

Welcome to McKinley College

On behalf of McKinley College, I would like to welcome you to our student body! You've taken the first step toward a rewarding future that will open doors and advance your career. You should be proud of your initiative—we certainly are!

At McKinley, we specialize in distance education. You will have our undivided attention as you progress through our up-to-date, accredited curriculum. You'll discover that McKinley's course materials are unique. Our faculty and subject specialists are experts in distance education. They have carefully designed and written your course materials in easy-to-understand language for quick comprehension and long-term retention. The result? You grasp concepts quickly and remember them longer!

Our staff is standing by year-round to answer any question you may have or to simply offer encouragement along the way. You can reach our Academic Advisors, Registrar and Graduate Counselors from anywhere in the world at www.mckinleycollege.edu. Or, if you would prefer a toll-free conversation, please call us at 800.766.9006.

Did you know that employees who hold a College Degree earn higher incomes than those without a degree? Traditionally, degreed employees have more opportunities for career advancement, too. In addition, it has been determined that college graduates who earned their degrees through distance education are more likely to be disciplined and highly motivated employees!

Just think, in a short period of time, you will have the distinction of being a college graduate. And you will join the ranks of our prestigious alumni. Welcome to McKinley College!

Warm Regards,



Ann Rohr, President
McKinley College



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Table of Contents

Operations 5

Authority To Operate.....	5
Accreditation.....	5
Method of Training	5
Mission Statement	5

Admissions 6

Admission Requirements	6
Transfer Credit Policies	6
College Credit	7
Challenge Exams	7
College-level Examination Program (CLEP)	7
American Council on Education (ACE).....	7
Dantes Subject Standardized Tests (DSST).....	7
Excelsior College Exams (ECE).....	7
Transfer Credit Process	8
Transfer Request Form.....	8
Transfer Credit Appeals	8
Transfer Credit Date Qualifications Chart	9
Transfer of Credit to Other Institutions.....	10
Select Your Courses Each Term	10
Technical Requirements.....	10
Tuition.....	10
Employer-paid Education.....	10

Financial Policies 11

Student Protection Policy (Refund Policy).....	11
--	----

Academic Policies 12

International Students.....	12
Grade Scale and Policies	12
Self-guided Tutorials	12
Academic Code of Conduct for the Distance Education Student.....	12
Academic Progress and Standing.....	12
Intellectual Property Rights	13
Submitting Exams	13
Withdrawal and Termination.....	13

Proctored Exams.....	13
Student Responsibilities.....	14
Proctor Responsibilities	14

Administrative Policies 15

Dean’s List.....	15
School Hours	15
School Holidays.....	15
Grievance/Complaint Policy	15
Incomplete Policy.....	16
Student Identity Verification Policy.....	16

Student Services 17

Availability of Course Materials	17
Library.....	17
Confidentiality of Student Records/FERPA.....	17
Conflict of Interest Policy.....	17
Student Records and Transcripts	17

Graduation and Contact Information 18

Individual Faculty Assistance	18
Educational Surveys—Your Opinion Counts!.....	18
Graduation Requirements.....	18
Graduate Services.....	18
School Contact Information	18
Student Contact Information.....	18

Programs 19

Accounting	20
Program Objectives	20
Business Management	21
Program Objectives	21
eCommerce	22
Program Objectives	22
Entrepreneurship.....	23
Program Objectives	23
Fashion Merchandising	24
Program Objectives	24

Continued on next page

Table of Contents (Continued)

<p>Financial Services Management 25</p> <p style="padding-left: 20px;">Program Objectives 25</p> <p>Health Information Technology 26</p> <p style="padding-left: 20px;">Program Objectives 26</p> <p>Human Resources..... 27</p> <p style="padding-left: 20px;">Program Objectives 27</p> <p>Marketing 28</p> <p style="padding-left: 20px;">Program Objectives 28</p> <p>Medical Specialties 29</p> <p style="padding-left: 20px;">Program Objectives 29</p> <p>Social Work..... 30</p> <p style="padding-left: 20px;">Program Objectives 30</p> <p>Faculty & Advisory Board..... 31</p> <p>Faculty 32</p> <p>Advisory Board 36</p> <p style="padding-left: 20px;">Business..... 36</p> <p style="padding-left: 20px;">Fashion Merchandising 36</p> <p style="padding-left: 20px;">Health Information Technology 36</p> <p style="padding-left: 20px;">Social Work..... 36</p> <p>Course Schedules 37</p> <p>TERM 1—Full Term - January 4 to February 29, 2016... 38</p> <p style="padding-left: 20px;">Course Offerings 38</p> <p style="padding-left: 20px;">Mini Term - January 29 to February 25, 2016 38</p> <p style="padding-left: 20px;">Course Offerings 38</p> <p>TERM 2—Full Term - March 22 to May 24, 2015 38</p> <p style="padding-left: 20px;">Course Offerings 38</p> <p style="padding-left: 20px;">Mini Term - March 2 to April 27, 2016 38</p> <p style="padding-left: 20px;">Course Offerings 38</p> <p>TERM 3—Full Term - April 30 to June 24, 2016 39</p> <p style="padding-left: 20px;">Course Offerings 39</p> <p style="padding-left: 20px;">Mini Term - May 25 to June 21, 2016 39</p> <p style="padding-left: 20px;">Course Offerings 39</p>	<p>TERM 4—Full Term - June 27 to August 22, 2016 39</p> <p style="padding-left: 20px;">Course Offerings 39</p> <p style="padding-left: 20px;">Mini Term - July 22 to August 18, 2016..... 39</p> <p style="padding-left: 20px;">Course Offerings 39</p> <p>TERM 5—Full Term - August 25 to October 19, 2016... 40</p> <p style="padding-left: 20px;">Course Offerings 40</p> <p style="padding-left: 20px;">Mini Term - September 19 to October 15, 2016 40</p> <p style="padding-left: 20px;">Course Offerings 40</p> <p>TERM 6—Full Term - October 22 to December 21, 2016... 40</p> <p style="padding-left: 20px;">Course Offerings 40</p> <p style="padding-left: 20px;">Mini Term - November 11 to December 18, 2016..... 40</p> <p style="padding-left: 20px;">Course Offerings 40</p> <p>Course Descriptions 41</p> <p>Accounting Courses..... 42</p> <p>Business Courses..... 42</p> <p>Computer Courses 43</p> <p>English Courses 43</p> <p>Fashion Merchandising Courses 43</p> <p>Financial Service Management Courses 44</p> <p>General Education Courses..... 45</p> <p>Health Information Technology Courses 45</p> <p>Human Resources Courses..... 46</p> <p>Marketing Courses 47</p> <p>Math Courses 48</p> <p>Psychology Courses 48</p> <p>Science Courses 49</p> <p>Social Work Courses..... 49</p> <p>Sociology Courses 49</p> <p>Get Started Now! 50</p> <p>Transcript Request Form 51</p> <p>Student Information Release 53</p>
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Operations



Mission Statement

McKinley College's mission is to provide high-quality, affordable degree courses and programs through distance education. The College focuses on providing education that prepares graduates to be successful in their chosen professions. Flexible, real-world curricula written especially for the distance learner is created and supported by administration, faculty and staff dedicated to the satisfaction of students.

Authority To Operate

McKinley College is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board, 1560 Broadway, Suite 1600, Denver, Colorado 80202, Telephone: 303.866.2723.

The school conducts its educational activities as a privately owned and operated institution from its site of operations at 2001 Lowe Street, Fort Collins, Colorado 80525.

The school is owned and operated by Weston Enterprises, Inc., a private corporation that is wholly owned by its founders Pamela L. Weston (Secretary) and Earl J. Weston (President).

Accreditation

McKinley College wants you to feel secure that you will receive the highest-quality and most up-to-date education. Accreditation is a strong indicator of a school's ability to meet rigorous educational and business criteria. McKinley College is pleased to be nationally accredited by the Distance Education Accrediting Council, 1101 17th St. NW, Ste. 808, Washington, DC, 20036, www.deac.org.

Method of Training

Each McKinley College educational program is specifically designed for guided online study. While this approach requires strong effort on your part, you are never alone. Our faculty will encourage you all along the way. Each McKinley College course requires a textbook and some require a workbook. The school provides one copy of the textbook and workbook, either as electronic or bound books, as part of a course's tuition. McKinley will select how these materials are delivered (electronic or bound book).

The faculty will provide positive, encouraging comments, as well as additional help whenever you need it. In addition, the faculty will point out areas that need special attention to help ensure your success.

You will earn credit for a course when you have completed all assignments for the course as required throughout the term.

As an equal opportunity institution, McKinley College offers admission to anyone who meets the admission requirements and can benefit from the training without regard to race, religion, gender, age, color, national origin, physical disability or place of residence.

Admissions

Admission Requirements

You must be 18 years of age. Exceptions will be made with guardian approval and the appropriate education. Students under 16 years of age will not be admitted.

1. You must submit your signed enrollment agreement.
2. You must attest to having: a) successfully graduated from a state-recognized high school; or, b) earned a GED. Students who have completed 12 semester hours or more from a college accredited by an accrediting body recognized by the U.S. Department of Education may submit official college transcript/s to meet this high school completion policy. Degree courses with grades below "C" (2.0) will not be counted toward this requirement.
3. International or homeschooled students must provide a letter of substantial equivalency or GED transcript. The letter of substantial equivalency is an appropriately authenticated program completion document issued by a governmental authority or school supervisor that attests to the successful completion of a program considered to be equivalent to an accredited high school diploma.

Without the letter of substantial equivalency or a GED, students can still be considered for admission providing they sign a waiver provided by the school and show ability to benefit from the program's instruction in the first 12 semester hours completed at McKinley College.
4. You must be able to read and write English. Applicants whose native language is not English must meet one of the following requirements:
 - a) a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL), or 61 on the internet-based TOEFL exam (iBT), or its equivalent as administered by ETS. Test information can be obtained online at www.toefl.org or by calling 877.863.3546;
 - b) a minimum score of 6.0 on the International English Language Test (IELT);
 - c) a minimum score of 44 on the Pearson Test of English Academic (PTE Academic);
 - d) a minimum grade of Level 3 on the ACT COMPASS English as a Second Language Placement Test;
 - e) a minimum grade of Pre-1 on the Eiken English Proficiency Exam;
 - f) a transcript indicating completion of at least 30 semester hours of credit with an average grade of "C" or higher at an appropriately accredited/recognized accredited college or university where the language of instruction was English;
 - g) a transcript indicating a grade of "C" or higher in an English composition course from an appropriately accredited/recognized college or university; or

h) a high school diploma completed at an appropriately accredited/recognized high school (where the medium of instruction is English).

5. All high school, college and GED transcripts must be official.

Transcripts not in English must be evaluated by an appropriate third party and translated into English or a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review. To meet this requirement, McKinley College suggests you contact World Educational Services, 800.937.3895 or www.wes.org. The student is responsible for any fees related to any requirement listed in items 4 and 5 of the Admission Requirements.

Enrollments are accepted on any regular business day. You will receive prompt notification of admission status. If your enrollment is not accepted, all monies will be returned to you.

The enrollment begins on the date the school received the signed enrollment agreement. If the start date must be postponed, whether at the request of the school or by you, a written agreement must be signed by you and the school. The agreement must set forth:

- a) Whether the postponement is for the convenience of the school or you, and
- b) A deadline for the new start date, beyond which the start date will not be postponed.

If the program is not commenced, or you do not attend by the new start date as set forth in the agreement, you will be entitled to an appropriate refund of prepaid tuition and fees. The refund will be made within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Transfer Credit Policies

McKinley College grants credit for previous education or experience that is equivalent to McKinley College degree courses. Potential sources of credit include:

- Courses completed at a college accredited by an accrediting agency recognized by the U.S. Department of Education;
- McKinley Challenge Exams;
- College-Level Examination Program (CLEP);
- American Council on Education (ACE);
- DANTES Subject Standardized Tests (DSST); and
- Excelsior College Exams (ECE).

College Credit

The grade granted by the issuing institution must be a “C” or better. Transfer credit must be from an institution that is accredited by an accrediting commission listed by the U.S. Department of Education as a national or regional accrediting agency. Transfer courses must be current in the training covered (see Transfer Credit Time-sensitive Qualifications Chart on page 9 of this catalog). Transfer credit does not affect your grade point average. Credit will not be denied solely on the source of accreditation of the sending institution.

Challenge Exams

McKinley College recognizes that life experience provides a valuable education, and students should be granted credit when possible for their existing knowledge. Therefore, McKinley College degree programs allow you to transfer up to 25% of your total credit hours in the form of challenge exams. Credit for a course is granted after successful completion of a McKinley College challenge exam.

You must obtain an 80% on the exam to receive credit; otherwise, you will need to take the course. Challenge exam grades do not count toward your grade point average.

Upon request, McKinley College will provide you with a challenge exam for a \$50 non-refundable fee per course. Contact the Registrar at 800.766.9006, ext. 6331, for additional information or to request an exam.

College-level Examination Program (CLEP)

You may receive credit for certain CLEP exams. To receive credit, please submit an official CLEP transcript as soon as possible. Transcripts received for courses you have already begun will not be considered for credit.

McKinley College Degree Courses	CLEP Equivalent	CLEP Score Required
AC101—Introduction to Accounting I	Financial Accounting	50
BS140—Economics of Business	Macroeconomics & Microeconomics	50 on each exam
BS200—Business Law and Ethics	Introductory Business Law	50
BS120—Introduction to Management	Principles of Management	50
CS101/CS102—Computer Applications	Information Systems and Computer Applications	50
MH101—Applied Business Math	College Mathematics	50
PY120—Psychology	Introduction to Psychology	50

American Council on Education (ACE)

You may receive credit for certain ACE-evaluated courses. To receive credit please send an official ACE Transcript Service transcript as soon as possible. Transcripts received for courses you have already begun will not be considered for credit.



Dantes Subject Standardized Tests (DSST)

McKinley College recognizes the value of DANTES Subject Standardized Tests (DSST). Accordingly, McKinley accepts the following DSST as transfer credit:

McKinley College Equivalent	DSST Test Title	# Sem Hours Credit	Minimum Score	Minimum Score – revised DSST exams
MH101—Applied Business Math	Business Mathematics	3	48	400
BS150—Human Resource Mgmt	Human Resource Mgmt	3	46	n/a
FS210—Principles of Banking	Money and Banking	3	48	n/a
HR230—Organizational Behavior	Organizational Behavior	3	48	n/a
AC240—Finance	Principles of Finance	3	46	400
BS170—Presentation Skills	Principles of Public Speaking	3	47	n/a
BS120—Introduction to Mgmt	Principles of Supervision	3	46	400
PY240—Intro to Addiction	Substance Abuse	3	49	400
EN220—Technical Writing	Technical Writing	3	46	n/a

Excelsior College Exams (ECE)

You may receive credit for certain Excelsior College Exams (ECE):

ECE Test Number	ECE Test Title	McKinley College Equivalent	# Sem Hours Credit	Minimum Score
459	Abnormal Psychology	PY140—Abnormal Psychology	3	“C” or higher
484	Ethics: Theory & Practice	BS200—Business Law and Ethics	3	“C” or higher
486	Human Resources Mgmt	BS150—Human Resources Mgmt	3	“C” or higher
435	Organizational Behavior	HR230—Organizational Behavior	3	“C” or higher
433	English Composition	EN101—English Composition 101	3	“C” or higher

Transfer Credit Process

Getting transfer credit is easy! Simply have your college(s), ACE, CLEP, DSST and/or ECE send your official transcripts to the Registrar. If you want to take a challenge exam, call the Registrar at 800.766.9006, ext. 6331. All transfer credit will be evaluated by the Registrar. You will be notified in writing of the results of transfer credit evaluation.

Keep in mind a few important points concerning transfer credit:

1. Partial credit cannot be accepted for any course.
2. It is important you do not begin a course for which you are seeking transfer credit until the final transfer credit determination has been made by McKinley. Once a course is begun, you will be responsible for the coursework completed per the refund policy.

3. You may transfer a maximum of 50% of the total program credits required for graduation. Up to 25% of your required credits may be in the form of challenge exams.

Students associated with Servicemembers Opportunity Colleges may transfer up to 75% of the total program credits required for graduation. McKinley will limit academic residency to 25% or less of the degree requirement for all degrees for active-duty servicemembers and their adult family members (spouse and college-age children). In addition, there are no "final year" or "final semesters" residency requirements for active-duty servicemembers and their family members. Academic residency can be completed at any time while active-duty servicemembers and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

4. All transcripts must be official.
5. Official transcripts must be received by the time a student completes 12 semester hours of McKinley College coursework. Transcripts received after this point will not be considered.
6. Transfer credit must be from a source considered current in its teachings or evaluation. (See Transfer Credit Date Qualifications Chart on page 10.)
7. Due to either the Proctored Exam Policy outlined in this catalog or the customized nature of McKinley degree courses, these courses are not eligible for transfer credit:

- AC299 – Accounting Practicum
- BS100 – Business Fundamentals
- BS150 – Human Resources Management
- BS240 – Entrepreneurship
- BS299 – Business Management Practicum
- FM101 – Introduction to the Fashion Industry
- FM299 – Fashion Merchandising Practicum
- GE102 – Online Success Strategies

- GE200 – Career Strategies
 - HM101 – Introduction to Health Information Technology
 - HM110 – Introduction to Patient Services
 - HM210 – Healthcare Statistics and Data Analysis
 - HM265 – Inpatient Procedural Coding
 - HM295 – HIT Practicum for the ICD-10 User
 - HR250 – Occupational Safety and Health
 - HR270 – Labor Relations
 - HR299 – Human Resources Practicum
 - MK220 – Retail Management
 - MK240 – Merchandise Planning and Control
 - MK280 – Strategic Internet Marketing
 - MK299 – Marketing Practicum
 - PY110 – Workplace Psychology
 - PY240 – Introduction to Addiction
 - PY260 – Child and Adult Problems
 - SC160 – Pathology and Disease Processes
 - SO101 – Principles of Sociology
 - SW101 – Introduction to Social Work
 - SW299 – Social Work Practicum
8. If transfer credit for a course is granted you do not need to take that course from McKinley College or pay tuition to McKinley College for the course.
 9. Transfer credit will not be denied solely based on accreditation of an institution.

Transfer Request Form

For your convenience, McKinley College has provided a Transcript Request form with this catalog to send to other academic institutions when requesting transcripts. This form may be sent to high schools or colleges. Please make as many copies of this form as needed.

Transfer Credit Appeals

You may appeal transfer credit decisions in writing to the Registrar. The appeal must be postmarked within 21 calendar days of the denial letter date. The appeal must include the following:

- The McKinley degree course for which you seek transfer credit.
- The course title that you believe is equivalent to the McKinley degree course along with the issuing college name.
- A detailed explanation of why the credit should be accepted.
- Course catalog description, course syllabus and/or any other pertinent information available from the issuing source of credit.

The Registrar will respond in writing with the final decision within 21 days of receiving your appeal.

Transfer Credit Date Qualifications Chart

If a course is not listed, there is no time limit for credit earned date.

Degree Course	Date Qualifications
AC220—Computerized Accounting	Not longer than 5 years prior to transfer credit request.
AC280—Tax Preparation	Not longer than 5 years prior to transfer credit request.
BS160—Marketing Principles	Not longer than 10 years prior to transfer credit request.
BS200—Business Law and Ethics	Not longer than 10 years prior to transfer credit request.
BS260—eCommerce	Not longer than 5 years prior to transfer credit request.
CS101/CS102—Computer Applications	Not longer than 10 years prior to transfer credit request.
FM230—Visual Merchandising	Not longer than 20 years prior to transfer credit request.
FM250—Fashion Design	Not longer than 15 years prior to transfer credit request.
FM260—Retail and Global Buying	Not longer than 15 years prior to transfer credit request.
FM270—Fashion Advertisement & Promotion	Not longer than 15 years prior to transfer credit request.
FM280—Sustainable Design	Not longer than 15 years prior to transfer credit request.
FM290—Brand Management	Not longer than 15 years prior to transfer credit request.
FS210—Principles of Banking	Not longer than 10 years prior to transfer credit request.
FS220—Investment Strategies	Not longer than 5 years prior to transfer credit request.
FS230—Personal Finance	Not longer than 5 years prior to transfer credit request.
HM125—Billing for Reimbursement	Not longer than 8 years prior to transfer credit request.
HM200—Pharmacology	Not longer than 10 years prior to transfer credit request.
HM205—Laboratory Techniques	Not longer than 5 years prior to transfer credit request.
HM215—Clinical Skills	Not longer than 5 years prior to transfer credit request.
HM225—Pharmacy Technology	Not longer than 10 years prior to transfer credit request.
HM230—Health Information Management Systems	Not longer than 5 years prior to transfer credit request.
HM250—Health Information Technology Management	Not longer than 5 years prior to transfer credit request.
HM290—Law and Ethics for Healthcare Professionals	No credit prior to 2003 due to HIPAA. Course must have covered HIPAA.
HR200—Recruitment and Staffing	Not longer than 10 years prior to transfer credit request.
HR220—Employee Benefits Administration	Not longer than 5 years prior to transfer credit request.
HR240—Employee Training and Development	Not longer than 10 years prior to transfer credit request.
HR290—Strategic Issues in Human Resources	Not longer than 10 years prior to transfer credit request.
MK120—Consumer Behavior	Not longer than 10 years prior to transfer credit request.
MK160—Principles of Advertising	Not longer than 10 years prior to transfer credit request.
MK200—Principles of Sales	Not longer than 10 years prior to transfer credit request.
MK210—Marketing Strategy	Not longer than 10 years prior to transfer credit request.
MK260—Marketing Research	Not longer than 10 years prior to transfer credit request.
MK280—Strategic Internet Marketing	Not longer than 5 years prior to transfer credit request.
SO140—Social Problems	Not longer than 20 years prior to transfer credit request.
SO200—Social Welfare	Not longer than 20 years prior to transfer credit request.
PY270—Group Dynamics and Counseling	Not longer than 20 years prior to transfer credit request.
PY280—Behavior Modification	Not longer than 10 years prior to transfer credit request.

Transfer of Credit to Other Institutions

The acceptance of transfer of academic credits to another institution is determined by the receiving institution. Colleges/institutions individually establish criteria for transfer credit acceptance based on many factors, including but not limited to course content, final grade, credits per course, type of accreditation age of credits, etc. Courses in McKinley College degree programs may or may not transfer to other colleges and transferability depends solely on the receiving institution's criteria and determination. McKinley College does not imply or guarantee the transferability of credits from its courses.

Select Your Courses Each Term

McKinley College uses a nine-week term for its school calendar. You may select your courses for each term. Prerequisites for each course must be met prior to beginning the term. The ideal full-time courseload is eight (8) semester hours per term. You may enroll in up to nine (9) semester hours of study at a time. The Registrar may make exceptions. Please review the Course Schedules section of this catalog for course offerings listed by term. Before the end of your current term, McKinley College will ask you to make your course selections for the next term. The Registrar is available to assist you with these selections. You may contact the Registrar at 800.766.9006, ext. 6331, or registrar@mckinleycollege.edu.

Technical Requirements

Pleasure ensure you have access to a computer with the following hardware and software:

1. Hardware
 - CPU (Processor): Intel Pentium 4 or higher
 - RAM: At least 512 MB
 - Hard Drive: 250 MB free space
 - Speakers
 - Monitor Display Settings: 1024 x 768 resolution
2. Software—(Adobe® and Mozilla® free product download information is provided in your first course)
 - Operating System: Windows® XP or higher or OSX or higher
 - Adobe® Acrobat Reader
 - Adobe® Flash Player
 - Internet Browser: Mozilla® Firefox (highly recommended) or Internet Explorer 6.0 or higher
3. Services
 - Internet Service Provider: Cable or a DSL line
 - A valid e-mail address



Tuition

Tuition is \$185 per semester credit. A \$3 technology charge per semester credit will be applied to each course. Shipping for each course is \$8.99. You may pay for each term in full or make payments as outlined on your enrollment agreement. Additional charges may apply depending on shipping requirements, textbook purchases, etc. McKinley cannot guarantee the current cost per credit will remain the same for your entire enrollment, and that the cost per credit (and program cost) may increase over time. The school will notify you in the event of an increase in cost per credit.

If you encounter financial difficulties, we encourage you to contact the Student Services Department for assistance. If you do not make payments as outlined in your enrollment agreement or make acceptable payment arrangements with the school, your account may be referred to a collection agency. The school reserves the right to charge you for any collection costs it incurs.

Employer-paid Education

Employers want employees to be successful! Some employers even pay for employee education upon enrollment or successful completion of a term or program. If your company offers this benefit, find out what it requires from the school. Then call the Student Services Department to request assistance in providing the necessary documentation to your employer.

Financial Policies

Student Protection Policy (Refund Policy)

You may withdraw (cancel) from your McKinley College program at any time by notifying McKinley of your intent to cancel. You may notify the school of your cancellation in any manner (eg. phone call, letter, email, fax). We encourage you to submit a cancellation request to us in writing. Upon withdrawal, your tuition for each course will be recalculated according to how much of each course you have completed, deducting all payments made. If your enrollment is not accepted, all monies you have paid will be refunded to you.

Upon cancellation, the amount due to McKinley College or the amount refunded to you is calculated according to the following schedule:

1. If your first term has not yet started, or if it is within five (5) calendar days of your initial enrollment in the program, you may cancel your enrollment and receive a full refund of all monies paid to McKinley College.
2. If you cancel five (5) calendar days or more after your enrollment in the program, or the term begins and you have not yet submitted an exam, McKinley College is entitled to a one-time, non-refundable registration charge of 20% of each course's tuition, not to exceed a total of \$150 per program.
3. If you cancel five (5) calendar days or more after your enrollment in the program and have submitted an exam, McKinley College is entitled to a one-time, non-refundable registration charge of 20% of each course's tuition, not to exceed a total of \$150 per program. In addition, McKinley is entitled to tuition charge based on the percent of each course you have completed. The tuition charge is based on the following schedule: *Maryland residents see Item 10.
 - a) If you complete up to 10 percent of the assignments/exams in the course, McKinley College is entitled to 10 percent of the course's tuition.
 - b) If you complete between 11 and 25 percent of the assignments/exams in the course, McKinley College is entitled to 25 percent of the course's tuition.
 - c) If you complete between 26 and 50 percent of the assignments/exams in the course, McKinley College is entitled to 50 percent of the course's tuition.
 - d) If you complete between 51 and 75 percent of the assignments/exams in the course, McKinley College is entitled to 75 percent of the course's tuition.
 - e) If you complete 76 percent or more of the assignments/exams in the course, McKinley College is entitled to 100 percent of the course's tuition.
4. If you do not complete your term within the time allotted and have not cancelled, no refund will be applied. All other student rights remain in place.
5. If you are due a refund, McKinley College will issue the refund to you within thirty (30) days of receiving your notice of cancellation.
6. McKinley's transfer credit policy shall not affect this refund policy.
7. Except as outlined in #1 of this student protection/refund policy, shipping/handling and technology charges are not refundable. Charges for NSF, late payment, expedited shipping and books ordered by the student are not refundable.
8. If your course is discontinued by the school prior to the end of your term, you are entitled to a full refund (except in the event the school ceases operation).
9. A \$20 NSF charge will be assessed on payments returned for insufficient funds. A \$5 late charge is assessed for payments not received by the due date.
10. Maryland residents only. Based upon the Annotated Code of Maryland, the refund policy shall provide a refund to any student who withdraws or is terminated after completing only a portion of a course within the applicable billing period. The policy is as follows: If you complete less than 10% of the coursework, McKinley College is entitled to 10% of the course tuition; If you complete 10% up to but not including 20% of the coursework, McKinley College is entitled to 20% of the course tuition; If you complete 20% up to but not including 30% of the coursework, McKinley College is entitled to 40% of the course tuition; If you complete 30% up to but not including 40% of the coursework, McKinley College is entitled to 60% of the tuition; If you complete 40% up to and including 60% of the coursework, McKinley College is entitled to 80% of the course tuition; If you complete more than 60% of the coursework, McKinley College is entitled to 100% of the course tuition.

Academic Policies

International Students

Tuition payments must be made in U.S. funds. Students residing in Canada, Mexico and other foreign countries are responsible for any applicable Custom duties and/or CST.

Grade Scale and Policies

Letter Grade	Percentage	Grade Point
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	70-76	2.00
D	60-69	1.00
F	0-59	0.00

All grades assigned by faculty are considered final. In the event an error in grading has been made, McKinley encourages you to work with the faculty member to resolve the problem. In the event a resolution cannot be achieved, the student may contact the assistant faculty manager or follow McKinley's grievance policy.

Self-guided Tutorials

McKinley College wants you to be successful in your program of study. You will find two skills assessments in the first course, *Online Success Strategies* (GE102). One exam measures basic English skills and the second measures basic mathematical skills. Depending on the scores obtained on these tests, the school may require you to take a refresher course in English (EN090) or math (MH090) as a prerequisite to AC101, EN101, EN110 and/or MH101. Should McKinley determine you need to complete a refresher course, it will offer the course to you at no charge.



Academic Code of Conduct for the Distance Education Student

As a student of a DETC-accredited distance education institution, you agree to the following:

I recognize that in the pursuit of my educational goals and aspirations, I have certain responsibilities toward my fellow distance learners, my institution and myself. To fulfill these responsibilities, I pledge adherence to this Code of Conduct. I will observe fully the standards, rules, policies and guidelines established by my institution, the Accrediting Commission of the Distance Education and Training Council, the Colorado Department of Private Occupational Schools and other appropriate organizations serving in an oversight role for my institution.

I will adhere to high ethical standards in the pursuit of my education, and to the best of my ability will:

1. Present my qualifications and background truthfully and accurately for admission to the institution.
2. Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions and conducting research (where applicable).
3. Never turn in work that is not my own or present another person's ideas or scholarship as my own.
4. Never ask for, receive or give unauthorized help on graded work.
5. Never use outside books or papers that are not authorized by the directions for my examinations.
6. Never divulge the content of or answers to examinations to fellow students.
7. Never improperly use, destroy, forge or alter my institution's documents, transcripts or other records.
8. Never divulge my online user name or password (where applicable).

Academic Progress and Standing

Academic Good Standing—Overall Grade Point Average (GPA) of 2.0 or above.

Academic Review—Occurs with failure to maintain an overall GPA of 2.0 or above. A one-time exception can be made due to extenuating circumstances. Students should outline these circumstances in a letter sent to the attention of the Academic Review Board.

Academic Dismissal—Occurs with failure to demonstrate satisfactory progress on the next course (2.0 or higher) after being placed on Academic Review; if the school finds that the student does not have the ability to benefit from the program; or upon failure to submit assignments in accordance with specified standards. The student is dismissed from the school. Students may reapply after two years.

Administrative Dismissal—Occurs with failure to follow the Academic Code of Conduct for the Distance Education Student; failure to maintain a tuition payment agreement; or unacceptable behavior, including but not limited to use of threatening or obscene language with school staff. The student is dismissed from the school and may not be readmitted without approval by a McKinley College Vice President or President.

Intellectual Property Rights

McKinley Colleges owns all intellectual property rights (including copyright, trademark, patent and trade secret rights) to all McKinley College materials, including websites, curricula, and literature and learning management systems. Further, McKinley's parent company, Weston Distance Learning, Inc. (WDL), owns all intellectual property rights (including copyright, trademark, patent and trade secret rights) to all WDL materials, including websites, curricula, and literature and learning management systems.

McKinley faculty and subject matter experts own the intellectual property rights for scholarly work they create independent of McKinley or its educational offerings, unless an agreement executed by a duly authorized vice president or president of McKinley College and the faculty member provides otherwise. Faculty ownership does not extend to course content or materials required to support a course.

Except as otherwise provided by separate written agreement or waiver that is executed by a duly authorized vice president or president of McKinley College and the student, all the works a student creates in response to course assignments, projects or independent study and research belong to the student who created the work. This includes term papers, multimedia products, artworks, reviews, websites, performances, designs, and contributions to online or recorded discussions. The student agrees the school has a non-exclusive, irrevocable, royalty-free license to use intellectual property developed by the student with the substantial use of McKinley's resources. In addition, McKinley claims an exclusive ownership interest in any intellectual property developed by a student with the significant use of college resources. There is an implied consent in the student-faculty contract, that faculty members can copy, distribute or otherwise use the work for the purposes of and within the context of the course; but permission for any further use beyond the course term should be obtained in writing.

Submitting Exams

All exams are open-book and found within your course materials. Each exam contains instructions for completing and submitting for instructor evaluation. Additional instructions may be given by your instructor.

Withdrawal and Termination

McKinley College accepts withdrawal requests by any method convenient to you. To help you track your request, we encourage you to submit your request by mail, fax or email.

Upon withdrawal or termination, you will receive any refund due in accordance with the Student Protection Policy outlined in this catalog and on your enrollment agreement. If a balance is due to McKinley College, you may continue to make monthly payments. If coursework is discontinued by the school before the end of the term, you are entitled to a full refund (except in the event the school ceases operation). If you withdraw while in good standing with the school, you are welcome to reinstate your enrollment at a later date. The reinstatement charge is \$50. In addition, McKinley may require you to follow the most recent school catalog requirements.

McKinley College reserves the right to terminate your enrollment for these reasons:

- Failure to demonstrate reasonable and successful progress or show an ability to benefit from the instruction.
- Failure to submit assignments or exams in accordance with specified standards.
- Failure to follow the Academic Code of Conduct for the Distance Education Student.
- Failure to maintain a tuition payment agreement.
- Failure to conduct self with professionalism, courtesy and respect for others in all dealings with institution staff, faculty and other students.
- Failure to maintain Academic Good Standing – overall GPA of 2.0 or above.

Proctored Exams

While completing your degree program, you will encounter a few exams that will need to be taken in the presence of a proctor you nominate. Please note, each of your proctored exams must be completed in order to gain credit for the appropriate course. Proctored exams may not be taken more than once per enrollment in each course. McKinley College's Academic Review Board has selected three (3) to five (5) courses in each degree program to serve as proctored examinations:

AAS in Accounting

PY110: Workplace Psychology
BS150: Human Resources Management
BS240: Entrepreneurship

AAS in Business Management

PY110: Workplace Psychology
BS150: Human Resources Management
BS240: Entrepreneurship

AAS in E-commerce

PY110: Workplace Psychology
MK280: Strategic Internet Marketing
BS240: Entrepreneurship

AAS in Entrepreneurship

PY110: Workplace Psychology
BS150: Human Resources Management
BS240: Entrepreneurship
MK220: Retail Management
MK240: Merchandising Planning and Control

AAS in Fashion Merchandising

PY110: Workplace Psychology
MK220: Retail Management
MK240: Merchandising, Planning and Control

AAS in Financial Services Mgmt.

PY110: Workplace Psychology
BS150: Human Resources Management
BS240: Entrepreneurship

AAS in Health Information Technology

PY110: Workplace Psychology
SC160: Pathology and Disease Processes
HM210: Healthcare Statistics and Data Analysis
HM260: Medical Coding II

AAS in Human Resources

PY110: Workplace Psychology
BS150: Human Resources Management
HR250: Occupational Safety and Health
HR270: Labor Relations

AAS in Marketing

PY110: Workplace Psychology
MK220: Retail Management
MK240: Merchandising Planning, and Control
MK280: Strategic Internet Marketing

AAS in Medical Specialties

PY110: Workplace Psychology
SC160: Pathology and Disease Processes
HM260: Medical Coding II

AAS in Social Work

PY240: Introduction to Addiction
PY260: Child and Adult Problems
SO101: Principles of Sociology

IMPORTANT: To complete your first course (*Success Strategies*) successfully, you must submit a completed proctor nomination form. The Registrar will select one of the three proctors to serve as your proctor throughout the program. The school will send an e-mail to the elected proctor to notify them of their approval and requirements to serve as proctor.

Proctors must have access to a computer with an internet connection. They must use their professional e-mail address for verification of their qualifications to proctor an exam.

Proctors must be one of the following:

- Librarian
- A faculty member or administrator of an accredited college or university
- Certified teacher, counselor or an administrator of a school district

- Military Educational Center official (Education Counselor, staff member, etc.)
 - A testing center of a college or university
 - Private testing center
 - Remote Proctor Now*: \$20 fee
- *Beginning May 1, 2015, students may use the services of Remote Proctor Now (RP Now). RP Now is an on-demand, third-party, virtual proctor which allows students to sit for an examination anytime, anywhere through use of video technology. Students choosing RP Now must have an operational webcam with audio, a high-speed internet connection, and appropriate system rights required to download and install software.

Proctors may not be a:

- Relative
- Employer, supervisor or co-worker
- Friend or neighbor
- WDL student

Upon approval of a proctor, the Registrar will send a confirmation e-mail to both the student and the proctor.

Student Responsibilities

- Complete and submit the Student-Proctor Agreement to the Registrar
- Schedule exam with the proctor
- Present a valid, government-issued photo identification, such as a driver's license, for identity verification prior to taking the exam
- No talking during the exam
- Compliance with four-hour time allotment for exam completion
- Payment of any associated fees

Proctor Responsibilities

- Sign proctoring agreement
- Use their professional/work e-mail address in order to document their qualification to be a proctor (E-mail accounts from MSN Hotmail, Yahoo, EarthLink, Verizon, and other similar e-mail providers are unacceptable)
- Verify student identity
- Enter password provided by the Registrar for student to begin exam
- Administer the test in an appropriate setting
- Personally monitor the student throughout the entire exam
- Provide no assistance to the student in answering the test questions
- Confirm adherence to the four (4) hour exam time limit
- Guard password from student view
- Complete Proctor confirmation at the end of the student exam

Administrative Policies

Dean's List

If you obtain a 3.72 or higher grade point average in a semester, you will be awarded a seat on the Dean's List.

Your name will appear on our Dean's List if you granted approval to publish your name when completing your enrollment agreement.



School Hours

McKinley College is open Monday through Friday from 7:00 am to 6:00 pm Mountain Standard Time.

School Holidays

McKinley College administrative offices will be closed:

January 1, 2016	November 25, 2016
February 15, 2016	December 23, 2016
May 30, 2016	December 26, 2016
July 4, 2016	December 30, 2016
September 5, 2016	January 2, 2017
November 24, 2016	

Note: Administrative and Student Holidays vary. See Course Schedule for Student Schedule.

Grievance/Complaint Policy

McKinley College faculty and staff focus on the needs and satisfaction of you, our student, in order to provide exceptional, applicable instruction and service. If you have a problem, you are expected to talk to the appropriate school department in an effort to resolve the problem. If you are unable to resolve a problem, you can file a complaint with the Vice President of Student Affairs.

A valid complaint is defined as written notification to the school by a student that one of the following have occurred:

- An error or poor quality affecting a student's enrollment, academic services, administrative services or payment record;
- Inappropriate conduct or performance issues concerning any school employee or third party representative;
- School's failure to follow school policy unless it is to the benefit of the student and within accreditation/state acceptable guidelines;
- School's failure to follow DETC or state policies, standards or requirements;
- Any other issue that has a clear negative impact on student's ability to complete their coursework in a reasonable fashion or affects the academic transcript without appropriate cause.

Students accept there may be some decisions they do not agree with, but these decisions are inherent to the school's right to operate such as grading, assignment requirements, tuition payment and collection policies, any item covered in the Code of Conduct or other policies outlined in the school catalog and/or enrollment agreement. Student conflict with one of these items is not a basis for valid complaint.

Please send your valid complaint to:

McKinley College
ATTN: Vice President of Student Affairs
2001 Lowe Street
Fort Collins, CO 80525

Your complaint should include your:

1) name, 2) student ID number (if enrolled), 3) current address, 4) current phone number (if available), 5) current email address (if available), 6) a description of the complaint including pertinent details (dates, who you spoke to, etc) of any previous conversations with the school, 7) copy of any documents necessary for full understanding of complaint, 8) expectation for how the complaint should be resolved.

The Vice President of Student Affairs will conduct an investigation into your complaint. The Vice President of Student Affairs will respond in writing to your complaint within 30 days of its receipt.

If your complaint is not appropriately handled by McKinley College, you may file a written complaint with the Colorado Division of Private Occupational Schools online at www.state.co.us/dpos or by requesting a complaint form at 303.866.2723. There is a 2-year limit for the Division to take action on a complaint. You may contact the DETC at <http://www.detc.org/complaints.html>.

Maryland students may also contact the Maryland Attorney General, Consumer Protection Division, 200 St. Paul Street, Baltimore, MD 21202, 410-528-8662 or 888-743-0823.

Incomplete Policy

Students enrolled in McKinley College are required to complete their course in the term the course begins. Assignments must be completed by the due date assigned by the instructor.

1. Assignments submitted after the due date, but before the end of the term, may be accepted at the instructor's discretion. Should you need an extension, you will need to request it before the due date. For best results, contact your instructor as soon as you are aware you will miss the due date.
2. Assignments not completed within the enrollment period will be entered in the grade record as a zero, or "F."

You may request an exception to this policy when circumstances that are beyond your control and not reasonably foreseeable occur, such as death in the family, serious illness, military deployment, etc. Approval of this request is at the discretion of McKinley College's faculty.

To request an exception, submit a written request to the instructor's attention. The request should include your name, student ID, address, email address, phone number for best contact, reason for course delay and expectation of when you will be able to resume studies. Your instructor may allow you to extend your period of study up to 180 days, with the rescheduled completion date being within 180 days of the original completion date. During the extension period, you will be issued a temporary final grade of "I," or incomplete.

If you do not complete your course as outlined by the end of the extension period, a zero, or "F," will automatically be posted for any missing grades. If you re-enroll in the same course at a later date and successfully complete the course, the "F" will be replaced by the new grade for grade point average purposes. The original course grade and new course grade will appear on your transcript.

Students who are deployed with any branch of the U.S. Military should contact their instructor for special consideration outside of this policy as warranted.

Student Identity Verification Policy

The student identity verification policy enables McKinley College to verify that the student who registers in a course or program is the same student who participates in and completes the course or program. The *Student Identity Verification Policy* follows:

1. All students are assigned a secure, individual Student Identification Number (ID) and password at the time of enrollment. Students have the option of creating their own unique password, or receiving a system generated password. These assigned identifiers are used to access the student records.
2. Students enrolled in a degree program are required to take proctored exams. Pursuant to the Proctor Policy, each student is subject to additional identity verification. Each student must present a valid picture ID to the proctor before beginning an exam. The Proctor will verify the identity of the student and provide confirmation to McKinley College.

Students who have forgotten their password or request to change their password must contact Student Services. The Student Services representative will ask the student to confirm identifying information before updating the password.

Appropriate use of technology is the student's responsibility. Students should take precautionary measures to keep login credentials secure and make arrangements to change password credentials periodically or in the event a breach is suspected.



Student Services

Availability of Course Materials

McKinley College reserves the right to change and revise or discontinue a course or program of study. If McKinley College chooses to discontinue a course, all students who have been active within the past 365 days prior to the decision to discontinue the course of study will be given at least one year's notice before the course is discontinued. In addition, no course or program will be discontinued earlier than three years after the acceptance of the last enrollment.

Library

For your McKinley College Degree Program, you will have access 24/7 to our virtual library at: www.mckinleycollege.edu.

This virtual library contains links to many resources, all of which may help you complete your coursework.

Additionally, McKinley's Librarian will help you find any necessary information. Our Librarian can be accessed via email from the library Web site.

Confidentiality of Student Records/FERPA

From time to time, McKinley will report information to various need-to-know agencies, such as an accrediting agency, state education department or collections company. In these cases, only the required information is released. For your protection, McKinley College requires your written permission before it will release your enrollment, academic or administrative records to a third party. If you want the school to disclose any of this information to someone other than you, please complete the Student Information Release Form located at the back of this catalog and return it to the school. Additional privacy policy information may be found on our website: www.mckinleycollege.edu.

Conflict of Interest Policy

To avoid conflict of interest, faculty/instructors do not have access to student account or tuition information. If you have a question about your account or tuition, please contact Student Services for assistance. In addition, faculty members and instructors must notify school administrators in the event a student with whom the faculty member or instructor has had a previous work or personal relationship with is placed in their course. Administrators will determine how to address any potential conflict of interest concerns. Students who feel this conflict of interest policy has not been followed should follow the grievance procedure published in this catalog.

Student Records and Transcripts

Permanent academic records, including transcripts, are maintained by McKinley College. Transcripts will be available at any time. All other individual records will be maintained for a minimum of six (6) years following the end of your last enrollment period, graduation or withdrawal.

Upon graduation, one transcript will be provided at no additional charge. If your tuition account is in good standing, you may obtain additional transcripts by submitting your request and a \$15 per transcript fee to:

McKinley College
Registrar
2001 Lowe Street
Fort Collins, CO 80525

Graduation and Contact Information

Individual Faculty Assistance

You may receive individual assistance at any time by contacting your McKinley College instructor. Simply message your instructor directly through your course in Moodle. Refer to your course syllabus for additional contact information and hours of faculty member availability.

Educational Surveys—Your Opinion Counts!

From time to time, McKinley College will ask you to complete a survey. These surveys contain required information for reports, as well as helpful information that will allow McKinley to continually assess the effectiveness of our curricula, our service and the academic achievement of our students.

Graduation Requirements

To graduate and receive your diploma, you must:

1. Attain a final GPA of 70% (2.0 GPA) or higher; and
2. Have all required transcripts on file; and
3. Successfully complete or have been granted credit for each required course; and
4. Have paid 1/2 of your total tuition and be current in payments.

McKinley will automatically release your diploma once all requirements have been met.

Graduate Services

McKinley College offers continuous graduate support services. Our Graduate Counselors can assist you in preparing your job search materials.

In addition, your McKinley degree programs contain the course *Career Development Strategies, GE200*. In this course, you will learn in-depth marketing, networking and job search skills. Should you need additional assistance after graduation, please contact one of our Graduate Counselors. Please note that McKinley does not offer placement services and cannot guarantee employment. You are responsible for investigating and meeting any licensure requirements for your chosen profession.

School Contact Information

Please contact McKinley College at any time.

In writing:

McKinley College
2001 Lowe Street
Fort Collins, CO 80525

Toll-free by phone:

800.766.9006

Monday through Friday from 7:00 am to 6:00 pm Mountain Standard Time

By E-mail:

Student Services:
stuserv@mckinleycollege.edu

Graduate Services:
gradservices@mckinleycollege.edu

For assistance with scheduling classes:
registrar@mckinleycollege.edu

Student Contact Information

You may update your address, phone number or e-mail on the student website or by calling, e-mailing or writing Student Services.

Programs



Accounting

Program Objectives

Associate of Applied Science in Accounting

Practically every industry needs accounting professionals. With a degree in Accounting, you will have many opportunities available to you. This program provides the knowledge and skills to implement and manage tax preparation, bookkeeping, accounting and businesses!

Are you interested in working with financial statements and spreadsheets? A degree in accounting will prepare you for an exciting career. Do you like working with people? Human resources and management are core topics in the McKinley program. Are you creative? If so, you will enjoy the material on marketing. Do you want to start your own business or work from home? This program includes plenty of information for budding entrepreneurs.

Whatever accounting path you choose, the job outlook is excellent! With an accounting degree, you can work in a multitude of industries.

When you complete the program, you will be trained to:

- A. Demonstrate the technical and career skills necessary to obtain entry-level employment in the accounting and business fields.
- B. Set up and manage a company's financial books according to standard industry principles, procedures and practices.
- C. Apply management theory and strategies in a business environment.
- D. Apply the administrative management and accounting skills used in a business environment, including marketing, financial and tax management, information systems management and inventory management.
- E. Manage the entire accounting cycle, from journalizing and financial statements to payroll accounting and other specialized procedures.

REQUIRED COURSES FOR ACCOUNTING –19 Hours General Education (denoted by *), 43 Hours Core Courses

Course (proctored courses highlighted in gray)	Semester Hours 61 total hours	Prerequisites (GE102 is a prerequisite for all courses)
AC101 – Introduction to Accounting I	3	MH101
AC201 – Introduction to Accounting II	3	AC101, MH101
AC210 – Managerial Accounting	3	AC101, AC201, MH101
AC220 – Computerized Accounting	3	AC101, AC201, CS101/102, MH101
AC240 – Finance	3	AC101, MH101
AC260 – Payroll Processing	3	AC101, CS101/102, MH101
AC280 – Tax Preparation	4	AC101, AC201, MH101
AC299 – Accounting Practicum	2	All Accounting Program courses
BS100 – Business Fundamentals	3	None
BS120 – Introduction to Management	3	None
BS140 – The Economics of Business*	4	None
BS150 – Human Resources Management	3	None
BS170 – Presentation Skills*	3	CS101/102, EN110
BS200 – Business Law and Ethics	3	None
BS240 – Entrepreneurship	3	None
CS101 – Computer Applications Vista/Office® 2007 or CS102 – Computer Applications Windows 8/Office 2013	3	None
EN101 – English Composition 101* or EN110 – Business Communications*	3	None CS101/102
GE102 – Online Success Strategies*	1	None
GE200 – Career Development Strategies*	2	None
MH101 – Applied Business Math*	3	None
PY110 – Workplace Psychology*	3	None

Total non-discounted tuition and technology/shipping charges: \$11,285.00 tuition + \$371.79 technology/shipping charges = \$11,656.79

Business Management

Program Objectives

Associate of Applied Science in Business Management

Have you ever wanted to be the boss? Do you want your hands on the wheel of enterprise, steering your company to success? Whether you own your own business, or take a position in an existing corporation, you'll need a wide range of skills based on tested management principles. And, you'll need to know how to apply those skills to real-world problems in your local—or global—market.

The Business Management Program begins with basic management skills that will allow you to take advantage of market opportunities. Discover how managers supervise every aspect of their enterprise, from the vision that guides each company project to the nuts and bolts of managing day-to-day operations. You'll develop skills in writing, math, marketing, information utilization, accounting, and most importantly, people management.

If the high-stakes world of business is your passion, then McKinley's Business Management Program may be right for you! The McKinley program is designed to give you the personal and professional skills needed for a supervisory position.

When you complete the program, you will be trained to:

- A. Apply basic math skills to the task of running a business.
- B. Apply basic computer applications.
- C. Communicate effectively in a business environment.
- D. Explain how the principles of marketing guide commerce.
- E. Link the four principles of management to long-term commercial success.
- F. Implement the fundamentals of accounting in an entrepreneurial environment.
- G. Apply the ten basic principles of finance to the small business field.
- H. Use the principles of organizational behavior to real-world business structures.
- I. Apply effective sales techniques and customer service strategies to the marketplace.
- J. Analyze real-world business markets and create a business plan.

REQUIRED COURSES FOR BUSINESS MANAGEMENT– 19 Hours General Education (denoted by *), 42 Hours Core Courses

Course (proctored courses highlighted in gray)	Semester Hours 60 total hours	Prerequisites (GE102 is a prerequisite for all courses)
AC101 – Introduction to Accounting I	3	MH101
AC240 – Finance	3	MH101, AC101
BS100 – Business Fundamentals	3	None
BS120 – Introduction to Management	3	None
BS140 – The Economics of Business*	4	None
BS150 – Human Resources Management	3	None
BS160 – Marketing Principles	3	None
BS170 – Presentation Skills*	3	CS101/102, EN110
BS200 – Business Law and Ethics	3	None
BS210 – Small Business Management	3	BS120, BS160
BS240 – Entrepreneurship	3	None
BS260 - eCommerce	3	BS120, BS160
BS299 – Business Management Practicum	2	All Business Management Program courses
CS101 – Computer Applications Vista/Office® 2007 or CS102 – Computer Applications Windows 8/Office 2013	3	None
EN101 – English Composition 101* or EN110 – Business Communications*	3	None CS101/102
GE102 – Online Success Strategies*	1	None
GE200 – Career Development Strategies*	2	None
HR230 – Organizational Behavior	3	BS120, PY110
MH101 – Applied Business Math*	3	None
MK200 – Principles of Sales	3	BS160
PY110 – Workplace Psychology*	3	None

Total non-discounted tuition and technology/shipping charges: \$11,100 tuition + \$368.79 technology/shipping charges = \$11,468.79

eCommerce

Program Objectives

Associate of Applied Science in eCommerce

Welcome to the future of business! Computers and the Internet are rewriting the rules of business. Companies and individuals with a solid understanding of eCommerce are reaping the rewards. With a degree in eCommerce, your employment options will be as large as the World Wide Web.

Graduates of the AAS eCommerce Program will have the technical and professional skills to obtain entry-level employment in Internet marketing. The tools you will gain in this program can be applied to any industry!

When you complete the program, you will be trained to:

- A. Apply basic math skills to accounting and financial tasks.
- B. Display an understanding of basic computer applications.
- C. Communicate effectively in a business environment.
- D. Explain how the principles of marketing guide commerce.
- E. Link the four principles of management to long-term commercial success.
- F. Apply the fundamentals of accounting in an entrepreneurial environment.
- G. Apply managerial accounting principles to product and service costing.
- H. Apply effective sales techniques and customer service strategies to the marketplace.
- I. Analyze the Internet marketplace and its customers.

REQUIRED COURSES FOR eCOMMERCE–19 Hours General Education (denoted by *), 45 Hours Core Courses

Course (proctored courses highlighted in gray)	Semester Hours 64 total hours	Prerequisites (GE102 is a prerequisite for all courses)
AC101 – Introduction to Accounting I	3	MH101
AC201 – Introduction to Accounting II	3	AC101, MH101
AC210 – Managerial Accounting	3	AC101, AC201, MH101
BS100 – Business Fundamentals	3	None
BS120 – Introduction to Management	3	None
BS140 – The Economics of Business	4	None
BS160 – Marketing Principles	3	None
BS170 – Presentation Skills*	3	CS101/102, EN110
BS200 – Business Law and Ethics	3	None
BS210 – Small Business Management	3	BS120, BS160
BS240 – Entrepreneurship	3	None
BS260 – eCommerce	3	BS120, BS160
CS101 – Computer Applications Vista/Office® 2007 or CS102 – Computer Applications Windows 8/Office 2013	3	None
EN101 – English Composition 101* or EN110 – Business Communications*	3	None CS101/102
GE102 – Online Success Strategies*	1	None
GE200 – Career Development Strategies*	2	None
MH101 – Applied Business Math*	3	None
MK120 – Consumer Behavior	3	BS160, PY110
MK160 – Principles of Advertising	3	BS160, MK120
MK200 – Principles of Sales	3	BS160, PY110
MK280 – Strategic Internet Marketing	3	BS160, MK120
PY110 – Workplace Psychology*	3	None

Total non-discounted tuition and technology/shipping charges: \$11,840 tuition + \$389.78 technology/shipping charges = \$12,229.78

Entrepreneurship

Program Objectives

Associate of Applied Science in Entrepreneurship

Entrepreneurs are a special breed. Entrepreneurs have a drive to create something new—a business they can call their own. They enjoy the challenge of tackling all of the aspects.

Have you ever dreamed of being your own boss and owning your own business? Do you have an idea for a profitable product or service? How would you get started? What do you need to know?

Entrepreneurship focuses on starting new businesses or revitalizing old ones and taking advantage of market opportunities. Entrepreneurs supervise every aspect of their business, from the vision that guides every enterprise to the nuts and bolts of managing day-to-day operations. You will develop skills in writing, math, marketing, information utilization, accounting, finance, and most important of all, people management.

Is the high-stakes world of entrepreneurial ventures your passion? Then McKinley's Entrepreneurship Program may be right for you! The McKinley program is designed to give you the personal and professional skills needed to start your own business.

When you complete the program, you will be trained to:

- A. Apply basic math skills to accounting and financial tasks.
- B. Display an understanding of basic computer applications.
- C. Communicate effectively in a business environment.
- D. Explain how the principles of marketing guide commerce.
- E. Link the four principles of management to long-term commercial success.
- F. Apply the fundamentals of accounting in an entrepreneurial environment.
- G. Apply the ten basic principles of finance to the small business field.
- H. Apply managerial accounting principles to product and service costing.
- I. Apply effective sales techniques and customer service strategies to the marketplace.

REQUIRED COURSES FOR ENTREPRENEURSHIP—19 Hours General Education (denoted by *), 45 Hours Core Courses

Course (proctored courses highlighted in gray)	Semester Hours 64 total hours	Prerequisites (GE102 is a prerequisite for all courses)
AC101 – Introduction to Accounting I	3	MH101
AC201 – Introduction to Accounting II	3	AC101, MH101
AC240 – Finance	3	AC101, MH101
BS100 – Business Fundamentals	3	None
BS120 – Introduction to Management	3	None
BS140 – The Economics of Business*	4	None
BS150 – Human Resources Management	3	None
BS160 – Marketing Principles	3	None
BS170 – Presentation Skills*	3	CS101/102, EN110
BS200 – Business Law and Ethics	3	None
BS210 – Small Business Management	3	BS120, BS160
BS240 – Entrepreneurship	3	None
BS260 – eCommerce	3	BS120, BS160
CS101 – Computer Applications Vista/Office® 2007 or CS102 – Computer Applications Windows 8/Office 2013	3	None
EN101 – English Composition 101* or EN110 – Business Communications*	3	None CS101/102
GE102 – Online Success Strategies*	1	None
GE200 – Career Development Strategies*	2	None
MH101 – Applied Business Math*	3	None
MK120 – Consumer Behavior	3	BS160, PY110
MK160 – Principles of Advertising	3	BS160, MK120
MK200 – Principles of Sales	3	BS160, PY110
PY110 – Workplace Psychology*	3	None

Total non-discounted tuition and technology/shipping charges: \$11,840 tuition + \$389.78 technology/shipping charges = \$12,229.78

Fashion Merchandising

Program Objectives

Associate of Applied Science in Fashion Merchandising

Fashion Merchandising graduates are prepared for a wide range of possible jobs in a variety of settings, ranging from business offices, wholesale and retail warehouses and stores, to fashion studios and even hotels for those jobs that require frequent U.S. or even international travel.

Are you passionate about fashion? Do you love being on the cutting edge of new trends? McKinley can help you turn your interest in fashion into a career. You might be a purchaser on the business side of the fashion industry. Or you may tap into your creative side and work in fashion design. Each of your courses at this online fashion merchandising school will explore a different topic in depth. Your skills will be in high demand with this online fashion design training, and a degree will give you a competitive edge.

When you complete the program, you will be trained to:

- A. Apply technical and practical skills specific to the fashion industry.
- B. Apply knowledge of textiles used in the apparel industry.
- C. Evaluate principles and procedures in order to determine what assortments to buy and which resources to select.
- D. Apply visual merchandising techniques and strategies.
- E. Apply knowledge to the product development cycle.
- F. Analyze market research to plan publicity events, develop promotional strategies and create effective advertising campaigns.
- G. Examine branding and the strategies brands acquire and sustain value in the marketplace.
- H. Examine the sourcing, buying and management of merchandise within the fashion retailing industry, with a focus on manufacturing and distribution processes.
- I. Manage merchandising operations in the fashion industry.
- J. Apply methods to sketch fashion figures and explore design development.

REQUIRED COURSES FOR FASHION MERCHANDISING—19 Hours General Education (denoted by *), 48 Hours Core Courses

Course (proctored courses highlighted in gray)	Semester Hours 67 total hours	Prerequisites (GE102 is a prerequisite for all courses)
BS140 – The Economics of Business*	4	None
BS170 – Presentation Skills*	3	CS101/102, EN110
BS160 – Marketing Principles	3	None
CS101 – Computer Applications Vista/Office® 2007 or CS102 – Computer Applications Windows 8/Office 2013	3	None
EN101 – English Composition 101* or EN110 – Business Communications*	3	None CS101/102
FM101 – Introduction to the Fashion Industry	3	None
FM120 – Fashion History	3	None
FM200 – Fashion Textiles	3	None
FM210 – Design Development	2	FM101, FM200
FM230 – Visual Merchandising	3	FM101
FM240 – Apparel Product Development	3	BS160, FM101, MK120
FM250 – Fashion Design	3	FM101, FM200, FM210
FM260 – Retail and Global Buying	3	BS160, FM101, MK120, MK220, MK240
FM270 – Fashion Advertising and Promotion	3	BS160, FM101, FM230, MK120, MK220
FM280 – Sustainable Design	2	BS160, FM101, FM200, FM240, MK120
FM290 – Brand Management	3	BS120, BS160, FM101, FM230, FM260, MK120, MK220, MK240
FM299 – Fashion Merchandising Practicum	2	All Fashion Merchandising Program courses
GE102 – Online Success Strategies*	1	None
GE200 – Career Development Strategies*	2	None
MH101 – Applied Business Math*	3	None
MK120 – Consumer Behavior	3	BS160, PY110
MK220 – Retail Management	3	BS160, MK120
MK240 – Merchandise Planning and Control	3	BS160, MK120, MK220
PY110 – Workplace Psychology*	3	None

Total non-discounted tuition and technology/shipping charges: \$12,395 tuition + \$416.76 technology/shipping charges = \$12,811.76

Financial Services Management

Program Objectives

Associate of Applied Science in Financial Services Management

Do you like money? Not just spending it, but knowing all about how money is handled, loaned or invested? Does the world of high finance fire your imagination?

Financial services focus on how people and companies manage money, including investments, loans, fund-raising and collections. Financial managers supervise cash flow, tax payments and regulatory requirements. They provide company managers with reports that become the basis for critical strategic decisions. The AAS in Financial Services Management provides a foundation in the necessary skills and practices of financial management professionals. You will develop skills in writing, math, information utilization and accounting, as well as basic finance and financial services.

Is the fast-paced world of high finance your passion? Then McKinley's Financial Services Management Program may be right for you! The McKinley program is designed to give you the personal and professional skills needed to secure an entry-level position in the investment, insurance, banking and real estate industries.

When you complete the program, you will be trained to:

- A. Apply basic math skills to accounting and financial tasks.
- B. Display an understanding of basic computer applications.
- C. Communicate effectively in a business environment.
- D. Link the four principles of management to long-term commercial success.
- E. Apply the fundamentals of accounting to sole proprietorships, partnerships and corporations.
- F. Demonstrate an understanding of personal tax law and procedures.
- G. Compare and contrast commerce within both microeconomic and macroeconomic contexts.
- H. Apply the ten basic principles of finance to personal and commercial decisions.
- I. Apply managerial accounting principles to product costing.
- J. Discuss the ethical implications of providing financial services.
- K. Evaluate risk exposures and explain the impact for both individuals and businesses.
- L. Apply the basic principles of sound banking practices.
- M. Analyze and apply success strategies for investing in the stock and bond markets.
- N. Apply the fundamentals of financial services to your personal finances.

REQUIRED COURSES FOR FINANCIAL SERVICES MGMT–19 Hours General Education (denoted by *), 43 Hours Core Courses

Course (proctored courses highlighted in gray)	Semester Hours 62 total hours	Prerequisites (GE102 is a prerequisite for all courses)
AC101 – Introduction to Accounting I	3	MH101
AC201 – Introduction to Accounting II	3	MH101, AC101
AC210 – Managerial Accounting	3	MH101, AC101, AC201
AC240 – Finance	3	MH101, AC101
AC280 – Tax Preparation	4	MH101, AC101, AC201
BS100 – Business Fundamentals	3	None
BS120 – Introduction to Management	3	None
BS140 – The Economics of Business*	4	None
BS170 – Presentation Skills*	3	CS101/102, EN110
BS200 – Business Law and Ethics	3	None
CS101 – Computer Applications Vista/Office® 2007 or CS102 – Computer Applications Windows 8/Office 2013	3	None
EN101 – English Composition 101* or EN110 – Business Communications*	3	None CS101/102
FS200 – Introduction to Financial Services	3	BS140, MH101
FS201 – Fundamentals of Risk Management and Insurance	3	BS140, FS200, MH101
FS210 – Principles of Banking	3	AC101, AC240, BS140, FS200, MH101
FS220 – Investment Strategies	3	AC101, AC240, BS140, FS200, MH101
FS230 – Personal Finance	3	AC101, AC240, BS140, FS200, FS220, MH101
GE102 – Online Success Strategies*	1	None
GE200 – Career Development Strategies*	2	None
MH101 – Applied Business Math*	3	None
PY110 – Workplace Psychology*	3	None

Total non-discounted tuition and technology/shipping charges: \$11,470.00 tuition + \$374.79 technology/shipping charges = \$11,844.79

Health Information Technology

Program Objectives

Associate of Applied Science in Health Information Technology

*Did you know the U.S. Bureau of Labor Statistics claims that employment in the healthcare industry is expected to grow much faster than average for all industries through 2020?**

The Health Information Technology (HIT) field encompasses many careers. Maybe you are interested in the job responsibilities of health information technicians and look forward to using computers in the workplace. Do you want to interact with patients? Then your goal may be to work as a medical office administrator. Perhaps you are curious about the profession of health information supervisor because you want to be a part of the healthcare team that includes doctors, nurses and other healthcare professionals. Or you might even want to work from your own home, setting your own hours. If so, you may want a career as a medical biller or a medical coding specialist, working with insurance claims and forms.

HIT graduates are prepared to work in a variety of healthcare industries, including outpatient and physician clinics, hospital medical records departments, state health departments, long-term care facilities, insurance agencies, managed care organizations and private industry.

*Source: U.S. Bureau of Labor Statistics, http://www.bls.gov/ep_table_104.htm, 9/28/12

When you complete the program, you will be trained to:

- A. Demonstrate the technical and ethical skills necessary to obtain entry-level employment in the health information management industry.
- B. Apply medical records, billing and insurance reimbursement, coding, and medical office principles, procedures and practices.
- C. Apply the anatomy, physiology, pathology and pharmacology knowledge necessary to work in the health information field.
- D. Manage insurance billing and reimbursement processes.
- E. Apply diagnostic and procedural codes to medical records.
- F. Demonstrate awareness of legal and ethical issues in the healthcare industry.
- G. Use health information technology to gather and analyze health data.

REQUIRED COURSES FOR HEALTH INFORMATION TECH—19 Hours General Education (denoted by *), 44 Hours Core Courses

Course (proctored courses highlighted in gray)	Semester Hours 63 total hours	Prerequisites (GE102 is a prerequisite for all courses)
CS101 – Computer Applications Vista/Office® 2007 or CS102 – Computer Applications Windows 8/Office 2013	3	None
EN101 – English Composition 101* or EN110 – Business Communications*	3	None CS101/102
GE102 – Online Success Strategies*	1	None
GE200 – Career Development Strategies*	2	None
HM101 – Introduction to Health Information Technology	3	None
HM125 – Billing for Reimbursement	3	HM101
HM140 – Medical Terminology	3	None
HM160 – Medical Office and Records Management	3	None
HM165 – Electronic Health Records	1	CS101/102, HM101, HM160
HM200 – Pharmacology	3	HM140, SC150, SC155, SC160
HM210 – Health Statistics and Data Analysis	3	CS101/102, MH101
HM230 – Health Information Management Systems	3	CS101/102, HM101, HM160, HM165
HM245 – Diagnostic Coding	3	HM140, SC150, SC155, SC160
HM250 – Health Information Technology	3	None
HM265 – Inpatient Procedural Coding	3	HM140, HM200, SC150, SC155, SC160
HM270 – Procedural Coding	3	HM140, SC150, SC155, SC160
HM285 – Advanced Coding and Billing for the ICD-10 User	2	HM120, HM140, HM200, HM245, HM265, HM270, SC150, SC155, SC160
HM290 – Law and Ethics for the Healthcare Professional	3	None
HM295 – HIT Practicum for the ICD-10 User	2	All other courses in program
MH101 – Applied Business Math*	3	None
PY110 – Workplace Psychology*	3	None
SC150 – Anatomy and Physiology I*	1	None
SC155 – Anatomy and Physiology II*	3	SC150
SC160 – Disease Processes*	3	HM140, SC150, SC155

Total non-discounted tuition and technology/shipping charges: \$11,655.00 tuition + \$404.76 technology/shipping charges = \$12,059.76

Human Resources

Program Objectives

Associate of Applied Science in Human Resources

A Human Resources Department is crucial to nearly every business. A degree in Human Resources provides you with the opportunity to work in almost any type of industry that you choose! Study employee recruitment, training and benefits, providing you with a solid base in human resources.

Do you excel in a fast-paced, ever-changing work environment? One of the best things about the human resources field is that everyday brings a different challenge. After all, this profession encompasses everything from accounting and payroll to employee development and management.

With McKinley's Human Resources program, you'll gain a foundation in business management. In addition, you'll take courses in employee benefits and training, occupational safety and health, and labor relations. You'll be ready to take on any human resources project that comes your way!

Program Objective: The AAS in Human Resources trains students in the procedures, policies, practices and laws found in modern and evolving human resource departments. Students will develop personal, professional and human relations skills, as well as gain the skills needed to maintain an organization's personnel records, assist with advertising position openings, and perform effective hiring, training and termination processes.

When you complete the program, you will be trained to:

- A. Explore the foundations and different aspects of the human resources profession.
- B. Apply management principles on a company, department and personal level.
- C. Evaluate staffing needs.
- D. Develop appraisal systems, measurement tools and training and development functions for an organization.
- E. Attract target markets for product, pricing, distribution and promotional decisions.
- F. Utilize effective recruiting and hiring practices.
- G. Summarize the basics of employee benefit terminology, federally mandated programs, retirement programs and health insurance benefits.
- H. Apply effective communication skills through public speaking and written communication.
- I. Develop, design and implement effective orientation programs, corporate training and continuing development programs.
- J. Explore organizational responsibility for employee safety and related OSHA standards.
- K. Correctly use career development strategies.
- L. Maintain and interpret payroll records.
- M. Explain laws that affect business operations.
- N. Assess the history and current role of labor unions, workers' compensation and employee rights.
- O. Illustrate human resources industry trends and evolving technology.
- P. Apply the skills gained in the program to a real-world practicum.

REQUIRED COURSES FOR HUMAN RESOURCES—19 Hours General Education (denoted by *), 46 Hours Core Courses

Course (proctored courses highlighted in gray)	Semester Hours 65 total hours	Prerequisites (GE102 is a prerequisite for all courses)
AC101 – Introduction to Accounting I	3	MH101
AC260 – Payroll Preparation	3	AC101, CS101/102, MH01
BS100 – Business Fundamentals	3	None
BS120 – Introduction to Management	3	None
BS140 – The Economics of Business*	4	None
BS150 – Human Resources Management	3	None
BS170 – Presentation Skills*	3	CS101/102, EN110
BS200 – Business Law and Ethics	3	None
CS101 – Computer Applications Vista/Office® 2007 or CS102 – Computer Applications Windows 8/Office 2013	3	None
EN101 – English Composition 101* or EN110 – Business Communications*	3	None CS101/102
GE102 – Online Success Strategies*	1	None
GE200 – Career Development Strategies*	2	None
HR140 – Principles of Employment	3	BS150
HR200 – Recruitment and Staffing	3	BS150, HR140
HR220 – Employee Benefits Administration	3	None
HR230 – Organizational Behavior	3	BS120, PY110
HR240 – Employee Training and Development	3	BS120, BS150, HR140
HR250 – Occupational Safety and Health	3	BS150, HR140
HR270 – Labor Relations	3	BS150, BS200
HR290 – Strategic Issues in Human Resources	2	BS120, BS150, CS101/102, EN110, HR140, HR200, HR220, HR230, HR240
HR299 – Human Resources Management Practicum	2	All Human Resources Program courses
MH101 – Applied Business Math*	3	None
PY110 – Workplace Psychology*	3	None

Total non-discounted tuition and technology/shipping charges: \$12,025 tuition + \$401.77 technology/shipping charges = \$12,426.77

Marketing

Program Objectives

Associate of Applied Science in Marketing

Most companies realize the importance of sound marketing principles because today's consumers have more options than ever before. With a degree in Marketing you'll fill a void in the job market. This program provides the knowledge and skills to work in advertising, sales, merchandising or market research!

Are you a "people person"? How about a problem-solver? Do you catch yourself examining advertisements and thinking about how you could improve them? Does the idea of performing, analyzing and applying market research appeal to you? If you answered "yes" to these questions, then McKinley's Marketing program is right for you!

This program provides a foundation in business management. Add to that courses on advertising, sales and retail management, marketing strategy and merchandising, and you'll be prepared for whatever marketing or business career path that you choose!

Graduates of the AAS in Marketing Program will have the technical and interpersonal skills to obtain entry-level marketing positions in fields such as advertising, promotions, public relations, sales and management.

When you complete the program, you will be trained to:

- A. Analyze the marketplace and its customers, environmental factors, management resources and organizational goals.
- B. Apply computer competencies required in the field.
- C. Effectively communicate, both verbally and in writing, to supervisors, co-worker and specific audiences.
- D. Apply effective sales techniques and customer service.
- E. Assess rights and obligations as consumers and as business managers in the buying and selling process.
- F. Exhibit competent business ethics and professionalism.
- G. Perform mathematical calculations.
- H. Analyze financial statements.
- I. Solve problems and think critically.
- J. Implement marketing research strategies.
- K. Analyze marketing research/data to implement sound marketing and sales strategy decisions.

REQUIRED COURSES FOR MARKETING—19 Hours General Education (denoted by *), 47 Hours Core Courses

Course (proctored courses highlighted in gray)	Semester Hours 66 total hours	Prerequisites (GE102 is a prerequisite for all courses)
AC101 – Introduction to Accounting I	3	MH101
BS100 – Business Fundamentals	3	None
BS120 – Introduction to Management	3	None
BS140 – The Economics of Business	4	None
BS160 – Marketing Principles	3	None
BS170 – Presentation Skills*	3	CS101/102, EN110
BS200 – Business Law and Ethics	3	None
CS101 – Computer Applications Vista/Office® 2007 or CS102 – Computer Applications Windows 8/Office 2013	3	None
EN101 – English Composition 101 or EN110 – Business Communications	3	None CS101/102
EN220 – Technical Writing	3	CS101/102, EN110
GE102 – Online Success Strategies	1	None
GE200 – Career Development Strategies	2	None
MH101 – Applied Business Math	3	None
MK120 – Consumer Behavior	3	BS160, PY110
MK160 – Principles of Advertising	3	BS160, MK120
MK200 – Principles of Sales	3	BS160
MK210 – Marketing Strategy	3	BS160, MK120
MK220 – Retail Management	3	BS160, MK120
MK240 – Merchandise Planning and Control	3	BS160, MK120, MK220
MK260 – Marketing Research	3	BS120, BS160, CS101/102, EN110, MH101, MK120, MK160, MK200, MK210, MK220, MK240
MK280 – Strategic Internet Marketing	3	BS160, MK120
MK299 – Marketing Practicum	2	All Marketing Program courses
PY110 – Workplace Psychology	3	None

Total non-discounted tuition and technology/shipping charges: \$12,210.00 tuition + \$404.77 technology/shipping charges = \$12,614.77

Medical Specialties

Program Objectives

Associate of Applied Science in Medical Specialties

The field of healthcare is booming, and professionals from medical assistants to medical coders are in demand! With a degree in Medical Specialties, you'll be prepared for a variety of careers in healthcare.

Is your goal to work as a medical assistant or patient care technician? Perhaps you are curious about the profession of medical office manager because you want to be a part of the team that includes doctors, nurses and other healthcare professionals. Or you might even want to work from your own home, setting your own hours. If so, you may want a career as a medical biller or medical coding specialist.

The AAS in Medical Specialties provides a basis in a number of areas of healthcare, including patient care, pharmacy technology, medical office management, medical assisting, medical coding and medical billing. You'll use Virtual Labs to be trained in patient care techniques, laboratory techniques and medical assisting clinical skills. As a graduate of the program, you will be prepared to work in a variety of healthcare industries.

When you complete the program, you will be trained to:

- A. Demonstrate the technical and ethical skills necessary to obtain entry-level employment in a variety of healthcare fields.
- B. Apply medical records, billing and insurance reimbursement, coding, and medical office principles, procedures and practices.
- C. Apply anatomy, physiology, pathology and pharmacology knowledge necessary to work in healthcare fields, including medical assisting, pharmacy technology, patient care, medical coding, medical billing and medical transcription.
- D. Manage insurance billing and reimbursement processes.
- E. Apply diagnostic and procedure codes to medical records.
- F. Demonstrate awareness of legal and ethical issues in the healthcare industry.
- G. Assist licensed pharmacists in providing medication and other healthcare products to patients.
- H. Effectively receive prescriptions from doctors and hospitals, prepare prescriptions for patients and verify insurance and prescription information.
- I. Use Virtual Labs to experience many clinical procedures, including checking vital signs, administering medications, drawing blood, sterilizing equipment and assisting with minor surgical procedures.
- J. Use Virtual Labs to interact with real-world scenarios to assess and evaluate how to handle specific patient-care and medical-assistant situations.

REQUIRED COURSES FOR MEDICAL SPECIALTIES—19 Hours General Education (denoted by *), 44 Hours Core Courses

Course (proctored courses highlighted in gray)	Semester Hours 63 total hours	Prerequisites (GE102 is a prerequisite for all courses)
CS101 – Computer Applications Vista/Office® 2007 or CS102 – Computer Applications Windows 8/Office 2013	3	None
EN101 – English Composition 101* or EN110 – Business Communications*	3	None CS101/102
GE102 – Online Success Strategies*	1	None
GE200 – Career Development Strategies*	2	None
HM101 – Introduction to Health Information Technology	3	None
HM110 – Introduction to Patient Care	2	None
HM125 – Billing for Reimbursement	3	HM101
HM140 – Medical Terminology	3	None
HM160 – Medical Office and Records Management	3	None
HM165 – Electronic Health Records	1	CS101/102, HM101, HM160
HM200 – Pharmacology	3	HM140, SC150, SC155, SC160
HM205 – Laboratory Techniques	3	HM140, SC150, SC155, SC160
HM215 – Clinical Skills	3	HM140, HM205, SC150, SC155, SC160
HM225 – Pharmacy Technology	2	HM140, HM200, MH101 SC150, SC155, SC160
HM245 – Diagnostic Coding	3	HM140, SC150, SC155, SC160
HM265 – Inpatient Procedural Coding	3	HM140, HM200, SC150, SC155, SC160
HM270 – Procedural Coding	3	HM140, SC150, SC155, SC160
HM285 – Advanced Coding and Billing for the ICD-10 User	2	HM125, HM140, HM200, HM245, HM265, HM270, SC150, SC155, SC160
HM290 – Law and Ethics for the Healthcare Professional	3	None
MH101 – Applied Business Math*	3	None
PY110 – Workplace Psychology*	3	None
SC150 – Anatomy and Physiology I*	1	None
SC155 – Anatomy and Physiology II*	3	SC150
SC160 – Pathology and Disease Processes*	3	HM140, SC150, SC155

Total non-discounted tuition and technology/shipping charges: \$11,470.00 tuition + \$401.76 technology/shipping charges = \$11,871.76

Social Work

Program Objectives

Associate of Applied Science in Social Work

When problems in human relationships arise, do you ask, "How can I help?" Do you believe that all people are important and that you can do something to enrich the lives of others and improve their social functioning?

The role of the Social Work Professional is complex and intertwined with the relationship of the individual and society. In addition, the role encompasses striving to enhance the social welfare of all people. A Social Work Professional needs a wide body of knowledge to effectively help people, as well as the ability to deal with complex issues and situations to navigate the best possible outcome for the individuals involved.

Social work is not for the weak of heart, and it takes a committed, compassionate and cooperative person to take on the challenges that Social Work Professionals face. However, these characteristics are also what make the profession so rewarding, exciting and important.

If helping people is your passion, then McKinley College's Social Work Program may be right for you! The program is designed to give you the personal and professional skills needed to secure an entry-level position in the social work industry.

When you complete the program, you will be trained to:

- A. Demonstrate key social work skills.
- B. Assess important policies that affect the social work profession.
- C. Effectively communicate, both verbally and in writing, to supervisors, co-workers and clients in the social work context.
- D. Apply critical thinking skills to address problems in social work settings.
- E. Exhibit culturally competent business ethics, confidentiality and professionalism.
- F. Research and evaluate behavior and apply behavior modification techniques in social work scenarios.
- G. Respect diversity regardless of race, sexual orientation, disability, age, gender, ethnicity or class.
- H. Apply social work skills gained in the program to a real-world practicum.

REQUIRED COURSES FOR SOCIAL WORK—35 Hours General Education (denoted by *), 26 Hours Core Courses

Course (proctored courses highlighted in gray)	Semester Hours 61 total hours	Prerequisites (GE102 is a prerequisite for all courses)
BS140 - The Economics of Business*	4	None
BS215 - Business Statistics*	3	MH101
CS101 - Computer Applications Vista/Office® 2007 or CS102 - Computer Applications Windows 8/Office 2013	3	None
EN101 - English Composition 101* or EN110 - Business Communications*	3	None CS101/102
EN200 - Interpersonal Communication*	3	CS101/102, EN110
GE102 - Success Strategies*	1	None
GE200 - Career Development Strategies*	2	None
MH101 - Applied Business Math*	3	None
PY120 - General Psychology*	3	None
PY140 - Abnormal Psychology*	3	None
PY240 - Introduction to Addiction	3	PY120, SC130, SC150, SC155
PY260 - Child and Adult Problems	3	CS101/102, EN110, EN200, PY120, PY140, SO101, SW101
PY270 - Group Dynamics and Counseling	3	CS101/102, EN110, EN200, PY120, PY140
PY280 - Behavior Modification	3	CS101/102, EN110, EN200, PY120, PY140, PY260, SO101, SW101
SC150 - Anatomy and Physiology I*	1	None
SC155 - Anatomy and Physiology II*	3	SC150
SO101 - Principles of Sociology*	3	None
SO140 - Social Problems*	3	SO101, SW101
SO200 - Social Welfare	3	SO101, SW101
SO250 - Multicultural Issues	3	SO101, SW101
SW101 - Introduction to Social Work	3	None
SW299 - Social Work Practicum	2	All Social Work Program courses

Total non-discounted tuition and technology/shipping charges: \$11,285.00 tuition + \$380.78 technology/shipping charges = \$11,665.78

Faculty & Advisory Board



Faculty

Our faculty consists of part-time specialists in the field(s) they teach.

<u>Name and Degrees/Professional Certifications</u>	<u>Area of Specialty</u>
Adams, Michael MBA, MS in Information Systems, Strayer University BA Fine Arts, University of Pittsburg, University of Phoenix	Business
Ashraf, Shazia MS in Administration, California State University BS in Business Administration, Walden University rHealth Information Technology CPC	Business, Health Information Technology, Medical Specialties
Banks-Golub, Betsy BSN, Lake Forest College	Medical Specialties
Bateh, Justin PhD, Business Administration, Walden University MBA, Nova Southeastern University BBA, University of North Florida	Business
Bear, Jill MSW, Colorado State University BSW, Colorado State University	Social Work
Berninghausen, Carolyn MBA, Kent State University BA in Psychology, Kent State University	Business
Blomberg, Brenda BA Liberal Arts, Colorado State University CPC	Health Information Technology, Medical Specialties
Boloorian, Ali MS in Economics and Finance, University of California BA in Economics, University of California BA in Math, University of California	Finance, Math
Bridges, Scott MA in Human Resources Management and Development, Webster University BA in Human Resources Management, Oakland City University	Human Resources
Byrd, Kimberly PhD candidate for Accounting, Northcentral University Masters of Accountancy, Auburn University BS in Accounting, Nicholls State University CPA	Accounting
Chatelain, Amber EdD candidate for Educational Leadership, Argosy University MS in Interior, Merchandising and Textiles, University of Kentucky BS in Merchandising, Apparel and Textiles, University of Kentucky	Fashion

<u>Name and Degrees/Professional Certifications</u>	<u>Area of Specialty</u>
Davis, Michelle PhD Holistic Health Science and Nutrition, Madison University MS as Physician Assistant, University of Nebraska BS as Physician Assistant, University of Nebraska Medical Assistant/Surgical Technologist certificate, Academy of Health Sciences	Anatomy and Physiology, Medical Specialties
Green, LaTaunia PhD candidate for Business Administration, Northcentral University MBA, Keller Graduate School of Management BS in Accounting, University of Illinois	Business and Accounting
Hall, Lisa MA in Education, Trident University BS in Health Science and Health Education, TUI University Medical Assistant certificate, Dearbor5n Adult Education Training Center	Health Information Technology, Medical Specialties
Harper, Ashley MS in Accounting, Louisiana State University BS in Accounting Southeastern Louisiana University	Accounting
Jones, Heather MS in Healthcare Administration, University of Phoenix BS in Health Information Technology, Arkansas Tech University	Health Information Technology, Medical Specialties
Lamer, Maryann PhD in Education, Oklahoma State University MA in Journalism, University of Oklahoma MBA in Marketing, Southern Nazarene University	Marketing
LeCain, Frances MBA Finance, Indiana University BA in History/Anthropology, Indiana University	Finance
Lukic, Eryn MBA, Cardinal Stritch University BS in Healthcare Administration, University of Wisconsin AS in Health Information Technology, Hutchinson Community College CPC, CMRS, CEDC, CCS-Physician, CPC-Hospital, CPC-Instructor	Business, Health Information Technology, Medical Specialties
Madison, Karyn MS Apparel Design, Colorado State University BS Apparel Design, University of Maryland	Fashion
Meoli, Dina MS in Textile, Apparel, Technology and Management, North Carolina State University BS in Textile Development and Marketing, Fashion Institute of Technology	Fashion
Minor, Jason MBA, Argosy University BA in Accounting, Washington State University	Accounting, Business
Monahan, Valerie MBA, Rowan University BS in Accounting, Rutgers University CPA, CFE	Accounting, Business

<u>Name and Degrees/Professional Certifications</u>	<u>Area of Specialty</u>
Mosher, Holly	Fashion
MS in Apparel, Textiles and Merchandising, Eastern Michigan University	
BS in Fashion Merchandising and Marketing, Eastern Michigan University	
Newhouse, Ilisha	Business
PhD in Business Ethics, American College	
MA in Organizational Management, University of Phoenix	
BA in Sociology, Arizona State University	
AA in Administrative Justice, Golden West College	
Nix, Damarie	Health Administration
Juris Doctorate of Law, University of Florida	
MS in Health Administration, Florida Gulf Coast University	
BS in Health Administration, University of North Florida	
Patton, Alyssa	Psychology
MS in Clinical Counseling Psychology, Illinois State University	
BS in Psychology, Illinois State University	
AAS in Liberal Arts, Lincoln Land Community College	
Payne, Dina	Social Work
Certification from State of Illinois in Social Work Type 73	
BS in Social Work, Southern Illinois University Edwardsville	
MA in Social Work, Saint Louis University	
Petrelli, Tammy	Psychology, Social Work
MA in Social Work, Barry University	
BS in Psychology, University of Miami	
Pickell, Bobbi	Science
MS in Physical Education, University of Rhode Island	
BS in Recreation, Lock Haven University	
BS in Health Sciences	
Pinto-Oehme, Pamela	Business, Health Information Technology
MBA, University of Phoenix	
BA, Business Management	
CPC	
Portis, Darrell	Health Information Technology, Science
MA in Public Health, Xavier University of Louisiana	
BS in Biology, Chemistry	
Robin, Allison	Business, Entrepreneurship, General Education
MA in Nonprofit Management, Regis University	
BS in Business Management, Pepperdine University	
Ryan, Deborah	Health Information Technology
MA in Business Administration in Healthcare Management, University of Phoenix	
BA in Education, Elms College	
CPC, CPRC	
Sathe, Pretty	Human Resources
MA in Personnel Management, Symbiosis Institute of Business Management	
BS in Commerce, Danielson Degree College	
Certificate in Human Resources Planning & Development, Colorado State University	

<u>Name and Degrees/Professional Certifications</u>	<u>Area of Specialty</u>
Siegrist, Mary MS in Health Care Administration, Regis University BS in Health Information Management, Regis University	Health Information Technology
Shaps, Phil BA in Communications and Marketing, California State University MBA, Aspen University School of Business DETC	Marketing
Spain, Carla BS in Nursing, Kennesaw State	Health Information Technology, Science
Spencer, Tara MBA, Bellevue University MA in Management, Bellevue University BA in Health Care Administration	Business, Health Information Technology, Science
Szkiba, Julia BA in Fashion Design, American Intercontinental University	Fashion
Townsend, Carolina MA in Accounting, University of Idaho BS in Latin American Studies with a minor in Business, Brigham Young University	Accounting, Business
Townsend, Lisa MA in Psychology, University of the Rockies BA in Human Services Management, University of Phoenix	Psychology, Social Work
VonGarlem, Mary Catherine MA in Healthcare Administration, University of Phoenix BS in Nursing, University of Phoenix AAS in Applied Science in Nursing, New River Community College	Health Information Technology
Weeks, Renee MBA with an emphasis in Human Resource Management, University of Wisconsin Whitewater Resources BS in Business Administration, University of Wisconsin Platteville	Business, Human
Yarbrough, Jillian PhD, Philosophy, Texas A&M University MS in Human Resource Development, Texas A&M University MBA, Texas A&M University BS in Education, Texas Christian University	Accounting, Business, English, Finance, General Education, Human Resources, Math

Advisory Board

Business

Gena Anderson, SPHR

Rebecca Hughes, SPHR, CCP

Sherman Harrison, BA

Scott McCarthy, BA

Fashion Merchandising

Kara Nichols, BA

Janine Chilton-Faust, BA AAS Health Information Technology

Catherine Winfield, BS

Health Information Technology

Stephanie Brammer, RMT

Celeste Tori, CPC

Kelly Brown, BS

Social Work

Dr. Heather A. Schulte, Psy.D., LPC

Jessica Kudlock, MSW

Marc Germain, MSW

Course Schedules



McKinley Colleges offers most courses during nine-week terms. Courses are selected for each term based on overall student need for specific courses to meet prerequisite and degree requirements. Please use the following 2015 term schedule to help you plan your degree path throughout 2016. In addition, academic advisors are available to assist you through your degree planning process.

Certain introductory-level courses are offered as open-enrollment courses so new students do not have to wait for a new term to begin before taking courses. New students should work with the school to schedule these courses. Note: HM260, HM280 and HM299 are only available to students enrolled before 2016 and who have elected to remain on the ICD-9 study track.

McKinley College reserves the right to change this schedule as it deems necessary.

TERM 1—Full Term - January 4 to February 29, 2016

Course Offerings:

AC101	BS170	EN200	FS210	HM210	HR200	PY140
AC201	BS200	FM101	FS230	HM245	HR220	PY240
AC240	BS210	FM120	GE102	HM250	HR240	PY280
AC260	BS215	FM200	GE200	HM265	HR299	SC150
AC280	BS240	FM230	HM101	HM270	MH101	SC155
AC299	BS270	FM240	HM110	HM280	MK120	SC160
BS100	BS299	FM250	HM125	HM285	MK220	SO101
BS120	CS101	FM260	HM140	HM290	MK260	SO140
BS140	CS102	FM290	HM160	HM295	MK299	SO250
BS150	EN101	FM299	HM165	HM299	PY110	SW101
BS160	EN110	FS200	HM205	HR140	PY120	SW299

Mini Term - January 29 to February 25, 2016

Course Offerings:

BS100	EN110	HM101	HM165	PY110	SC150	SW101
EN101	FM101	HM110	MH101			

TERM 2—Full Term - March 2 to April 27, 2016*

Course Offerings:

AC101	BS160	FM101	HM110	HM265	MK160	PY270
AC201	BS200	FM120	HM125	HM295	MK200	SC130
AC210	BS260	FM210	HM140	HM299	MK210	SC150
AC220	BS299	FM270	HM160	HR230	MK240	SC155
AC299	CS101	FM280	HM165	HR270	MK280	SC160
BS100	CS102	FM299	HM200	HR290	MK299	SO101
BS120	EN101	FS201	HM215	HR299	PY110	SO200
BS140	EN110	GE102	HM230	MH101	PY140	SW101
BS150	EN220	HM101	HM260	MK120	PY260	SW299

Mini Term - March 28 to April 24, 2016*

Course Offerings:

BS100	EN110	HM101	HM165	PY110	SC150	SW101
EN101	FM101	HM110	MH101			

*No school March 27, 2016

TERM 3—Full Term - April 30 to June 24, 2016

Course Offerings:

AC101	BS160	EN200	HM101	HM270	MH101	SC150
AC201	BS200	FM101	HM110	HM280	MK120	SC155
AC240	BS240	FM120	HM125	HM285	MK220	SC160
AC299	BS299	FM200	HM140	HM290	MK299	SO101
BS100	CS101	FM260	HM165	HM295	PY110	SO250
BS120	CS102	FM299	HM200	HM299	PY110	SW101
BS140	EN101	GE102	HM210	HR140	PY120	SW299
BS150	EN110	GE200	HM265	HR299	PY280	

Mini Term - May 25 to June 21, 2016

Course Offerings:

BS100	EN110	HM101	HM165	PY110	SC150	SW101
EN101	FM101	HM110	MH101			

TERM 4—Full Term - June 27 to August 22, 2016*

Course Offerings:

AC101	BS170	EN200	HM101	HM250	MH101	SC155
AC201	BS200	FM101	HM110	HM260	MK120	SC160
AC240	BS210	FM120	HM125	HM265	MK260	SO101
AC260	BS215	FM200	HM140	HM270	MK280	SO140
AC280	BS240	FM230	HM145	HM285	MK299	SW101
AC299	BS270	FM240	HM160	HM290	PY110	SW299
BS100	BS299	FM250	HM165	HM295	PY120	
BS120	CS101	FM299	HM205	HM299	PY240	
BS140	CS102	FS210	HM210	HR240	PY260	
BS150	EN101	GE102	HM225	HR270	PY270	
BS160	EN110	GE200	HM245	HR299	SC150	

Mini Term - July 22 to August 18, 2016*

Course Offerings:

BS100	EN110	HM101	HM165	PY110	SC150	SW101
EN101	FM101	HM110	MH101			

*No school July 4, 2016

TERM 5—Full Term - August 25 to October 19, 2016

Course Offerings:

AC101	BS200	FM210	HM160	HM295	MK220	SO101
AC201	BS260	FM270	HM165	HM299	MK240	SO200
AC210	BS299	FM280	HM200	HR140	MK299	SW101
AC220	CS101	FM299	HM215	HR230	PY110	SW299
AC299	CS102	FS220	HM230	HR250	PY140	
BS100	EN101	GE102	HM250	HR290	PY280	
BS120	EN110	HM101	HM265	HR299	SC130	
BS140	EN220	HM110	HM270	MH101	SC150	
BS150	FM101	HM125	HM280	MK120	SC155	
BS160	FM120	HM140	HM285	MK210	SC160	

Mini Term - September 19 to October 15, 2016

Course Offerings:

BS100	EN110	HM101	HM165	PY110	SC150	SW101
EN101	FM101	HM110	MH101			

TERM 6—Full Term - October 22 to December 21, 2016*

Course Offerings:

AC101	BS170	EN200	FS210	HM210	HR200	PY140
AC201	BS200	FM101	FS230	HM245	HR220	PY240
AC240	BS210	FM120	GE102	HM250	HR240	PY280
AC260	BS215	FM200	GE200	HM265	HR299	SC150
AC280	BS240	FM230	HM101	HM270	MH101	SC155
AC299	BS270	FM240	HM110	HM280	MK120	SC160
BS100	BS299	FM250	HM125	HM285	MK220	SO101
BS120	CS101	FM260	HM140	HM290	MK260	SO140
BS140	CS102	FM290	HM160	HM295	MK299	SO250
BS150	EN101	FM299	HM165	HM299	PY110	SW101
BS160	EN110	FS200	HM205	HR140	PY120	SW299

Mini Term - November 14 to December 18, 2016*

Course Offerings:

BS100	EN110	HM101	HM165	PY110	SC150	SW101
EN101	FM101	HM110	MH101			

*No school November 23-27, 2016



Course Descriptions



*** Note: GE102 is a prerequisite for all other McKinley courses. To ensure you receive the highest quality associate of applied science degree, your program includes preselected core and general education courses. Electives are not a required part of your program.**

Accounting Courses

AC101 Introduction to Accounting I: 3 credit hours. This first accounting course walks through the accounting cycle from journalizing to closing the books. Apply the basics of bookkeeping and accounting theory. Prerequisites: MH101.

AC201 Introduction to Accounting II: 3 credit hours. This course expands on the principles learned in Introduction to Accounting I. Take a closer look at the accounting cycle, explore subledgers and apply additional accounting techniques. Apply these skills to interpret and create financial statements. Prerequisites: AC101, MH101.

AC210 Managerial Accounting: 3 credit hours. Explore operating statements, balance sheets, cash flow statements and statements of owner's equity. Discover how managers use financial statements and accounting methods to analyze their business. Prerequisites: AC101, AC201, MH101.

AC220 Computerized Accounting: 3 credit hours. Learn how accountants use software to solve accounting problems and analyze financial data. Apply accounting knowledge and skills using software. Prerequisites: AC101, AC201, CS101/102, MH101.

AC240 Finance: 3 credit hours. Explore how external users—such as bankers and investors—utilize accounting information. Discover the ins and outs of financial markets, investing and financing decisions. Prerequisites: AC101, MH101.

AC260 Payroll Processing: 3 credit hours. Learn how to maintain and interpret payroll records, calculate and process payroll, report wages and tax withholdings, figure the employer's federal tax return and much more. Apply these skills by completing comprehensive payroll simulations. Prerequisites: AC101, CS101/102, MH101.

AC280 Tax Preparation: 4 credit hours. Learn how to gather tax information, prepare federal tax forms and find relevant information to complete state tax forms. Discover how sales, use and property taxes affect individuals' and businesses' financial health. Gain a foundation of federal taxation as it relates to individuals. Learn gross income, deductions and credits, sales and other disposition of property, capital gains, losses and timing. Includes tax planning, compliance and reporting. Personal tax burden minimization and preparation of personal tax returns will be emphasized. Learn the ins and outs of individual and corporate tax preparation in this comprehensive, hands-on course that covers everything from retirement plans to capital gains and losses. Prerequisites: AC101, AC201, MH101.

AC299 Accounting Practicum: 2 credit hours. Step into a real-world scenario as a junior accountant, and apply business and accounting skills. Prerequisites: All courses in Accounting Program. Other: Transfer credit not accepted.

Business Courses

BS100 Business Fundamentals: 3 credit hours. Explore the exciting world of business, and discover the basics of management, human resources, marketing, finance, e-commerce and entrepreneurship. Discover how technology and globalization are changing the future of business. Prerequisites: None. Other: Transfer credit not accepted.

BS120 Introduction to Management: 3 credit hours. Discover the four principles of management: planning, organizing, controlling and leading. Apply these principles to plan for success on a company, department and personal level. Prerequisites: None.

BS140 The Economics of Business: 4 credit hours. This course introduces microeconomic and macroeconomic theory. Learn how money and financial systems affect households, businesses and governments. Apply the economic ideas of supply and demand, elasticity, markets, interest and more to everyday life and the business world. Prerequisites: None.

BS150 Human Resources Management: 3 credit hours. Human Resources Management ramps up workplace psychology knowledge. Learn how managers find, hire, train and manage employees. Discover methods for motivating and leading employees. Prerequisites: None. Other: Proctored exam, transfer credit not accepted.

BS160 Marketing Principles: 3 credit hours. Conduct customer and competitor analysis. Discover how to attract target markets for product, pricing, distribution and promotional decisions. Prerequisite: None.

BS170 Presentation Skills: 3 credit hours. Research, organize, and present factual communication. Apply effective communication skills through public speaking. Discover how to concisely deliver the intended message and ensure the message is clearly received. Prerequisites: CS101/102, EN110.

BS200 Business Law and Ethics: 3 credit hours. Study laws that affect business operations. Learn how business ethics and social responsibility shape the business environment. Gain an overview of the U.S. legal system. Prerequisites: None.

BS210 Small Business Management: 3 credit hours. Explore the life of a small business owner. Synthesize your business, accounting, marketing and human resources knowledge and apply your skill to real-world problems and opportunities. Create and refine a business plan. Prerequisites: BS120, BS160.

BS215 Business Statistics: 3 credit hours. Gain an introduction to business statistics and learn methods of collection, organization, presentation, analysis and interpretation of data. Most importantly, learn how to use and present data to make effective business decisions. Discover how to summarize data, measure probability, measure distributions, perform sampling and test hypotheses. Prerequisites: MH101.

BS240 Entrepreneurship: 3 credit hours. Gain insight into the aspects of starting, acquiring and operating a new business. Learn how to avoid common problems that small businesses encounter, then discover strategies to solve such problems. Prerequisites: None. Other: Proctored exam, transfer credit not accepted.

BS260 eCommerce: 3 credit hours. Discover the world of business on the World Wide Web. Explore different e-business models and strategies for engaging in transactions via Web sites. Prerequisites: BS120, BS160.

BS270 Entrepreneurial Financing: 3 credit hours. This course introduces you to the variety of financing options available to entrepreneurs. Discover the pros and cons of each option and learn how to select the financing model that works best for you. Prerequisites: AC101, BS120, BS150, BS160, BS210, BS240, MH101.

BS299 Business Management Practicum: 2 credit hours. Step into a real-world scenario as a manager and apply your business skills. Prerequisites: All courses in Business Management Program. Other: Transfer credit not accepted.

Computer Courses

CS101 Computer Applications in Vista/Office 2007: 3 credit hours. Discover computer fundamentals, including hardware and software concepts, as well as networking and Internet terminology. Apply skills using Microsoft Vista® and Microsoft Office® 2007 applications. Prerequisites: None.

CS102 Computer Applications in Windows8/Office 2013 3 credit hours. Discover computer fundamentals, including hardware and software concepts, as well as networking and Internet terminology. Apply skills using Microsoft Windows 8® and Microsoft Office® 2013 applications. Prerequisites: None. Available Spring II.

English Courses

EN090 Writing Fundamentals: No credit. This self-guided tutorial offers a refresher on grammar and writing skills. EN090 reviews basic grammar, usage and punctuation skills. Learn college-level, critical thinking strategies, as well as review paragraph structure and the writing process. Writing Fundamentals prepares students for success in EN110 Business Communications. Prerequisites: None.

EN101 English Composition: 3 credit hours. Develop the skills necessary for writing, researching and editing in school, the working world and everyday life. Study the writing process through clear explanations and examples, as well as assignments and activities. Also explore research tips and citation guidelines. Prerequisites: None. Available Fall I.

EN110 Business Communications: 3 credit hours. Develop skills for effective written communication. You'll learn to produce clear, effective, audience-specific documents. Prerequisites: CS101/102.

EN200 Interpersonal Communication: 3 credit hours. Enhance basic communication skills: verbal and non-verbal, active listening. Learn to provide clear and concise information and direction, as well as effectively communicate with different people—and personalities. Prerequisites: CS101/102, EN110.

EN220 Technical Writing: 3 credit hours. Apply techniques to communicate complicated concepts clearly and succinctly. Practice the following skills using real-world scenarios: organize and condense complex information, draft technical descriptions, definitions, classifications and analyses. Prepare proposals, reports and other documents targeted for different audiences. Prerequisites: CS101/102, EN110.

Fashion Merchandising Courses

FM101 Introduction to the Fashion Industry: 3 credit hours. Explore the fashion industry with this introductory course. You'll learn about the fashion industry's history, designer trends and textile and apparel production. Learn how products are created, priced and promoted and about retail concepts. Prerequisites: None. Other: Transfer credit not accepted.



FM120 Fashion History: 3 credit hours. Explore the history of fashion. You'll examine fashion influences, such as history, politics, media, literature, psychology and culture. Prerequisite: None.

FM200 Fashion Textiles: 3 credit hours. Examine the fabrics that are used in apparel. You'll learn the sources, materials, trends and forecasts associated with textiles. Prerequisite: None.

FM210 Design Development: 2 credit hours. Explore design development and two-dimensional representation, including design concepts, croquis books and flats. Learn methods to sketch fashion figures and design sketches. Prerequisites: FM101, FM200.

FM230 Visual Merchandising: 3 credit hours. Discover the importance of visual merchandising. You'll learn how visual merchandising influences the success or failure of the fashion retailer. Prerequisites: FM101.

FM240 Apparel Product Development: 3 credit hours. Explore the product development cycle in the fashion industry from the initial forecast consumer analysis and marketing plans, to designing, sourcing and presenting the product. Prerequisites: BS160, FM101, MK120.

FM250 Fashion Design: 3 credit hours. Discover the basic principles of draping and the fundamentals of design room patternmaking. Explore basic sewing techniques that are used in the fashion industry. Prerequisites: FM101, FM200, FM210.

FM260 Retail and Global Buying: 3 credit hours. Study the laws and ethical considerations applicable to the fashion industry. Explore the rationale, problems and opportunities of importing and exporting merchandise from various markets throughout the world. Discover the preparatory practices, import/export terminology and governmental legislation and regulations. Prerequisites: BS160, FM101, MK120, MK220, MK240.

FM270 Fashion Advertising and Promotion: 3 credit hours. Examine the various principles and methods of advertising and promoting used by producers, manufacturers, designers and retailers in the fashion industry. Analyze how marketing objectives and strategies influence advertising and other forms of promotion. Prerequisites: BS160, FM101, FM230, MK120, MK220, MK240.

FM280 Sustainable Design: 2 credit hours. Explore sustainability in the fashion industry and discover technologies and systems for the environment. Learn strategies to create socially responsible apparel. Prerequisites: BS160, FM101, FM200, FM240, MK120.

FM290 Brand Management: 3 credit hours. Examine branding and the ways brands acquire and sustain value in the marketplace. Discover the importance of a brand's value, the responsibilities you should fulfill as a brand manager, the methods and strategies you can implement to meet those responsibilities and the signals of a troubled strategy. Prerequisites: BS120, BS160, FM101, FM230, FM260, MK120, MK220, MK240.

FM299 Fashion Merchandising Practicum: 2 credit hours. Step into a real-world scenario as a fashion merchandiser. You'll have the opportunity to display your many new talents. Prerequisites: All courses in Fashion Merchandising program. Other: Transfer credit not accepted.

Financial Service Management Courses

FS200 Introduction to Financial Services: 3 credit hours. In this course, you'll learn about the diverse services offered by banks, lending institutions, brokerages and insurance companies that comprise the financial services industry. Then you'll study money itself, from the role of money in the financial system to the effects of monetary policy on the markets and the economy. Prerequisites: BS140, MH101.

FS201 Fundamentals of Risk Management and Insurance: 3 credit hours. In this course, you will be introduced to the insurance industry. Learn about risk exposure, risk management and the function of insurance. Students will not only learn business applications, but also gain valuable knowledge that will aid in the selection of personal insurance products. Prerequisites: BS140, FS200, MH101.

FS210 Principles of Banking: 3 credit hours. In this course, basic banking functions are presented from a broad operational perspective. You will learn about negotiable instruments, deposit instruments and contemporary issues, as well as new developments within the banking industry. Prerequisites: AC101, AC240, BS140, FS200, MH101.

FS220 Investment Strategies: 3 credit hours. In this course, you will be introduced to various investments, from bonds to the stock market and beyond. Learn the success strategies of professional investors. Discover the proper balance of return and risk for your clients. Prerequisites: AC101, AC240, BS140, FS200, MH101.

FS230 Personal Finance: 3 credit hours. Apply the fundamentals of financial services to your own finances. Take charge of your investments. Maximize the results of your interaction with banking institutions. Protect your assets with insurance products tailored to your personal needs. Prerequisites: AC101, AC240, BS140, FS200, FS220, MH101.



General Education Courses

GE102 Online Success Strategies: 1 credit hour. Your first course introduces you to McKinley College and the world of distance learning. You'll discover proven strategies for success as an independent learner. Discover how to access the many facets of McKinley and virtually meet the faculty and staff. Prerequisites: None. Other: Transfer credit not accepted.

GE200 Career Development Strategies: 2 credit hours. Get your career moving! Improve your interview techniques and create a top-notch resume. This course will teach you everything you need to land a great job and kick-start your career. Prerequisites: None. Other: Transfer credit not accepted.

Health Information Technology Courses

HM101 Introduction to Health Information Technology: 3 credit hours. Gain an overview of the HIT profession and the many career opportunities in this booming industry. Discover the various types of American healthcare systems and facilities. Gain insight into the electronic health record and the data that is integral to the healthcare process. Prerequisites: None. Other: Transfer credit not accepted.

HM110 Introduction to Patient Care: 2 credit hours. Discover how to care for patients, residents and clients in a professional manner. Access Virtual Labs to visualize clinical skills and experience interactive opportunities, as well as interact with real-world scenarios to assess and evaluate how to handle specific situations. In addition, you'll examine safety precautions and regulations and nutritional guidelines. Prerequisites: None. Other: Transfer credit not accepted.

HM125 Billing for Reimbursement: 3 credit hours. Launch into the world of health insurance. Study Medicaid, Medicare and other governmental insurance plans, as well as some common private insurance plans. Follow medical records through the billing process. Apply this knowledge to complete CMS-1500 and UB-04 claims forms. Prerequisite: HM101 and CS101/102. School provides MedLook practice software download.

HM140 Medical Terminology: 3 credit hours. Gain the foundation needed to understand medical terminology. Learn to construct medical terms by identifying word parts and their meanings, then combine and divide them to build and decipher medical terms. Prerequisites: None.

HM160 Medical Office and Records Management: 3 credit hours. Gain office and records management skills in this course. Discover common electronic and traditional filing techniques. Perform accounts receivable activities and confidentially handle patient information. Prerequisite: None.

HM165 Electronic Health Records: 1 credit hour. Explore the electronic health record (EHR)—from its history to its goals for the future. Gain hands-on experience with an EHR software as you schedule patients, create records, work with SOAP notes and much more. Prerequisites: CS101/102.

HM200 Pharmacology: 3 credit hours. Provides the basic concepts of this science. Learn about routes of administration, as well as drug classification and therapeutic action. Study medications by body system, and discover how these medications are used to treat disease. Prerequisites: HM140, SC150, SC155, SC160.

HM205 Laboratory Techniques: 3 credit hours. Experience the laboratory skills that medical assistants need through Virtual Labs. The course features training in equipment, lab safety, blood testing, body fluid specimens and bacterial smears and cultures. The course also contains an introduction to phlebotomy. Prerequisites: HM140, SC150, SC155, SC160.

HM210 Health Statistics and Data Analysis: 3 credit hours. Discover the what and whys of statistical data that healthcare facilities compile, such as mortality and morbidity rates. Learn how HIT professionals use data analysis programs to compute formulas, generate reports and charts, and interpret computerized statistics. Prerequisite: CS101/102, MH101. Other: Proctored exam, transfer credit not accepted.



HM215 Clinical Skills: 3 credit hours. Use Virtual Labs to experience the clinical skills that medical assistants must have. Study the main elements of the medical interview and techniques of counseling. Acquire skills in first aid, taking vital signs, examining individuals and assisting with minor surgical procedures and special examinations. Prerequisites: HM140, HM205, SC150, SC155, SC160.

HM225 Pharmacy Technology: 2 credit hours.

Discover how to assist licensed pharmacists in providing medication and other healthcare products to patients. Gain training to effectively receive prescriptions from doctors and hospitals, prepare prescriptions for patients and verify insurance and prescription information. Explore how to exhibit pharmacy standards, ethics, laws and regulations, as well as maintain inventory and stock orders and enter data into the computer. Prerequisites: HM140, HM200, MH101, SC150, SC155, SC160.

**HM230 Health Information Management Systems:**

3 credit hours. Learn how to manage databases, as well as the ins and outs of electronic health records. Delve into the evolving world of electronic and imaging technology, design forms and computer input screens. Prerequisites: CS101/102, HM101, HM160, HM165.

HM245 Diagnostic Coding: 3 credit hours. This course details the International Classification of Diseases 10th Edition Clinical Modification (ICD-10-CM) and methods for coding diagnoses. Learn about the organization and content of the ICD-10-CM Coding Manual, and practice coding real-world scenarios. Prerequisites: HM140, SC150, SC155, SC160. Additional resources needed: ICD-10-CM.

**Manuals may be borrowed (from a library, etc.) or purchased. McKinley offers the manuals for sale at a discounted price. The student can contact the Registrar or Student Services for assistance in purchasing the manuals. Estimated cost for purchase (including shipping) from McKinley College: ICD—\$85; CPT—\$85; HCPCS—\$70.*

HM250 Health Information Technology Management: 3 credit hours. Gain skills to plan for departmental and personal success, as well as how to effectively communicate with patients, train employees and manage projects. Discover strategies for developing office procedures, strategic plans and goals. Prerequisite: None.

HM265 Inpatient Procedural Coding: 3 credit hours.

Study the *ICD-10-PCS* manual, and explore the ins and outs of inpatient coding. Use the *Index* and *Tables* to determine the accurate inpatient procedural codes to assign. Apply these skills in real-world coding scenarios. Prerequisites: HM140, HM200, SC150, SC155, SC160. Other: Proctored Final Exam, transfer credit not accepted. Additional resources needed: ICD-10-PCS.

HM270 Procedural Coding: 3 credit hours. Procedural codes identify the various procedures and services performed for patients. Learn to use the CPT and HCPCS coding manuals to accurately code medical records. Prerequisites: HM140, SC150, SC155, SC160. Additional resources needed: CPT and HCPCS.

HM285 Advanced Coding and Billing for the ICD-10 User: 2 credit hours. Take an in-depth look at the reimbursement process, and review the steps to complete a CMS-1500 claim form. Study the *ICD-10-CM* manual by walking through the chapters of the *Tabular List* and referring to the *Coding Guidelines* for accurate coding. Gain real-world practice integrating outpatient procedural and diagnostic codes for healthcare services. Review the steps for ICD-10-PCS coding, and apply inpatient diagnostic guidelines and rules. Prerequisites: HM125, HM140, HM200, HM245, HM265, HM270, SC150, SC155, SC160. Additional resources needed: ICD-10-PCS, ICD-10-CM, CPT and HCPCS.

HM290 Law and Ethics for the Healthcare Professional: 3 credit hours. Gain insight into medical ethics and legal aspects of the medical field—from fraud and compliance issues to HIPAA requirements. Prerequisite: None.

HM295 HIT Practicum for the ICD-10 User. 2 credit hours. Step into a real-world health information management scenario, and put those HIT skills to work. Apply everything from healthcare statistics and electronic health records to medical billing and ICD-10 coding. Prerequisites: All courses in the Health Information Technology program. Other: Transfer credit not accepted. Additional resources needed: ICD-10-PCS, ICD-10-CM, CPT and HCPCS.

Human Resources Courses

HR140 Principles of Employment: 3 credit hours.

Discover what constitutes an effective system of employment relations. Learn how HR professionals evaluate staffing needs and develop selection systems, appraisal systems and measurement tools. Discover how training and development functions in an organization. Explore the roles of the state, the firm, unions and employees within ethical, legal, political, economic and human resource frameworks. Prerequisite: BS150.

HR200 Recruitment and Staffing: 3 credit hours. Discover effective recruiting and hiring practices. Learn how to write effective job descriptions and employment ads, successfully interview candidates and evaluate employees. Prerequisites: BS150, HR140.

HR220 Employee Benefits Administration: 3 credit hours. Master basic employee benefits terminology, as well as gain an understanding of federally mandated programs, retirement programs, and health insurance benefits employers offer employees. Learn compensation and related federal laws. Prerequisites: None.

HR230 Organizational Behavior: 3 credit hours. Learn management theory and gain a foundation in planning, organizing, directing, staffing and controlling. Apply management principles to real-world situations. Prerequisites: BS120, PY110.

HR240 Employee Training and Development: 3 credit hours. In a changing marketplace, firms must recruit, develop and retain quality employees. Conduct needs assessments, linking training programs to your company's strategic plans. Design and implement effective orientation programs, corporate training and continuing development programs. Explore contemporary human resource development issues, including diversity training and team development. Prerequisites: BS120, BS150, HR140.

HR250 Occupational Safety and Health: 3 credit hours. Explore organizational responsibility for employee safety and the relative OSHA Standards. Study consequences and case studies of OSHA noncompliance. Prerequisites: BS150, HR140. Other: Proctored exam, transfer credit not accepted.

HR270 Labor Relations: 3 credit hours. Explore the history and current role of the organized labor movement in the United States. Trace the movement's influence on legislation and political institutions. Examine laws and regulations that apply to collective bargaining, labor contracts and arbitration. Discover how HR professionals implement collective bargaining agreements, from grievances to arbitration. Prerequisites: BS150, HR140. Other: Proctored exam, transfer credit not accepted.

HR290 Strategic Issues in Human Resources: 2 credit hours. Study human resources industry trends and evolving technology. Analyze case studies. Prerequisites: BS120, BS150, CS101/102, EN110, HR140, HR200, HR220, HR230, HR240.

HR299 Human Resources Management Practicum: 2 credit hours. Step into a real-world scenario as a human resources professional and practice your skills and knowledge. Prerequisites: All courses in Human Resources program. Other: Transfer credit not accepted.

Marketing Courses

MK120 Consumer Behavior: 3 credit hours. Investigate consumer behavior as you discover how products and marketing shape people's identities. Apply your skills to real-world scenarios of consumer behavior, including psychological, social, economic and political foundations in consumer activities. Prerequisites: BS160, PY110.

MK160 Principles of Advertising: 3 credit hours. Discover fundamental advertising and promotional principles. Study economic, social and cultural roles of advertising, as well as explore the global and national effects of advertising. Analyze advertising media, prepare advertising pieces and formulate advertising campaigns. Prerequisites: BS160, MK120.

MK200 Principles of Sales: 3 credit hours. Apply your marketing philosophy with communication concepts to effectively prepare and present a sales message. Discover the importance of the sales function to organizational success and examine the social, ethical and legal issues in selling. Apply selling processes and techniques—from prospecting to follow-up and evaluation. Prerequisites: BS160.

MK210 Marketing Strategy: 3 credit hours. Discover strategies to build and sustain a competitive advantage in the global market. Define an organization's mission and goals, framing organizational opportunities and product, marketing and budgeting strategies. Learn brand management identification and evaluate marketing programs via case analyses. Prerequisites: BS160, MK120.

MK220 Retail Management: 3 credit hours. Discover retail processes, strategies and management for success in today's fast-paced market. Learn to manage retail operations, analyze location and markets, handle merchandising, promote products and review the overall retail environment. Prerequisites: BS160, MK120. Other: Proctored exam, transfer credit not accepted.



MK240 Merchandise Planning and Control: 3 credit hours. Discover and analyze real-world merchandising, planning and decision-making principles. Learn tactics for adjusting to continually changing conditions in the retailing environment. Discover strategies to effectively plan stock, evaluate competitive markets and forecast needs and pricing. Prerequisites: BS160, MK120, MK220. Other: Proctored exam, transfer credit not accepted.

MK260 Marketing Research: 3 credit hours. Discover effective marketing research processes—from gathering information to investigating technological aspects that provide for more effective marketing decisions. Explore global marketing research in detail and the ethical, social, political and legal implications of research activities. Analyze data, run statistical tests and draw conclusions in order to effectively communicate research results to decision makers. Design and implement a marketing research project to fit the needs of a global business. Prerequisites: BS120, BS160, CS101/102, EN110, MH101, MK120, MK160, MK200, MK210, MK220, MK240.

MK280 Strategic Internet Marketing: 3 credit hours. Examine various ways to promote banner ads, use customer profiles and attract and maintain e-customers. Leverage the Internet and other electronic media such as e-mail advertising and search engine placement. Track results with online surveys. Discover tactics to close an online sale, as well as explore global challenges confronting internet marketing, information technology and the ability to create a competitive advantage via electronic commerce. Prerequisites: BS160, MK120. Other: Proctored exam, transfer credit not accepted.

MK299 Marketing Practicum: 2 credit hours. Step into a real-world scenario as a business management and marketing specialist. You'll have the opportunity to display your many new talents. Prerequisites: All courses in Marketing program. Other: Transfer credit not accepted.

Math Courses

MH090 Math Fundamentals: No credit. Gain a review of the vocabulary, operations and applications of whole numbers, decimals, basic fractions, mixed numbers and the metric system. MH090 prepares students for success in MH101 Applied Business Math. Prerequisites: None.

MH101 Applied Business Math: 3 credit hours. Gain a solid foundation of business math and basic statistics. Apply these skills in real-world, workplace scenarios. Prerequisites: None.

Psychology Courses

PY110 Workplace Psychology: 3 credit hours. Discover the intricacies of social psychology. You'll learn how personality traits, biology, health, stress and psychological disorders affect human behavior in the workplace. Prerequisites: None. Other: Proctored exam, transfer credit not accepted.

PY120 General Psychology: 3 credit hours. Examine human development, personality and learning modalities of children, adolescents and adults. Survey the major principles and history of psychology and gain an overview of psychological research, as well as social and experimental psychology. Explore the psychological perspective of abnormal behavior. Also gain a foundation in the basis of feelings, emotions, memory, states of awareness, sleep and dreams. Prerequisites: None.

PY140 Abnormal Psychology: 3 credit hours. Discover the history of major psychological disorders, their causes, research, diagnosis and treatments. Such disorders include personality, physical, substance-related, sexual, gender, childhood and adult disorders. Prerequisites: None.

PY240 Introduction to Addiction: 3 credit hours. An in-depth study of addiction and substance abuse including cause and effect, risk factors, diagnosis and treatment of addictions and how this impacts a person's social and family relationships. Included in this study will be the history of addiction and substance abuse and the social worker's ability to treat such individuals. Prerequisites: PY120, SC130, SC150, SC155. Other: Proctored exam, transfer credit not accepted.

PY260 Child and Adult Problems: 3 credit hours. Examine children and adults' behavioral problems and issues that arise from social and personal behavioral changes. Learn to recognize problems, strategize prevention plans and resolve these problems. Prerequisites: CS101/102, EN110, EN200, PY120, PY140, SO101, SW101. Other: Proctored exam, transfer credit not accepted.

PY270 Group Dynamics and Counseling: 3 credit hours. Learn the history, key concepts and theory to conduct group counseling. Enable clients to reach self-awareness during group sessions. Prerequisites: CS101/102, EN110, EN200, PY120, PY140.

PY280 Behavior Modification: 3 credit hours. Take a more in-depth look into human development and personality as it relates to psychological factors. Focus on human behavior and apply psychological principles to behavior modification, such as operant conditioning and imitative learning. Prerequisites: CS101/102, EN110, EN200, PY120, PY140, PY260, SO101, SW101.



Science Courses

SC130 Health and Wellness: 3 credit hours. Enrich your life, and the lives of others, by learning the value of health and wellness. Learn to prevent future health problems, develop new skills for maintaining an overall well-being, and define and interpret basic health information and services. Prerequisites: None.

SC150 Anatomy and Physiology I: 1 credit hour. Gain a foundation in the principles of cell biology, cell chemistry, genetics and organism biology. Prerequisites: None.

SC155 Anatomy and Physiology II: 3 credit hours. This course builds on the foundation gained in Anatomy and Physiology I. Discover each body system in depth and learn how the systems work. Prerequisites: SC150.

SC160 Pathology and Disease Processes: 3 credit hours. Discover what happens to the body when it is sick or injured. Study cell pathology and disease processes related to inflammation and the immune system, as well as the process of neoplasia, genetic diseases and diseases that affect the balance of fluids in the body. Prerequisites: HM140, SC150, SC155. Other: Proctored exam, transfer credit not accepted.

Social Work Courses

SW101 Introduction to Social Work: 3 credit hours. This course introduces the history and events that led to the founding of the social work profession. Gain an overview of social workers' interaction with different groups of people and professional settings, as well as develop some of the crucial intervention and diagnostic skills that social workers possess. This course provides the foundation for the Social Work Degree Program, and students will apply knowledge learned to real-world experiences that they will engage in during and after the program. Prerequisites: None. Other: Transfer credit not accepted.

SW299 Social Work Practicum: 2 credit hours. The practicum provides opportunities for students to develop social work knowledge and skills and exposes the student to real-life situations. Prerequisites: All courses in the Social Work program.

Sociology Courses

SO101 Principles of Sociology: 3 credit hours. Explore the cultures, customs, beliefs and social expectations of human relationships. Take an in-depth look into topics on family, sex and age roles, social classes and minorities, religion and political movements. Prerequisites: None. Other: Proctored exam, transfer credit not accepted.

SO140 Social Problems: 3 credit hours. Examine social problems and study how these problems shape social institutions. Study problems related to physical and mental health, drug addiction, crime, poverty, urban life, family, and discrimination and inequality that affect different racial and ethnic groups and special interest groups. Explore social policies and contemporary issues that address such problems and their possible solutions. Prerequisites: SO101, SW101.

SO200 Social Welfare: 3 credit hours. Delve into the social welfare system. Study theories and methods of intervention, research social welfare problems and evaluate and address problems. Prerequisites: SO101, SW101.

SO250 Multicultural Issues: 3 credit hours. Explore multicultural issues by studying common cultures and cultural issues many social workers encounter. Prerequisites: SO101, SW101.



Get Started Now!

McKinley College is pleased to offer you this handy checklist to help you organize your degree program enrollment paperwork:

1. If you have not already done so online, sign and mail your enrollment agreement along with your payment today!
2. Send the Transcript Request Form to any school from which you are requesting to transfer credit. Make as many copies of the Transfer request Form as you need. Allow six to eight (6-8) weeks for your request to be processed.
3. Begin your first course, Online Success Strategies.

Thank You for Choosing McKinley College



Transcript Request Form



Student Instructions:

1. To make sure you receive applicable transfer credit in a timely matter, complete this form within **one (1) week** of enrollment and mail it to the appropriate college/s. Contact the college/s from which you are requesting transcripts to determine if you need to include any fee with this request and to verify their address.
2. If you need additional forms, you may copy this form or write a letter to additional institutions including the information outlined below.
3. Send this form to the college where you earned credit or graduated. Make sure you include any transcript fee necessary to process your request. (***Do not send this form to McKinley College.***)

Dear Registrar,

Please provide an official transcript to McKinley College showing courses taken, grades received, credits earned, semester or quarter hour system, accrediting body and date of graduation, if applicable.

Student Information

Student Name: _____ Birth Date: _____

Maiden Name or Other Former Name/s: _____

Social Security Number: _____ Daytime Phone: _____

McKinley ID Number: _____

College Information

Name of College Attended: _____

Address: _____

City: _____ State: _____ Zip: _____

Enrollment Dates: _____ to _____

School Registrar:

Please ensure that the student social security or McKinley ID number is included with the transcript.

Mail official transcript

**and copy of this form to: McKinley College
ATTN: Registrar/Transcript Evaluation
2001 Lowe Street
Fort Collins, CO 80525**

Student Information Release



2001 Lowe Street
Fort Collins, CO 80525
1-800-766-9006

For your protection, McKinley College requires your written permission before it will release your enrollment, academic or administrative records to a third party. If you want the school to disclose any of this information to someone other than you, please complete this form and return to the school.

If you have any further questions, please contact the Student Services Department at 1-800-766-9006 or at stuserv@mckinleycollege.edu.

Thank you,

Student Services

Completely fill out this form

I hereby authorize McKinley to release any and all* of my enrollment, academic and administrative records and information to:

(Print first and last name of individual or name of company)

Address: _____

City: _____ State: _____ Zip: _____

*If only certain information is authorized for release, clearly indicate which information:

Student Information

Student ID: _____ Program Code: _____

Student Name: _____

(First)

(Last)

Address: _____

(Street)

(City)

(State)

(Zip)

Today's Date: _____

Student Signature: _____

If student is a minor, parent or guardian signature is also required.

Parent/Guardian Signature: _____

