital practices, and viral communications.

Computer Science & IT

FSD-101: Introduction to Web Design

3 credits/126 hours

Introduction to Web Design will introduce students to the most important principles in designing effective websites. The course will teach key web design concepts and principles using real-world examples that will help students succeed in developing impressive web design plans of their own and prepare them for more advanced coursework in web design.

FSD-201: Advanced Web Design

3 credits/126 hours

Advanced Web Design will help students learn advanced web development and design techniques using the most up-to-date tools and best practices. Using HTML 5 and CSS, students will get comprehensive learning on the process of creating and publishing websites that will drive traffic and contribute to organizational growth.

FSD-301-Fundamentals of JavaScript

3 credits/126 hours

Fundamentals of JavaScript will help students build on their foundational knowledge of web design and web building by introducing them to JavaScript. The course will use in-depth tools and activities to teach students how to use this popular scripting language to develop interactive web pages and sites.

FSD-401: Database Systems

3 credits/126 hours

Database Systems will provide students with a solid and practical foundation for the design, implementation, and management of database systems. This course covers three broad aspects of database systems: design, implementation, and management. Students will navigate course work that will provide them opportunities to learn the necessary skills for database design and implementation as well as tools and best practices for ongoing management of databases built using a variety of tools.

FSD-501: Principles of SQL

3 credits/126 hours

Principles of SQL will provide students with a solid and practical foundation of using SQL to design databases and queries. This course covers creating and running SQL queries and the understanding of managing databases designed with SQL. Students will navigate course work that will provide them opportunities to learn the necessary skills for working with SQL as well as tools and best practices for ongoing management and data retrieval.

FSD-601: Introduction to Python

3 credits/126 hours

Introduction to Python will help students develop a strong understanding of the Python platform. In this course, students will be taught to work with all the tools in Python to design and implement software. Students are introduced to graphics and frameworks for image processing and GUI application development. This course will cover five major aspects of computing: programming basics, object-oriented programming (OOP), data and information processing, software development life cycle, and contemporary applications of computing.

FSD-701: Building Mobile and Web Applications

3 credits/126 hours

Introduction to Python will help students develop a strong understanding of the Python platform. In this course, students will be taught to work with all the tools in Python to design and implement software. Students are introduced to graphics and frameworks for image processing and GUI application development. This course will cover five major aspects of computing: programming basics, object-oriented programming (OOP), data and information processing, software development life cycle, and contemporary applications of computing.

SD-101: C# and Object-Oriented Programming

3 credits/126 hours

This course provides the beginning programmer with a guide to developing programs in C#. C# is a language developed by the Microsoft Corporation as part of the .NET Framework and Visual Studio platform. The .NET Framework contains a wealth of libraries for developing applications for the Windows family of operating systems.

SD-201: Database Concepts

3 credits/126 hours

This course provides foundational concepts in database management and administration. It will introduce students to the concepts of data normalization, table relationships, and SQL among others. It explores emerging database concepts and trends through realistic and practical examples. Students will have a solid understanding of databases and the importance of a healthy database for other development projects.

CPL-101: Fundamentals of Java Programming

3 credits/126 hours

This course will teach students how to build applications from the bottom up, rather than starting with existing objects. Students will gain a deeper understanding of the concepts used in object-oriented programming and will help foster a greater appreciation for the existing objects programmers use as a student's programming knowledge advances. Students will learn to modify and create simple Java programs and will have experience with the tools used to create more complex examples.

CPL-201: Introduction to C++

3 credits/126 hours

This course will teach students how to program using the C++ language. C++ evolved from C and is used for programming languages across disciplines. Students will learn a combination of structured programming and object-oriented programming. Students will not only learn the syntax and see examples but will also learn the "why" behind the C++ concepts.

CPL-301: Working in Python: Data Structures

3 credits/126 hours

This course is an introduction to object-oriented design and data structures using the popular Python programming language. This course covers such topics as the design of collection classes with polymorphism and inheritance, multiple implementations of collection interfaces, and the analysis of the space/time tradeoffs of different collection implementations (specifically array-based implementations and link-based implementations). Collections covered include sets, lists, stacks, queues, trees, dictionaries, and graphs.

CYB-101: Introduction to Information Security

3 credits/126 hours

This course will introduce the latest trends, developments, and technology within information security. It will provide students with a balanced focus that addresses all aspects of information security, beyond simply a technical perspective. Students will gain a solid foundation in information systems and cyber security.

CYB-201: Fundamentals of Network Defense

3 credits/126 hours

This course will introduce the latest trends, developments, and technology within information security. It will provide students with a balanced focus that addresses all aspects of information security, beyond simply a technical perspective. Students will gain a solid foundation in information systems and cyber security.

CYB-301: Information Security Management

3 credits/126 hours

This course is designed to give students a managerially focused overview of information security and how to effectively administer it. Students will be prepared to become information security management practitioners able to secure systems and networks and to meet the challenges in a world where

continuously emerging threats, ever-present attacks, and the success of criminals illustrate weaknesses in current information technologies.

CYB-401: Advanced Cybersecurity

3 credits/126 hours

This course is intended to meet the needs of learners and professionals who are interested in mastering cybersecurity skills and knowledge. It is designed to prepare security analysts, threat intelligence analysts, and incident response handlers who will leverage intelligence and threat detection techniques, analyze, and interpret data, identify, and address vulnerabilities, suggest preventive measures, and effectively respond to and recover from incidents as they apply to an organization's data, applications, and digital infrastructure.

CS-101: Fundamentals of Computer Science

3 credits/126 hours

This course provides a broad-based overview of the computer science field and introduces students to the fundamental themes and concepts in computer science. This course will expose students to the breadth and richness of this field and will allow students to not only use computers and software effectively but also to understand and appreciate the basic ideas underlying the discipline of computer science and the creation of computational artifacts.

CS-201: Introduction to Information Systems

3 credits/126 hours

This course equips students with a broad understanding of core information systems principles and how they apply to today's businesses and organizations. Students will get a solid overview of systems, networking, enterprise systems, e-Commerce, AI, automation, and more. Students will leave this course with not only technical skills and understanding but also with a solid understanding of the changing role of professionals who work within the information systems field.

CS-301: Today's Operating Systems

3 credits/126 hours

This course introduces operating system basics with the intent of giving a student a deeper understanding of various operating systems. Operating systems covered include Windows 7 through Windows 10 desktop operating systems, Windows Server, UNIX/Linux, and Mac OS X operating systems. Students will learn some networking basics and information involving how to create mixed environments.

CS-401: Virtual Computing

3 credits/126 hours

This course provides students with a working knowledge of the leading virtualization products, including Oracle VirtualBox, VMware Workstation, Microsoft Hyper-V, and VMware vSphere. In addition to learning how to install and use the products, students learn how to apply virtualization technology to create virtual data centers that use clusters for high availability, use management software to administer multiple host systems, implement a virtual desktop environment, and leverage cloud computing to build or extend the data center and provide disaster recovery services.

COM-100: Introduction to Computers

3 credits/126 hours

This course serves as a foundational course for students looking to gain a basic understanding of digital technology and computers. This course will introduce students to various devices, terminology, and concepts found in the technological world today. Whether a student is looking to explore the world of computers for the first time or need a baseline knowledge for advanced coursework in technology, this course can help build a strong foundational knowledge.

Microsoft® Office® Specialist Preparation (MOS)

5 credits (4-month completion deadline)

This 240-hour course prepares students for Microsoft® Office® Specialist Certification. Demonstrate advanced software application skills. Analyze and solve business problems using software applications Use the software applications in an ethical and secure manner. Prepare for the Microsoft Office Specialist Certificate (MOS) Exams. * The Microsoft Office Specialist (MOS) certification exam is taken in person at an authorized testing center.

General Education

GEN-100 American Government

3 Credits/126 hours

American Government is designed to help students grapple with two of the fundamental questions of American government and politics: who governs and to what ends? The course will help students answer these questions, and to better understand how the structure of the American government determines the policies that we see. The features of this course—from learning objectives, to constitutional connections, to policy dynamics, and what would you do—will help students master key concepts and topics, and apply them from the classroom to everyday political life.

GEN-101 Biology

3 Credits/126 hours

Biology provides comprehensive coverage of foundational research and core biology concepts through an evolutionary lens. Biology includes rich features that engage students in scientific inquiry, highlights careers in the biological sciences, and offers everyday applications.

GEN-102: College Algebra

3 Credits/126 hours

College Algebra provides a comprehensive exploration of algebraic principles and meets scope and sequence requirements for a typical introductory algebra course. Topics covered are: Equations and Inequalities, Linear Functions, Polynomial and Rational Functions, Exponential and Logarithmic Functions, Systems of Equations and Inequalities, Analytic Geometry, and Sequences, Probability, and Counting Theory. College Algebra offers a wealth of examples with detailed, conceptual explanations, building a strong foundation in the material before asking students to apply what they've learned.

GEN-103: English Composition 1

3 Credits/126 hours

English Composition develops students' critical reading, writing, and research skills at the college level, with course materials structured around essential parts of the academic writing process. Key topics include reading strategies; rhetorical modes, multiple stages of the writing process; how to conduct research and cite relevant sources; grammar and mechanics; and success strategies. English Composition is packed with relevant, engaging, curated content which includes text, video, interactive self-check activities, and more.

GEN-104: Psychology

3 Credits/126 hours

Psychology is designed to meet scope and sequence requirements for the single-semester introduction to psychology course. The book offers a comprehensive treatment of core concepts, grounded in both classic studies and current and emerging research. The text also includes coverage of the DSM-5 in examinations of psychological disorders. Psychology incorporates discussions that reflect the diversity within the discipline, as well as the diversity of cultures and communities across the globe.

GEN-105: Sociology

3 Credits/126 hours

Sociology is an introductory study of the basic concepts, theoretical approaches, and methods of sociology. Topics include the analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change, and global dynamics.

GEN-106: U.S. History

3 Credits/126 hours

U.S. History is designed to meet the scope and sequence requirements of most introductory history courses. The text provides a balanced approach to the history of the United States, considering the people, events, and ideas that have shaped the United States from both the top down (politics, economics, diplomacy) and bottom up (eyewitness accounts, lived experience). U.S. History covers key forces that form the American experience, with particular attention to issues of race, class, and gender.

State Agency Listing Information

Alabama	Nebraska
Alaska	Nevada
Arizona	New Hampshire
Arkansas	New Jersey
California	New Mexico
Colorado	New York
Connecticut	North Carolina
Delaware	North Dakota
District of Columbia	Ohio
Florida	Oklahoma
Georgia	Oregon
Hawaii	Pennsylvania
Idaho	Puerto Rico
Illinois	Rhode Island
Indiana	South Carolina
Iowa	South Dakota
Kansas	Tennessee
Kentucky	Texas
Louisiana	Utah
Maine	Vermont
Maryland	Virginia
Massachusetts	Washington
Minnesota	West Virginia
Mississippi	Wisconsin
Missouri	Wyoming
Montana	

Contents of Catalog

All information in this institutional catalog is current and correct. Washington Technical Institute reserves the right to make changes in the course content, materials, organization, policy, or curriculum, as circumstances dictate, subsequent to publication. The School expects students to have knowledge of information presented in this catalog and in other school publications.

★ **Please Note:** policy changes and catalog updates are made periodically.

Washington Technical Institute certifies that this catalog is true in content, school policy, and requirements for graduation.

On behalf of the Washington Technical Institute, we would like to thank you for allowing us to be part of your educational pursuit.

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