

Addendum to the 2011-2012 Harrison College Catalog

Addendum Item #	Catalog Section	Revision(s) Made	Date Revisions Published	Addendum Page #	Catalog Page #
01.01	Admissions Requirements	Remove second sentence in item 1	11/07/2011	1	4
01.02	Placement Testing	Add to the first paragraph	11/07/2011	1	9
01.03	Academic Programs	Health Informatics BS. Removed a double entry of BUS3650	11/07/2011	1	77
01.04	Course Descriptions	Added CJ4990 Criminal Justice Capstone	11/07/2011	3	117
01.05	Course Descriptions	Removed Prerequisite course numbers and added a explanation sentence.	11/07/2011	3	124
01.06	Course Descriptions	Adding credit hours to VET1305 and VET1355	11/07/2011	5	153
02.01	Academic Programs	Logistics AAS Program. Removed MGT2600 added PM1010	12/09/2011	5	91
02.02	Course Descriptions	PA1020, PA1030, PA1040, PA1050, PA2060. Removed Prerequisite PA1010	12/09/2011	6	144
02.03	Course Descriptions	PA2070, PA2080. Removed Prerequisite PA1010. Added Co-Requisite PA1010.	12/09/2011	7	145
02.04	Satisfactory Academic Progress (SAP)	Corrected a typing error. This change can be found on page 30 of the Harrison College Catalog.	12/09/2011	7	30
02.05	Repeated Courses	Corrected a typing error	12/09/2011	7	38
02.06	Academic Programs	Network Administration AAS program. Removed ITS1600 and added ITS2260.	12/09/2011	8	98
02.07	Academic Programs	Information Technology BS program. Removed ITS1600 and added ITS2260.	12/09/2011	9	88
02.08	Course Descriptions	Changed Description to ITS2255 and added ITS2260.	12/09/2011	11	131
02.09	Academic Programs	Hospitality Restaurant Management BS program. The Course Description and the Course Objectives has changed.	12/09/2011	11	81
02.10	Course Descriptions	Changed HRM1030 , Removed the Prerequisite	12/09/2011	13	127
02.11	Course Descriptions	Changed NUR3000 removed prerequisite SCI2000 and PHY1260 . Added Prerequisite SCI2400. Changed NUR3200 removed prerequisite PHY1260	12/09/2011	13	143
02.12	Tuition Adjustment Policy	Added Tuition Adjustment Schedule table	12/09/2011	14	29
02.13	Academic Programs	Bachelor Degree In Nursing program. The BUS3650 and SOC2050 courses were switch between the Professional and General Education courses	12/09/2011	15	62
02.14	Military Service Award	Added clarification regarding students enrolled in more than 12 credits.	12/09/2011	16	15
02-15	Course Descriptions	ITS2250 removed prerequisite ITS1600.	12/09/2011	16	131
02-16	Academic Programs	Paralegal Program added Core Course symbol to PL2550, PL2500, PL2230, PL2340, and PL2370	12/09/2011	16	101
02-17	Veterinary Technology	Added the first paragraph and reworded the second.	12/09/2011	18	4
02-18	Admissions Test Requirements	Deleted two * from School of Veterinary Technology/Veterinary Assistant Certificate from the Wonderlic SLE column.	12/09/2011	18	8

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02-19	Additional Charges and Fees	Added Veterinary Technology/Veterinary Assisting to the Technology/Surgical Technology. It now reads Technology/Surgical Technology/Veterinary Technology/Veterinary Assisting	12/09/2011	19	22
02-20	Course Description	Corrected prerequisite Number to VET1100 . Added prerequisite and Co-requisite to VET1400 .	12/09/2011	20	153
02-21	Additional Charges and Fees	Added Veterinary Technology Program Fee of \$300.00 This change can be found on page 22 of the Harrison College Catalog.	12/09/2011	21	22
03-01	Accreditation	Added the NAVATA Accreditation	12/14/2011	22	3
03-02	Academic Programs	Pastry Arts Program removed the last sentence in the program description.	12/14/2011	22	103
03-03	Tuition Adjustment Policy	Added Tuition Adjustment for Wisconsin .	12/14/2011	22	29
03-04	Grievance Procedure	Added Grievance Procedure for Wisconsin	12/14/2011	23	35
03-04	Scholarships	Added 5 Scholarships; High School Student Scholarship, Boys And Girls Club Scholarship, Spouse And Dependents Of Servicemembers Scholarship, The Greater Indianapolis Chamber Of Commerce Education Plus Scholarship , and the Center For Leadership Development .	12/14/2011	24	13

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Addendum 01

- 01-01 (Published 11-07- 2011)** Amends the Admissions Requirements section of the catalog Removed second sentence in item 1. This change can be found on page 4 of the Harrison College Catalog.

ADMISSIONS REQUIREMENTS

BACHELOR DEGREE, ASSOCIATE DEGREE, CERTIFICATE, AND DIPLOMA PROGRAM REQUIREMENTS

All applicants desiring to pursue educational programs of study culminating in the award of a Bachelor of Science degree, Associate of Applied Science degree, Associate of Science degree, Certificate, or Diploma are admitted to the College as regular students. To qualify for acceptance to any Bachelor of Science, Associate Degree, Certificate, or Diploma program, **excluding the Associate Degree in Nursing and the Bachelor of Science in Nursing** (please refer to section titled **Associate Degree in Nursing Admission Requirements and Bachelor of Science in Nursing Degree Admission Requirements**), applicants must meet the following requirements:

1. Participate in an Admissions Appointment with a Program Specialist.
2. Have graduated from high school or have earned a recognized equivalency certificate prior to starting classes. Students must provide acceptable documentation verifying that they have graduated from high school or have earned a GED by the end of their first quarter.
3. Pass the Wonderlic Scholastic Level Exam (SLE) assessment. A list of minimum required SLE scores for each program of study may be found on page 7.

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- 01-02 (Published 11-07- 2011)** Amends the Placement Testing section of the catalog. This change can be found on page 9 of the Harrison College Catalog.)

PLACEMENT TESTING

Based on monitoring and tracking of entrance assessment scores, student learning outcomes, which have indicated that a larger number of students are in need of assistance, and feedback received from faculty, the following scores are required for advanced course placement in mathematics, writing and keyboarding. Students enrolled in programs of study that include courses that specifically require Fundamentals of Keyboarding (KEY0900), Fundamentals of Communication (COM0900) and/or Fundamentals of Math (MAT0950) are required to complete the corresponding placement test(s). Students earning the required score(s) will be exempted from the corresponding fundamental course(s) and will receive a grade of "E" on their transcripts. Please refer to the program outlines and course descriptions to determine the required courses in each program of study.

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- 01-03 (Published 11-07- 2011)** Amends the Academic Programs of the catalog and reflects a change to **Health Informatics BS program. Removed a double entry of BUS36350 Business Statistics. This change can be found on page 77 of the Harrison College Catalog.**

HEALTH INFORMATICS

Bachelor of Science Degree Program – 180 Quarter Credit Hours School of Health Sciences

This program will provide a strong foundation in both health care and technology theory and practice that are core essentials in health informatics/information technology careers. It combines basic health care industry concepts, interpersonal communication, customer service skills, and standard health applications training with technical skills in the areas of networking, programming, databases, and web development. Students will be prepared to solve problems in health care with information and communications technologies using programming structures, logical design, software design, data representation, algorithm development, efficiency, and correctness. Students will learn how health information and decisions are derived from health data and how to maintain data integrity, security, and

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privacy while storing, retrieving, and updating electronic health data. This program provides the necessary skills for students to start their careers as professionals in the health informatics/information technology industry.

PROGRAM OBJECTIVES

Upon graduation a student will:

1. Understand the U.S. health care system as well as the laws, regulations, business practices, and professional conduct that govern clinical and allied health professionals.
2. Understand the functions and applications of information in a health care environment and apply that knowledge across health care settings and processes to address the critical needs of health care delivery with respect to regulatory demands, strategic goals, and daily operations.
3. Lead, collaborate, and communicate with persons in various health care and information systems roles, including those in the role of user, manager, developer, analyst, database administrator, and network administrator that lead health care organizations to successful and sustainable information systems solutions.
4. Research, plan, and execute strategies in health care environments with respect to the selection implementation, and adoption of electronic health record, telemedicine, decision support, and other information systems that capture, store, manage, and retrieve health care data.
5. Conduct oneself in a manner that reflects a pattern of professional and personal accountability, self-development and life-long learning.

PROFESSIONAL COURSES

<u>Course No.</u>	<u>Title</u>	<u>Core Courses</u>	<u>Credit Hours</u>
BUS3650	Business Statistics		4
HCM2010	Organization of Health Services in the U.S.		4
HIT1000	Introduction to Health Informatics	†	4
HIT2000	Clinical Information Systems	†	4
HIT2200	Health Data Standards, Terminologies, and Interoperability	†	4
HIT2400	System Selection, Implementation, and Adoption	†	4
HIT3000	Health Care Decision-Making and Support Systems	†	4
HIT3400	Health Informatics Capstone	†	4
INS1220	Basic Insurance		4
ITS1000	Introduction to Technical Computer Concepts		4
ITS1500	Computer Systems and Emerging Technologies		4
ITS1505	Computer Systems and Emerging Technologies II		4
ITS1550	Computer Network Infrastructure		4
ITS1650	Help Desk Procedures		4
ITS2300	Strategies and Ethics for the IT Professional		4
ITS2350	Security and Privacy		4
ITS2400	Fundamental of Web Technologies		4
ITS3100	Information Systems Management		4
ITS3440	XML Essentials		4
ITS3600	Virtualization Technologies		4
ITS3640	Database Structure and Design		4
ITS3800	Principles of Programming		4
ITS4800	Programming with C# (Sharp)		4
MED1010	Medical Terminology		4
MED1020	Medical Law and Ethics		4
MED2210	Medical Office Software		4
MED2320	Health Information Management	†	4
MGT2000	Management		4
MGT2600	Project Management I		4
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REQUIRED GENERAL EDUCATION COURSES

COM1050	Composition I	4
MAT1500	Introductory Algebra	4
PSY2000	Critical Thinking and Problem Solving	4
SPC1010	Presentation Skills	4
		16

ELECTIVE GENERAL EDUCATION REQUIREMENTS

	Behavioral and Social Science Electives	12
	Humanities Electives	4
	Mathematics Electives	4
	Science Electives	8
	Writing Electives	4
	Unspecified General Education Elective	8
		40
Total General Education		56

FOUNDATION COURSES

CD2600	Career Development	2
INF1100	Information Literacy	2
PSY1050	Strategies for Success	4
		8

- 01-04 (Published 11-07- 2011) Amends the Course Descriptions section of the catalog. Adding CJ4990 Criminal Justice Capstone. This change can be found on page 117 of the Harrison College Catalog.**

CJ4990 Criminal Justice Capstone _____ 4 Credit Hours
 This course is a capstone course for students enrolled in the bachelor of science degree program offered through the Harrison College School of Criminal Justice. The course provides students the opportunity to apply knowledge to scenarios commonly faced in the criminal justice system. Students will work with faculty members to develop a project plan based on their respective major. Course requirements include the development of a capstone project plan, completion of the project plan activities, weekly reading and written assignments and participation in weekly discussions.

- 01-05 (Published 11-07- 2011) Amends the Course Descriptions section of the catalog. Deleting prerequisite course numbers and adding the statement of “Successful completion of a minimum of 8 quarter credit hours of college-level composition courses.” This change can be found beginning on page 124 of the Harrison College Catalog.**

HCM3250 Ethics, Policy and Value Challenges in Health Services _____ 4 Credit Hours
 This course requires learners to holistically examine their personal value systems while probing current challenges in the health services industry. Learners begin by defining and describing values and missions at the personal level, and then they apply these ethical structures to the workplace. These exercises are complemented by assessing a variety of current issues within health services that entail ethical decision making models. **Prerequisite:** Successful completion of a minimum of 8 quarter credit hours of college-level composition courses.

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HCM3300 Managerial Applications of Health Services Law _____ **4 Credit Hours**
Learners will explore the managerial applications of law in the health services setting. Current U.S. law as it pertains to the daily operations of existing and proposed health services concerns will be examined. Additionally, current U.S. law as it relates to areas of controversy and concern in the U.S. health care system will be examined and debated. **Prerequisites:** Successful completion of a minimum of 8 quarter credit hours of college-level composition courses.

HCM3650 Applying Theory to Practice _____ **4 Credit Hours**
Learners are challenged to apply theory from coursework in a replicated health services work setting. Students work in conjunction with their faculty advisor to identify, develop and implement a mock Project Assignment. The final product of the course is a detailed thesis concerning the project and its outcomes. **Prerequisite:** Successful completion of a minimum of 8 quarter credit hours of college-level composition courses.

HCM4050 Design and Implementation of Health Care Initiatives _____ **4 Credit Hours**
The effective implementation of new initiatives within the health services field is vital. In this course, learners will identify best practices in identification, development, funding and implementing of new initiatives in a variety of health services domains. Initiatives for underserved and/or at-risk populations will be examined. Learners will generate complete implementation plans for a proposed initiative. **Prerequisite:** Successful completion of a minimum of 8 quarter credit hours of college-level composition courses.

HCM4100 Organizational Effectiveness Through Efficient Health Services Management _____ **4 Credit Hours**
Learners are challenged to optimize organizational quality and efficiency through the use of effective management techniques. Appropriate health services management styles and techniques are evaluated. Effective communication is stressed at both the interpersonal and formal levels. The impact of diversity on management actions is also explored. Learners will distill these concepts and synthesize a personal management style. **Prerequisite:** Successful completion of a minimum of 8 quarter credit hours of college-level composition courses.

HCM4250 Health Services in Society _____ **4 Credit Hours**
Learners will examine the role of health services in society. This evaluation will include a survey of current trends as they relate to health services as well as possible future changes and challenges. Additionally the course will probe the relationship of government involvement in health services and its effect on society as well as health services organizations. **Prerequisite:** Successful completion of a minimum of 8 quarter credit hours of college-level composition courses.

HCM4400 Quality and Assessment in Health Care _____ **4 Credit Hours**
This course provides an interdisciplinary approach to quality management. The student will gain an understanding of historical and theoretical underpinnings of quality management, national and international quality standards, and methods for collecting and managing quality data. **Prerequisite:** Successful completion of a minimum of 8 quarter credit hours of college-level composition courses.

HR3400 Human Resources Management _____ **4 Credit Hours**
Human resources managers, their duties and responsibilities, are the core of this course. Course content addresses major stages of the employment cycle beginning with recruitment and selection of personnel and concluding with separation of employment. The personnel process is discussed, including training, evaluation of employees, wage and salary administration, and some basics of labor law. Conflict management and discipline programs are also included in the course work. **Prerequisites:** Successful completion of a minimum of 8 quarter credit hours of college-level composition courses.

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MKG4250 Marketing Management _____ 4 Credit Hours

This course explores marketing concepts as they relate to the marketing manager's decision making process. Topics discussed include the strategic planning process, marketing research procedures, market segmentation, defining the marketing mix, consumer behavior, organizational buying, advertising and promotion, distribution, pricing and the globalization of marketing. **Prerequisites:** Successful completion of a minimum of 8 quarter credit hours of college-level composition courses.

01-06 (Published 11-07- 2011) Amends the Course Descriptions section section of the catalog. Adding credit hours to VET1305 and VET1355. This change can be found on page 153 of the Harrison College Catalog.

VET1305 Veterinary Clinical Laboratory _____ 2 Credit Hours

This course will provide the student with instruction in multiple veterinary laboratory protocols and procedures. Emphasis is placed on hematology, clinical chemistries, urinalysis, cytology, and microbiological techniques.

Prerequisite: VET1250 Co-requisite: VET1355

VET1355 Veterinary Clinical Parasitology _____ 2 Credit Hours

This course will provide the student with instruction in veterinary laboratory parasitology protocols and procedures. Emphasis is placed on lifecycles and diagnostic techniques. **Prerequisite:** VET1250 Co-requisite: VET1305

Addendum 02

02-01 (Published 12-09-2011) Amends the Academic Programs of the catalog and reflects a change to Logistics AAS program. Removed MGT2600 and added PM1010. This change can be found on page 91 of the Harrison College Catalog.

LOGISTICS

Associate of Science Degree Program –96 Quarter Credit Hours

School of Business

Program Description

This program provides students with a thorough understanding of theory and application related to the advanced demand of planning and designing systems of movement for goods and services. Students are able to collect and analyze data, identify alternative solutions and select the most appropriate course of action for product and service delivery. Graduates of the program are prepared to serve as supervisors, managers, analyst, logisticians, and other leadership roles in the logistics industry.

PROGRAM OBJECTIVES

Upon completion of this program, a student will be able to:

1. Efficiently plan, organize, and design logistical support activities for the movement of goods and services
2. Develop project management documents such as plans, schedules, and responsibility and compliance matrices
3. Identify strategies for fostering relationships with external and internal stakeholders significant to logistic activities
4. Continuously seek and learn innovative logistics advances to improve processes and delivery
5. Adhere to local and international laws associated with logistic activities

PROFESSIONAL COURSES

<u>Course No.</u>	<u>Title</u>	<u>Core Courses</u>	<u>Credit Hours</u>
ACC1010	Accounting I		4
BUS1000	Principles of Business		4
BUS1010	Business Law		4
BUS2990	Lower Division Capstone Course**	OR	

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INT2990	Internship		4
LOG1010	Introduction to Logistics	†	4
LOG1150	Introduction to Procurement/Sourcing	†	4
LOG2100	Materials Management	†	4
LOG2400	Regulatory Environments	†	4
LOG2450	Transportation Management	†	4
LOG2500	Quality Systems	†	4
LOG2600	Operations Management	†	4
LOG2950	Management Systems	†	4
MGT2000	Management		4
MGT3000	Business Ethics	†	4
PM1010	Project Management Principles		4
			60

GENERAL EDUCATION COURSES

COM1050	Composition I		4
ECN2000	Macroeconomics		4
MAT1500	Introductory Algebra		4
PSY2000	Critical Thinking and Problem Solving		4
SPC1010	Presentation Skills		4
	Writing Elective		4
			24

FOUNDATION COURSES

CD2600	Career Development		2
CPU1000	Computers and Office Automation		4
INF1100	Information Literacy		2
PSY1050	Strategies for Success		4
			12
			96

** Students enrolled through the online division must complete the capstone in place of the Internship/Externship.

02-02 (Published 12-09-2011) **Amends the Course Description section of the catalog and reflects a change to PA1020, PA1030, PA1040, PA1050, PA2060. Removed Prerequisite PA1010. This change can be found on page 144 of the Harrison College Catalog.**

PA1020 Pastry Creams, Custards & Mousses _____ 2 Credit Hours

This course introduces students to the proper methods for preparing baked custards, mousses, Bavarian creams, chiffons, pastry creams and puddings. Students prepare a variety of puddings, tapiocas, assorted flavored mousses, coconut and plain custards, and assorted pie fillings.

PA1030 Culinary Arts Foods Preparation _____ 6 Credit Hours

This course introduces students to cooking techniques and terminology. A combination of lecture and lab enables students to apply learned methods for meat, seafood and poultry fabrication, as well as the production of soups, stock, sauces and starches.

PA1040 Variety Pies, Specialty Cakes, and French Pastry _____ 8 Credit Hours

This course introduces students to the proper techniques of preparing pie dough. Fruit, custard, cream and chiffon pies are produced. Preparation method for phyllo and strudel doughs is reviewed. Students will prepare assorted nut pits, flans, cobblers, fruit-filled strudels and baklava. A variety of American and European style cakes will be reviewed. Students will prepare Black Forest cake, Swiss rolls and mocha and burnt almond tortes. Decoration techniques for sheet cakes and layer cakes are studied. Tools for decoration are introduced as well as care of these tools. Students are introduced to the proper methods of preparing French pastries and specialty meringue desserts. Students prepare a variety of pate a choux products such as éclairs and cream puffs. Napoleons, made from puff pastry, French pastries and specialty meringue deserts are also prepared. Attention is given to the different stages of sugar cooking.

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PA1050 Specialty Desserts, Frozen Desserts, Ice Creams, Sherbets, Petit Fours & Cookies_____ 8 Credit Hours

This course introduces students to specialty desserts and their preparation methods. A wide variety of cheesecakes, charlotte royal, croquembouche and chocolates used in occasional as well as holiday desserts are prepared. Students are introduced to the various methods of preparing frozen desserts. Students prepare ice creams, ices, sherbets, sorbets and bombes and become familiar with their correct uses. A variety of frozen desserts such as Peach Melba, pear belle helene and frozen mousses are prepared. Students are exposed to preparation techniques for petit fours, a wide variety of cookies, specialty holiday items and occasional cakes. Students are familiarized with the characteristics of cookie production as well as mixing methods.

PA2060 Chocolate Artistry, Sugar Designs, Decorations & + Architecture Design_____ 8 Credit Hours

This course introduces students to a variety of pastry products such as royal icing, pastillage, nougat, marzipan and chocolates. Preparation methods for marzipan figurines, cocoa paintings, nougat modeling and chocolates for decorations are examined and practiced. Students are introduced to various methods of sugar production. Pulled, blown and poured sugars are examined. Students prepare various pastry designs including sugar threads, sugar cages, lacework, sugar domes, woven baskets, cake designs and colored ribbons. Fruit miniatures are also used for cake decorations and culinary showpieces.

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- 02-03 (Published 12-09-2011) **Amends the Course Description section of the catalog and reflects a change to PA2070, PA2080. Removed Prerequisite PA1010. Added Co-Requisite PA1010. This change can be found on page 145 of the Harrison College Catalog.**

PA2070 Advanced Decorating & Architecture Design_____ 4 Credit Hours

This course helps students improve and refine their decorating skills with the preparation of a variety of decorated cakes and pastry designs. Students prepare wedding cakes, Viennese tortes, and chocolate filigree; and design, bake, and decorate gingerbread houses and other holiday specialty items. **Prerequisites:** PA2060; **Co-Requisite:** PA1010

PA2080 Pastry Arts Salon Preparation & Project_____ 4 Credit Hours

This course helps students develop methods, procedures and techniques, which are required to enter a pastry display in a Culinary Salon Competition. The course follows the guidelines of the American Culinary Federation. Students prepare assorted rolls, breads, assorted pies, fancy cakes, cookies, quick breads, coco painting, chocolate artistry and pastillage decorations to improve their pastry products. **Prerequisites:** PA1050, PA2060; **Co-Requisite:** PA1010

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- 02-04 (Published 12-09-2011) **Amends the Satisfactory Academic Progress (SAP) section of the catalog. Corrected a typing error. This change can be found on page 30 of the Harrison College Catalog.**

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) is determined by cumulative grade point average (GPA), maximum time frame for completion (MTFC) and successful credit-hour completion pace within a program of study. Financial Aid probation, extended enrollment and dismissal actions are processed uniformly without regard to race, color, sex, religion, age, disability, and national origin, as defined by law. In the event a student disagrees with the application of these SAP standards, a written appeal may be filed with the Dean. Student who fail to maintain the established SAP standards will be notified in writing by the Dean or Registrar.

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- 02-05 (Published 12-09-2011) **Amends the Repeated Courses section of the catalog. Corrected a typing error. This change can be found on page 38 of the Harrison College Catalog.**

REPEATED COURSES

Students may use financial assistance only once to retake a previously attempted course. Students who are approved to take a previously attempted course a third time will not incur tuition charges for the course. This policy applies to all

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attempts at a course in which a student engages, including those attempts made while enrolled in a different program of study.

A student who does not successfully complete a course required in the student's program of study after three attempts will be suspended from that program of study. A student in this circumstance may appeal for a fourth attempt at the course. The appeal must be approved by the Dean and Campus President. Should the appeal be granted, the student will be permitted to complete the course free of charge. A student may be limited in the number of courses he or she is permitted to take during the term in which the student is attempting a course for the fourth time. An unsuccessful fourth attempt at a required course will lead to a permanent suspension from that program of study. All attempts at a course are included in the student's satisfactory academic progress calculation.

This course repeat policy applies to courses taken beginning with the Summer 2011 quarter. Course attempts previous to the Summer 2011 quarter are not impacted by this policy.

Please refer to the SAP section of the catalog for information on the impact of courses taken while enrolled in other programs of study. Returning students may be required to repeat previously passed courses if the course objectives, software or instructional equipment used in the course have substantially changed.

The Associate Degree in Nursing program and programs offered through the School of Veterinary Technology operate under a separate policy. Please refer to the Program Handbooks for the policy statement relating to repeated courses.

- 02-06 (Published 12-09-2011)** **Amends the Academic Programs of the catalog and reflects a change to Network Administration AAS program. Removed ITS1600 and added ITS2260. This change can be found on page 98 of the Harrison College Catalog.**

NETWORK ADMINISTRATION

Associate of Applied Science Degree Program – 96 Quarter Credit Hours School of Information Technology

This program provides a strong foundation in both business and technology skills that are common in modern office settings. It combines basic business concepts, interpersonal communication, customer service skills, and standard applications instruction with technical skills in the area of hardware fundamentals, networking fundamentals, and operating systems. This curriculum provides students with the skills necessary to start their careers in information technology as network support personnel.

PROGRAM OBJECTIVES

Upon graduation a student will:

1. Possess the foundational knowledge to stay current with technology and identify best practices to create and maintain more efficient and secure network solutions for their employer and customers.
2. Manage network hardware and software settings, monitor network traffic, and resolve network performance problems.
3. Promote networking solutions and be excited about providing optimized networks for customers.

PROFESSIONAL COURSES

<u>Course No.</u>	<u>Title</u>	<u>Core Courses</u>	<u>Credit Hours</u>
BUS1000	Principles of Business		4
ITS1000	Introduction to Technical Computer Concepts	†	4
ITS1500	Computer Systems & Emerging Technologies	†	4
ITS1505	Computer Systems & Emerging Technologies II	†	4
ITS1550	Computer Network Infrastructure	†	4
ITS1650	Help Desk Procedures		4
ITS1800	IT Help Desk Practicum		4
ITS2000	Windows Administration	†	4

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ITS2050	*NIX Administration	†	4
ITS2250	Cisco Technologies I	†	4
ITS2255	Cisco Technologies II		4
ITS2260	Cisco Technologies III	†	4
ITS2300	Strategies and Ethics for the IT Professional	†	4
ITS2350	Security and Privacy	†	4
ITS2550	Networking Capstone	†	4
ITS2650	Cisco Networking Capstone	†	4
ITS2850	Security Capstone	†	4
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GENERAL EDUCATION COURSES

COM1050	Composition I		4
ECN2000	Macroeconomics		4
MAT1500	Introductory Algebra		4
PSY2000	Critical Thinking and Problem Solving		4
SPC1010	Presentation Skills		4
			20

FOUNDATION COURSES

CD2600	Career Development		2
INF1100	Information Literacy		2
PSY1050	Strategies for Success		4
			8

02-07 (Published 12-09-2011) Amends the Academic Programs of the catalog and reflects a change to Information Technology BS program. Removed ITS1600 and added ITS2260. This change can be found on page 88 of the Harrison College Catalog.

INFORMATION TECHNOLOGY

Bachelor of Science Degree Program – 180 Quarter Credit Hours School of Information Technology

The mission of this program is to provide a strong foundation in both business and technology skills that are core essentials in information technology careers. It combines basic business concepts, interpersonal communication, customer service skills, and standard applications training with technical skill in the areas of hardware, networking, programming, databases, and web development. This curriculum provides students with the skills necessary to identify computer networks based on the structure, application, and size of the network including local, campus, and wide area networks. Students will be prepared to solve problems with computer software using programming structures, logical design, software design, data representation, algorithm development, efficiency, and correctness. Students will learn how information and decisions are derived from data and how to maintain data integrity while storing, retrieving, and updating data. This program provides the necessary skills for students to start their careers as professionals in the information technology industry.

PROGRAM OBJECTIVES

Upon graduation a student will:

1. Understand the functions and applications of computers in an information systems environment by maintaining current knowledge of emerging and changing methodologies and technologies and apply that knowledge across organizational and business processes to address the critical needs of the business with respect to regulatory demands, strategic goals, and daily operations.
2. Plan, lead, organize, collaborate and communicate with persons in various information systems roles, including those in the role of user, manager, developer, analyst, database administrator, and network administrator that lead organizations to successful and sustainable information systems solutions.
3. Understand and apply social responsibility and ethical considerations with a professional demeanor and collaborative problem-solving skills in an information systems environment.

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PROFESSIONAL COURSES

<u>Course No.</u>	<u>Title</u>	<u>Core Courses</u>	<u>Credit Hours</u>
ACC1010	Accounting I		4
BUS1000	Principles of Business		4
ITS1000	Introduction to Technical Computer Concepts	†	4
ITS1500	Computer Systems and Emerging Technologies	†	4
ITS1505	Computer Systems and Emerging Technologies II	†	4
ITS1550	Computer Network Infrastructure	†	4
ITS1650	Help Desk Procedures	†	4
ITS1800	IT Help Desk Practicum		4
ITS2000	Windows Administration	†	4
ITS2050	NIX Administration	†	4
ITS2150	Applied Server Technologies		4
ITS2250	Cisco Technologies I	†	4
ITS2255	Cisco Technologies II	†	4
ITS2260	Cisco Technologies III	†	4
ITS2300	Strategies and Ethics for IT Professionals		4
ITS2350	Security and Privacy	†	4
ITS2400	Fundamentals of Web Technologies	†	4
ITS2700	Windows Administration Capstone	†	4
ITS3440	XML Essentials	†	4
ITS3640	Database Structure and Design	†	4
MGT2600	Project Management I		4
Total Professional Courses			84

PROFESSIONAL COURSE ELECTIVES

8 courses must be selected from the listing below to satisfy the professional course minimum requirement of 116 quarter credit hours.

VIRTUAL TECHNOLOGIES POOL

ITS2800	Linux Capstone	4
ITS3600	Virtual Technologies – VMware – I	4
ITS3620	Virtual Technologies – VMware – II	4
ITS3650	Virtual Technologies – Hyper – V	4
ITS3660	Virtual Technologies – Citrix XenServer	4
ITS4220	Convergence Technologies	4
ITS4250	Mass Data Storage	4
ITS4600	Linux, Apache, MYSQL, PHP	4
ITS4620	SQL Server Administration	4

PROJECT MANAGEMENT POOL

MGT2650	Project Management - II	4
ITS3100	Information Systems Management	4
ITS1150	Problem Solving	4
ACC1020	Accounting II	4
BUS1010	Business Law	4
FIN2000	Introduction to Finance	4
FIN3500	Finance for Managers	4
MGT2000	Management	4
MGT2200	Leadership	4
MGT4000	Entrepreneurship	4
MGT4650	Strategic Management	4
MKG2000	Fundamental of e-Business	4

DATA SECURITY POOL

ITS4850	Network Hardening Capstone	4
ITS3420	Website Administration and Services	4

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ITS4420	Network Defense and Countermeasures	4
ITS4440	Certified Ethical Hacker	4
ITS4460	Principles of Disaster Recovery	4
ITS4480	Computer Security and Penetration Testing	4
ITS4660	Wireless Security	4
ITS4680	Web Security for Administrators	4
ITS4640	Network Security and Intrusion Detection	4

REQUIRED GENERAL EDUCATION

REQUIRED

COM1050	Composition I	4
MAT1500	Introductory Algebra	4
PSY2000	Critical Thinking and Problem Solving	4
SPC1010	Presentation Skills	4
	Total Required General Education Courses	16

ELECTIVE

	Behavioral and Social Science Electives	12
	Humanities Electives	4
	Mathematics Electives	4
	Science Electives	8
	Writing Electives	4
	Unspecified General Education Electives	8
	Total Elective General Education Requirements	40

Total General Education

56

FOUNDATION COURSES

CD2600	Career Development	2
INF1100	Information Literacy	2
PSY1050	Strategies for Success	4
	Total Foundation Courses	8

02-08 (Published 12-09-2011) **Amends the Course Description section of the catalog and reflects a change to ITS2255 and added ITS2260. This change can be found on page 131 of the Harrison College Catalog.**

ITS2255 Cisco Technologies II _____ 4 Credit Hours

This course covers topics of interest to computer professionals in the area of Cisco-specific technologies. The topics for this course include (but are not limited to) Network routing, switching and advance routing protocols, IP telephony, access control lists and switched enterprise networks. Pre-requisite: ITS2250

ITS2260 Cisco Technologies III _____ 4 Credit Hours

This course covers topics of interest to computer professionals in the area of Cisco-specific technologies. The topics for this course include (but are not limited to) defining network requirements, design and support, documenting an existing network, proof of concept and lifecycle services. Pre-requisite: ITS2255

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- 02-09 (Published 12-09-2011) **Amends the Academic Programs of the catalog and reflects a change to Hospitality Restaurant Management BS program. The Course Description and the Course Objectives has changed. This change can be found on page 81 of the Harrison College Catalog.**

**HOSPITALITY RESTAURANT MANAGEMENT
Bachelor of Science Degree Program – 188 Quarter Credit Hours
The Chef’s Academy**

The demand and use of technology in the Hospitality Industry to improve daily tasks, productivity, and quality of the employees’ tasks has grown to meet customer demands. For this reason, it is more important that professionals in the hospitality industry, know the main functions of the software, systems, and applications he or she may interact with. This course studies the different information systems in the Hospitality Industry. Topics will include integrative Property Management Systems, Point of Sales Systems, Customer Relationship Management Systems, and Systems Selection and Security. These concepts are stressed through digital media, current industry articles, and simulations.

PROGRAM OBJECTIVES

Upon completion of required course work, the student will be able to:

1. Demonstrate technology fundamentals in the hospitality industry
2. Use hospitality technologies to complete daily tasks that occur in the industry
3. Explain the functions of the most common technologies in the hospitality industry; including Property Management Systems, Point of Sales, Customer Relationship Management, Food and Beverage Applications, and Sales and Catering Systems.
4. Research current technology trends in the hospitality industry

PROFESSIONAL COURSES

<u>Course No.</u>	<u>Title</u>	<u>Core Courses</u>	<u>Credit Hours</u>
CA1081	Culinary Arts Food Preparation and Lab		4
CA2095	Introductory Hospitality and Foodservice Management		4
FIN3500	Finance for Managers		4
FS1000	Small Business Accounting		4
FS1010	Food Safety and Sanitation		4
FS1020	Food Service Math		4
FS1030	Purchasing for Food Service		4
FS1090	Introduction to Dining Room Management		4
FS2050	Purchasing and Cost Controls		4
FS2120	Small Business Entrepreneurship		4
HRM1010	Introduction to the Hospitality Industry & Contemporary Trends	†	4
HRM1030	Technology for the Hospitality Industry		4
HRM1045	Gaming Industry’s Impact on Tourism		4
HRM2065	Beverage Management		4
HRM2075	Customer Expectations	†	4
HRM2080	Hospitality Internship	†	8
HRM2130	Menu and Dining Room Development		4
HRM3050	The Sales Process		4
HRM3070	Hotel, Lodging, & Club Operations		4
HRM3120	Marketing for the Hospitality and Food Service Industry		4
HRM4140	Event Planning		4
HRM4160	Human Resource Management for the Hospitality Industry	†	4
HRM4000	Quality Management		4

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HRM4150	Hospitality Law		4
HRM4170	Hospitality Externship and Capstone		12
MGT2000	Management	†	4
MGT3000	Business Ethics	†	4
			120

GENERAL EDUCATION COURSES

COM1050	Composition		4
ECN2000	Macroeconomics		4
MAT1500	Introductory Algebra		4
PSY2000	Critical Thinking and Problem Solving		4
SPC1010	Presentation Skills		4
	Social/Behavioral Science Electives		12
	Humanities Elective		4
	Mathematics Electives		4
	Science Electives		8
	Written Communication Electives		4
	General Education Elective		4
			56

FOUNDATION COURSES

CD2600	Career Development		2
CPU1000	Computers and Office Automation		4
INF1100	Information Literacy		2
PSY1050	Strategies for Success		4
			12

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- 02-10 (Published 12-09-2011)** **Amends the Course Description section of the catalog and reflects a change to HRM1030. Removed the Prerequisite. This change can be found on page 127 of the Harrison College Catalog.**

HRM1030 Technology for the Hospitality Industry _____ **3 Credit Hours**
 Using the Property Management System (PMS) software the course presents a systematic approach to front-office procedures by detailing the flow of business through a hotel from the reservation process to check-out and settlement. The system provides students with the basic hotel accounting procedures used in the night audit process and the various resources used by the front office managers to attain organizational objectives. Through hands on application students learn and develop Internet navigation skills that are relative to the hospitality, travel and tourism industry.

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- 02-11 (Published 12-09-2011)** **Amends the Course Description section of the catalog and reflects a change to NUR3000 removed prerequisite SCI2000 and PHY1260 . Added Prerequisite SCI2400. NUR3200 removed prerequisite PHY1260 This change can be found on page 143 of the Harrison College Catalog.**

NUR3000 Professional Nursing in the Healthcare System _____ **2 Credit Hours**
 This course explores the foundations of the nursing profession. Concepts presented include the history of nursing, the educational system, maintaining work/life harmony, professional accountability, and the responsibilities of the professional nurse- practitioner, teacher, change agent, delegator, and collaborator. **Prerequisite:** MAT2000, PSY2000, MGT2000, BUS3650, SCI2400

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NUR3200 Health Assessments _____ **4 Credit Hours**

This course provides students with the essentials of health assessment for nurses. This course focuses on assessment techniques to use in various clinical settings and includes interview skills and documentation information.

Prerequisite: NUR3000

02-12 (Published 12-09-2011) **Amends the Tuition Adjustment Policy section of the catalog. Added Tuition Adjustment Schedule table. This change can be found on page 29 of the Harrison College Catalog.**

TUITION ADJUSTMENT POLICY

Harrison College believes in a fair tuition adjustment policy. The College recognizes that situations occur over which the student has no control; however, the College has incurred a continuing cost in facility, space, personnel, and equipment for each student enrolled.

No student is charged for any quarter beyond that in which the student has attended classes. A tuition liability is established once a student has attended classes.

For any student who must withdraw or is suspended for failure to meet college standards, a withdrawal form must be completed with the Campus President, Dean, or Registrar. A percentage of quarterly tuition will be charged according to the following schedule:

Tuition Adjustment Schedule			
Time of Withdrawal	12 Week Term	10 Week Term	Mid Term Starts
	Tuition Charge		
Within first week of term	10%	10%	10%
Within second week of term	15%	20%	25%
Within third week of term	25%	25%	50%
Within fourth week of term	35%	40%	60%
Within fifth week of term	40%	50%	
Within sixth week of term	50%	60%	
After sixth week of term		100%	
Within seventh week of term	60%		
After seventh week of term	100%		

Federal funds received during the term of withdrawal are refunded based on the number of days a student is in attendance, up through the 60 percent point in time of that term, per federal regulations.

Refunds shall be made within forty-five (45) days of the last day of attendance, provided the student has notified the College of his/her withdrawal. Otherwise, refunds shall be made within forty-five (45) days from the date the College determines that the student has withdrawn. In all instances, the refund will be based on and computed from the last day of attendance according to the College's attendance records. The College encourages all students who must withdraw to provide notification of intent to withdraw to the Dean or Registrar. Refunds for students who do not begin classes shall be made within forty-five (45) days of the start of the term.

If a student has paid his/her tuition in full and finds it necessary to withdraw from college during a term in which the student has attended, the above tuition adjustment policy will be followed. Any credit balance on the student's account resulting from the above tuition adjustments will be refunded. Refunds will be applied according to federal and state guidelines. Monies paid for books and personal supplies are nonrefundable. This policy applies to complete withdrawal from the College. It does not apply to withdrawal from individual courses.

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- 02-13 (Published 12-09-2011) **Amends the Academic Programs of the catalog and reflects a change to Bachelor Degree In Nursing program. The BUS3650 and SOC2050 courses were switch between the Professional and General Education courses. This change can be found on page 62 of the Harrison College Catalog.**

BACHELOR DEGREE IN NURSING

Bachelor of Science Degree Program – 86 Quarter Credit Hours

School of Health Sciences

This program is designed for Associate Degree or Diploma Nurses to continue their education to obtain their BSN. The program is designed to provide the student with the academic, professional and clinical skills needed for a registered nurse position with preparation for managerial positions within the healthcare industry. Students will develop knowledge and skills in research, critical thinking, problem solving, and leadership for application and use in a health care setting. The student is prepared to administer nursing care to individuals, families, and communities in a variety of healthcare settings including in a supervisory role. The program trains students to develop competency and responsibility in providing and managing care for patients across the lifespan, in collaboration with members of the healthcare team. The program also emphasizes lifelong learning.

The program has been developed as a completion program for licensed Registered Nurses who have graduated from an accredited associate degree program. Additional coursework may be required in order to meet the general education and prerequisite requirements of the courses included in the Bachelor Degree in Nursing program.

PROGRAM OBJECTIVES

Upon graduation a student will:

1. Acquire a foundation in health services organization from the perspective of management, including design and implementation, quality and assessment.
2. Use the nursing process as a critical thinking method at all levels of care.
3. Prepare and implement teaching plans.
4. Demonstrate leadership and management abilities when providing nursing care for a variety of clients.
5. Evaluate nursing research and become aware of current trends and issues which affect health care delivery as it relates to nursing practice.
6. Utilize Orem nursing theory as a framework for planning patient care.
7. Demonstrate behaviors that reflect a pattern of personal and professional responsibility and accountability, self-development, and lifelong learning.

PROFESSIONAL COURSES

<u>Course No.</u>	<u>Title</u>	<u>Core Courses</u>	<u>Credit Hours</u>
BUS3650	Business Statistics		4
HCM4250	Health Services in Society		4
HCM4400	Quality and Assessment in Health Care		4
MGT2000	Management		4
NUR3000	Professional Nursing in the Healthcare System		2
NUR3100	Theories and Concepts in Nursing		4
NUR3200	Health Assessments		4
NUR3600	Legal/Ethical Aspects of Nursing		4
NUR4100	Nursing Research		4
NUR4200	Community-Based Health Care/Clinical Component		8
NUR4600	Management in Nursing/Clinical Component		8
			50

GENERAL EDUCATION COURSES

COM3150	Advanced Composition	4
HUM1500	Introduction to Humanities	4
MAT2000	College Algebra	4
PSY2000	Critical Thinking and Problem Solving	4

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PSY3250	Psychology of Adjustment	4
SCI2400	Principles of Nutrition	4
SOC2050	Societal Problems	4
	Elective	4
	Elective	4
		36

02-14 (Published 12-09-2011) Amends the Military Service Award section of the catalog. Added clarification regarding students enrolled in more than 12 credits. This change can be found on page 15 of the Harrison College Catalog.

● **MILITARY SERVICE AWARD**

In recognition of their service to our country, Harrison College has created a grant for Military Students called the Military Service Award. Based on the student being enrolled in 12 credit hours the amounts could be a maximum grant award of \$2,000 per term under the Liberty Award and \$2,888 under the freedom award. If the student elects to take more than 12 credit hours their grant could be greater. The program of choice and military status of the student can affect grant amount. "Military Student" is defined as an Active Member of the Armed Forces, Veteran* of the Armed Forces, Active Reservist and National Guard Member, Retiree of the Armed Forces, and/or a Dependent** of a Member of the Armed Forces.

* A veteran must have been discharged or released from active duty in the Armed Forces under honorable conditions (i.e., with an honorable or general discharge) after serving for more than 180 consecutive days, other than for training.

** Dependents must verify eligibility with a current and valid Military ID card.

For more information including grant eligibility and amounts, students should consult with a Harrison College Program Specialist or a Financial Aid Analyst.

02-15 (Published 12-09-2011) Amends the Course Description section of the catalog and reflects a change to ITS2250 removed prerequisite. This change can be found on page 131 of the Harrison College Catalog.

ITS2250 Cisco Technologies I _____ 4 Credit Hours

This course covers topics of interest to computer professionals in the area of Cisco-specific technologies. The topics for this course include (but are not limited to) network terminology and protocols, routing protocols, cabling, cabling tools, router and switch programming, addressing, LANs, WANs, and VLANs.

02-16 (Published 12-09-2011) Amends the Academic Programs of the catalog and reflects a change to the Paralegal Program. Added Core Course to PL2550, PL2500, PL2230, PL2340, and PL2370 This change can be found on page 101 of the Harrison College Catalog.

PARALEGAL

**Associate of Applied Science – 96 Quarter Credit Hours
School of Criminal Justice**

This program is designed to prepare students for a career as a legal assistant or paralegal. Career opportunities would include employment by an individual or institution performing legal work for which a lawyer is responsible. Students develop professional competence and the specialized skills necessary to effectively communicate and solve issues under the supervision of an attorney. The program prepares individuals to perform research, drafting, investigation, record-keeping and review, and related administrative functions under the supervision of an attorney. This includes instruction in legal research, drafting discovery and other legal documents, courthouse procedures, and legal specializations. Graduates of the program can pursue entry-level positions in the public and private sector and

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contribute to the advancement of the legal profession. Paralegals may not provide legal services directly to the public, except as provided by law.

PROGRAM OBJECTIVES:

Upon graduation, students will be able to:

1. Develop research, investigation, writing and communication skills necessary to draft legal documents under the supervision of an attorney.
2. Use critical thinking skills to assist a supervising attorney in identifying and resolving factual and legal issues.
3. Adhere to the legal ethics rules.
4. Conduct self in a professional manner while functioning as a member of the legal team.

PROFESSIONAL COURSES:

<u>Course No.</u>	<u>Title</u>	<u>Core Courses</u>	<u>Credit Hours</u>
PL1000	Introduction to Law	†	4
PL1010	Legal Ethics	†	4
PL1050	Technology in the Law Office	†	4
PL1100	Legal Research and Writing I for Paralegals	†	4
PL1200	Interviewing and Investigation	†	4
PL1210	Civil Litigation	†	4
PL2200	Administrative Law	†	4
PL2210	Family Law	†	4
PL2220	Criminal Law and Procedure for Paralegals	†	4
PL2300	Contracts	†	4
PL2310	Real Estate	†	4
PL2350	Torts	†	4
PL2100	Legal Research and Writing II for Paralegals	†	4
PL2550	Legal Internship OR	†	4
PL2500	Paralegal Capstone course**	†	4
			56

PROFESSIONAL ELECTIVES: (Select One)

PL2230	Bankruptcy Law and Debtor Creditor Relations	†	4
PL2340	Business Organizations	†	4
PL2370	Wills, Trusts, and Estate Planning	†	4
			4
Total Professional Course Credits			60

GENERAL EDUCATION COURSES

COM1050	Composition I		4
MAT1500	Introductory Algebra		4
PSY2000	Critical Thinking and Problem Solving		4
SPC1010	Presentation Skills		4
	Behavior or Social Science Elective		4
			20

FOUNDATION COURSES:

CD2600	Career Development		2
CPU1000	Computers and Office Automation		4
CPU2120	Word Processing		4
INF1100	Information Literacy		2
PSY1050	Strategies for Success		4
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** Students enrolled through the online division must complete the capstone in place of the Internship/Externship.

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- 02-17 (Published 12-09-2011)** **Amends the Veterinary Technology section of the catalog. Added the first paragraph and reworded the second. This change can be found on page 4 of the Harrison College Catalog.**

VETERINARY TECHNOLOGY

Admission to the Associate Degree of Veterinary Technology program is competitive. Completion of minimum admissions requirements does not guarantee admittance into the program.

In addition to the above, applicants wishing to enroll in the Veterinary Technology program must also complete a questionnaire and satisfactorily complete an interview with a faculty or staff member of the School of Veterinary Technology if such an interview is requested. Applicants to the Veterinary Technology program must submit an official copy of their high school diploma or GED to the Registrar before being admitted into the program. Veterinary Technology applicants will be required to take communications and mathematics placement tests. Students not meeting the minimum score requirements will be required to complete additional coursework that fulfills prerequisites prior to starting program track.

A decision regarding acceptance will be made within 10 days of completion of the Wonderlic assessment, or submission of acceptable test scores as stated above, and all required admission documents, including the Enrollment Agreement.

Upon acceptance, and prior to registration, applicants may be required to take reading, communications, keyboarding and/or mathematics placement tests based on program requirements and prerequisites. Students not meeting the minimum score requirements will be required to complete additional coursework that fulfills prerequisites of required program courses. A list of minimum passing scores is available for review in the Registrar's and Dean's offices.

Applicants not pursuing an academic credential will be admitted as non-degree seeking students. Non-degree seeking students are ineligible for most forms of financial aid.

- 02-18 (Published 12-09-2011)** **Amends the Admissions Test Requirements section of the catalog. Deleted two * from School of Veterinary Technology/Veterinary Assistant Certificate from the Wonderlic SLE column. This change can be found on page 8 of the Harrison College Catalog.**

ADMISSIONS TEST REQUIREMENTS

Program	ACT	SAT		TEAS				TOEFL	Wonderlic SLE
		Critical Reading	Math	Reading	English	Math	Science		
School of Information Technology									
Health Informatics-Bachelor of Science	17	400	400					65*	15
Help Desk Technician-Certificate	17	400	400					65*	15
Information Technology- Bachelor of Science	17	400	400					65*	15
Interactive Media Design-Bachelor of Science	17	400	400					65*	15
Network Administration-Associate of Applied Science	17	400	400					65*	15
School of Veterinary Technology									
Veterinary Assistant-Certificate	17	400	400					65*	15

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Program	ACT	SAT		TEAS				TOEFL	Wonderlic SLE
		Critical Reading	Math	Reading	English	Math	Science		
Veterinary Technology -Associate of Applied Science	17	400	400					65*	15
The Chef's Academy									
Culinary Arts -Associate of Applied Science	17	400	400					65*	15**
Hospitality & Restaurant Management -Bachelor of Science	17	400	400					65*	15**
Pastry Arts -Associate of Applied Science	17	400	400					65*	15**
<p>* Total score of 65 with a minimum score of 18 on the Writing Test. Taken within the past 10 years</p> <p>** 13-14 eligible for 2 classes plus PSY1050 12 and below not eligible for admission</p>									

02-19 (Published 12-09-2011) **Amends the Additional Charges and Fees section of the catalog. Added Veterinary Technology/Veterinary Assisting to the Technology/Surgical Technology. It now reads Technology/Surgical Technology/Veterinary Technology/Veterinary Assisting. This change can be found on page 22 of the Harrison College Catalog.**

ADDITIONAL CHARGES AND FEES

- Campus Parking Fee
 - ✓ Please contact your campus for specific dollar amount
 - ✓ Assessed each term
- CPR Fee \$ 90.00
 - ✓ Medical Assistant and Surgical Technology
- Computer/Internet Lab Fee 95.00
 - ✓ Assessed for each course conducted in a computer lab
- Course Test Out Fee 45.00
- Criminal Justice: Forensics Lab Fee 45.00
- Fashion Merchandising Fee 150.00
- Graduation Fee 85.00
- Health Science Lab Fee 60.00
 - ✓ Assessed for each course taken in a lab
- Health Science Program Pin Fee 25.00
 - ✓ Required of all students enrolled in Health Science programs
- Malpractice Liability Insurance 65.00
 - ✓ Health Science Program Students
- Medical Assistant Program Fee 135.00
- Massage Program Fee 225.00
- Nursing Background Check Fee 40.00

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<ul style="list-style-type: none"> ● Nursing Competency Assessment Fee ✓ Assessed Quarterly ● Nursing NCLEX and Indiana State Board Technology Fee ● Technology Fee ✓ Assessed for each online or blended course taken ● Surgical Technology Program Fee ✓ Required of all students enrolled in Surgical Technology program ● Transcript Fee ✓ Academic transcripts are issued when all financial obligations to the College has been met. ● Uniforms (per set) ✓ Medical Assistant/Medical Laboratory ● Technology/Surgical Technology/Veterinary Technology/Veterinary Assisting ✓ Uniforms (per set) - Nursing ✓ Uniforms (per set) - Criminal Justice ● Veterinary Technology Course Fee ✓ Assessed for each Veterinary Technology course taken ● Veterinary Technology Program Pin Fee 	<p>105.00</p> <p>250.00</p> <p>130.00</p> <p>275.00</p> <p>5.00</p> <p>80.00</p> <p>150.00</p> <p>80.00</p> <p>105.00</p> <p>25.00</p>
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02-20 (Published 12-09-2011) **Amends the Course Description section of the catalog. Corrected prerequisite Number to VET1100. Added prerequisite and Co-requisite to VET1400. This change can be found on page 153 of the Harrison College Catalog.**

VET1155 Animal Medicine I _____ 4 Credit Hours

This course will provide the student with a basic understanding of veterinary immunology, pathophysiology, and small animal nutrition to help them identify mechanisms of disease as well as an introduction to common diseases in small animals. *Prerequisite:* BIO1100, VET1100, VET1250 *Co-requisite:* VET1400

VET1400 Veterinary Pharmacology and Calculations _____ 4 Credit Hours

This course provides the student with an introduction to veterinary pharmacology. This course will also review practical exercises in dosage calculations to develop requisite skills to be used in clinical veterinary practice.

Prerequisite: CHM1150, VET1005, VET1250. *Co-requisite:* VET1155

02-21 (Published 12-09-2011) **Amends the Additional Charges and Fees section of the catalog. Added Veterinary Technology Program Fee of \$300.00 This change can be found on page 22 of the Harrison College Catalog.**

ADDITIONAL CHARGES AND FEES

<ul style="list-style-type: none"> ● Campus Parking Fee ✓ Please contact your campus for specific dollar amount ✓ Assessed each term ● CPR Fee ✓ Medical Assistant and Surgical Technology ● Computer/Internet Lab Fee ✓ Assessed for each course conducted in a computer lab 	<p>\$ 90.00</p> <p>95.00</p>
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● Course Test Out Fee	45.00
● Criminal Justice: Forensics Lab Fee	45.00
● Fashion Merchandising Fee	150.00
● Graduation Fee	85.00
● Health Science Lab Fee	60.00
✓ Assessed for each course taken in a lab	
● Health Science Program Pin Fee	25.00
✓ Required of all students enrolled in Health Science programs	
● Malpractice Liability Insurance	65.00
✓ Health Science Program Students	
● Medical Assistant Program Fee	135.00
● Massage Program Fee	225.00
● Nursing Background Check Fee	40.00
● Nursing Competency Assessment Fee	105.00
✓ Assessed Quarterly	
● Nursing NCLEX and Indiana State Board Technology Fee	250.00
● Technology Fee	130.00
✓ Assessed for each online or blended course taken	
● Surgical Technology Program Fee	275.00
✓ Required of all students enrolled in Surgical Technology program	
● Transcript Fee	5.00
✓ Academic transcripts are issued when all financial obligations to the College has been met.	
● Uniforms (per set)	80.00
✓ Medical Assistant/Medical Laboratory	
● Technology/Surgical Technology/Veterinary Technology/Veterinary Assisting	
✓ Uniforms (per set) - Nursing	150.00
✓ Uniforms (per set) - Criminal Justice	80.00
● Veterinary Technology Course Fee	105.00
✓ Assessed for each Veterinary Technology course taken	
● Veterinary Technology Program Pin Fee	25.00
● Veterinary Technology Program Fee	300.00

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Addendum 03

- 03-01 (Published 12-14-2011) Amends the Accreditation section catalog. Added the NAVATA accreditation. This change can be found on page 3 of the Harrison College Catalog.

ACCREDITATION

- National Association of Veterinary Technicians in America (NAVTA)
1666 K Street, NW, St. 260 Washington DC 20006
(703) 740-8737

The Harrison College Veterinary Technology program, at the campus listed below, is accredited by the NAVTA Review Committee. (<http://www.navta.net/>).

Indianapolis Northwest
6300 Technology Center Drive; Indianapolis, IN 46278

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- 03-02 (Published 12-14-2011) Amends the Academic Programs of the catalog and reflects a change to the Pastry Arts Program. Removed the last sentence of the program description. This change can be found on page 103 of the Harrison College Catalog.

PASTRY ARTS

Associate of Applied Science Degree Program – 116 Quarter Credit Hours
The Chef's Academy

This program prepares students for entry-level opportunities as Pastry Cooks and Assistant Pastry Chefs. A solid foundation provided by the program combined with industry experience puts graduates on the path to achieving Pastry Chef status. Students are introduced to the art of making specialty breads, cakes, pies, pastry creams and French pastry, and presented with skills in advanced decoration and design. Students are also given an overview of the organization and operation of a commercial kitchen in addition to a bake shop. Commercial kitchen food fabrication and techniques are included to give students the ability to function as a pastry assistant or entry level line cook. ~~The program culminates in a 16-week externship offering students opportunities to apply their skills.~~

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- 03-03 (Published 12-14-2011) Amends the Tuition Adjustment Policy section of the catalog. Added Tuition Adjustment for Wisconsin. This change can be found on page 29 of the Harrison College Catalog.

WISCONSIN

The following Tuition Adjustment Policy is for distance education students who reside at a permanent address in Wisconsin.

Refunds shall be made within forty (40) days of the last day of attendance, provided the student has notified the College of his/her withdrawal; otherwise, refunds shall be made within forty (40) days from the date the College determines that the student has withdrawn. In all instances, the refund will be based on and computed from the last day of attendance according to the school's attendance records. The College encourages all students who must withdraw from school to provide written notification of intent to withdraw. Refunds for a student who does not begin classes shall be made within forty (40) days of the start of the quarter.

This Enrollment Agreement may be cancelled after the enrollment contract is signed by the prospective student if any of the following applies:

- The student cancels enrollment within three (3) business days; or

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- The student was unqualified and the College did not secure a disclaimer; or
- The College procured the student's enrollment as the result of any false representations in the written materials used by the College or in oral representations made by or on behalf of the College.

If any of the above apply, the school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than forty (40) days after cancellation. This provision does not apply where the student has already started classes.

If a student has paid his/her tuition in full and finds it necessary to withdraw from school during a quarter in which the student has attended, the above tuition adjustment policy will be followed. Any credit balance on the student's account resulting from the above tuition adjustments will be refunded. Refunds will be applied according to Federal and State guidelines. All efforts will be made to refund prepaid amounts for books, supplies, and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier. This applies to books and supplies purchased directly from Harrison College. The institution cannot guarantee refunds for books and supplies purchased by the student from a third party. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control. This policy applies to complete withdrawal from the College. It does not apply to withdrawal from individual courses.

A percentage of quarterly tuition will be charged according to the following schedule:

Wisconsin Tuition Adjustment Schedule				
<u>Student is entitled to upon withdrawal/termination</u>	<u>12-Week Term Starts</u>		<u>Midterm Starts</u>	
	<u>Tuition Charge</u>	<u>Refund</u>	<u>Tuition Charge</u>	<u>Refund</u>
<u>Within Week 1 of the term</u>	<u>10%</u>	<u>90%</u>	<u>10%</u>	<u>90%</u>
<u>Within Week 2 of the term</u>	<u>15%</u>	<u>85%</u>	<u>25%</u>	<u>75%</u>
<u>Within Week 3 of the term</u>	<u>25%</u>	<u>75%</u>	<u>50%</u>	<u>50%</u>
<u>Within Week 4 of the term</u>	<u>35%</u>	<u>65%</u>	<u>60%</u>	<u>40%</u>
<u>After Week 4 of the term</u>			<u>100%</u>	<u>No Refund</u>
<u>Within Week 5 of the term</u>	<u>40%</u>	<u>60%</u>		
<u>Within Week 6 of the term</u>	<u>50%</u>	<u>50%</u>		
<u>Within Week 7 of the term</u>	<u>60%</u>	<u>40%</u>		
<u>After Week 7 of the term</u>	<u>100%</u>	<u>No Refund</u>		

- 03-04 (Published 12-14-2011)** **Amends the Grievance Procedure section of the catalog. Added Grievance Procedure for Wisconsin. This change can be found on page 35 of the Harrison College Catalog.**

WISCONSIN

The following Grievance Procedure is for distance education students who reside at a permanent address in Wisconsin.

Students who have a complaint or grievance against Harrison College should make a reasonable effort to resolve the issue through the College's grievance procedure. In the event that a solution cannot be reached, the student may contact the state of Wisconsin Educational Approval Board at (608) 266-1996 or by mail at P.O. Box 8696 Madison, WI 53708-8696. The complaint should include any evidence bearing on the issues and documentation that a reasonable effort was made to resolve the complaint directly with the College.

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03-05 (Published 12-14-2011)

Amends the Scholarships of the catalog. Added 5 Scholarships; High School Student Scholarship, Boys And Girls Club Scholarship, Spouse And Dependents Of Servicemembers Scholarship, The Greater Indianapolis Chamber Of Commerce Education Plus Scholarship, and the Center For Leadership Development. This change can be found on page 13 of the Harrison College Catalog.

- **HIGH SCHOOL STUDENT SCHOLARSHIP**

The Harrison College High School Scholarship is available to 2012 High School graduates interested in pursuing their education at Harrison College. Harrison College is awarding four scholarships to career focused and success driven high school Seniors. Apply online by December 31, 2011 to be considered for one of the four following awards:

- ✓ (1) Scholarship covering full tuition costs for a Harrison College Associate Degree.
- ✓ (1) Scholarship covering half tuition costs for a Harrison College Associate Degree.
- ✓ (2) \$2500 scholarships to be contributed to tuition cost.

SCHOLARSHIP DETAILS

Harrison College will award four scholarships to High School Seniors getting ready to graduate from high school. The four available scholarships include:

- ✓ (1) Award covering full tuition costs for a Harrison College Associate Degree (dollar amount awarded is determined by the Harrison College tuition schedule of the recipients' enrolled program).
- ✓ (1) Award covering half tuition costs for a Harrison College Associate Degree (dollar amount awarded is determined by the Harrison College tuition schedule of the recipients' enrolled program).
- ✓ (2) \$2500 awards to be contributed to tuition cost.

ELIGIBILITY

- ✓ Senior in high school graduating by June 2012.
- ✓ Interested in attending Harrison College after high school graduation.
- ✓ Show academic progress toward graduation.

AWARD

If selected, the recipient will receive one of the four available scholarships for Harrison College's summer or fall term. The award is to be divided evenly over each term of the student's enrollment until the award is fully distributed. Students may only apply once, and awards are not eligible for renewal. Any student who withdraws, or changes to an ineligible program of study, automatically forfeits any remaining scholarship funds.

APPLICATION PROCESS

- ✓ Submit completed scholarship application online www.harrison.edu by December 31, 2011.
- ✓ Submit a 500-word essay describing "Why you are a career focused and success driven student".
- ✓ Submit one letter of recommendation from a school or work reference (i.e. teacher, coach, manager, counselor).
- ✓ Submit one letter of recommendation from a relative (i.e. parent, guardian, sibling, grandparent, aunt/uncle, etc.).
- ✓ Incomplete applications will not be reviewed.

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SELECTION PROCESS

All completed applications will be reviewed after the December 31, 2011 deadline by the Harrison College Scholarship Committee to determine the four finalists. All top four finalists will be video interviewed.

The video interviews and personal essays will be posted on Harrison College's social media channels. Each candidate's video will be open to a public vote (based on "likes"). Candidates are urged to invite friends and family to vote for their video interview on the Harrison College Social Media pages. After the conclusion of the Voting Phase, the Harrison College Scholarship Committee will determine the award winners based on each candidate's number of votes from all social media sources. In the event of a tie, the Harrison College Scholarship Committee will determine the winner.

The applicant with the most votes will receive a full tuition scholarship (for an Associate Degree Program), the applicant with the second most votes will receive a half tuition scholarship (for an Associate Degree Program), the applicants with the third and fourth most votes will receive one of the two \$2500 scholarships. Social Media voting concludes Saturday, March 31, 2012. Scholarships recipients will be notified April 2012.

EXPECTATIONS

- ✓ To receive award, all necessary entrance enrollment requirements to Harrison College must be complete.
- ✓ Applicants selected for video interviewing will be required to complete a video interview session with Harrison College between January 1, 2012 and February 18, 2012. Applicants failing to complete video interview will be removed from selection process.
- ✓ The top four finalist are encouraged to utilize their personal social media profiles to promote votes for their video on the Harrison College social media profiles.
- ✓ Student must maintain a 3.0 or above GPA (on a 4.0 scale) while attending Harrison College, and be in good standing with the college upon disbursement of scholarship money.

Note: This Scholarship is not currently available to Ohio students.

• BOYS AND GIRLS CLUB SCHOLARSHIP

This school year (2011-2012), Harrison College will award ten \$2500 scholarships to Boys and Girls Club members getting ready to graduate from high school and pursue an education at Harrison College.

ELIGIBILITY

- ✓ Current member of a Boys and Girls Club.
- ✓ Senior in high school graduating by June 2012.
- ✓ Interested in attending Harrison College after high school graduation.
- ✓ Show academic progress toward graduation.

AWARD

If selected, the recipient will receive an award of \$2,500 for Harrison College's summer or fall term to be divided evenly over the first four terms (\$625 per quarter) of the student's enrollment. Students may only apply once, and awards are not eligible for renewal. Any student who withdraws, or changes to an ineligible program of study, automatically forfeits any remaining scholarship funds.

APPLICATION PROCESS

- ✓ Submit completed scholarship application online www.harrison.edu by March 1, 2012.
- ✓ Submit a 500-word essay describing how Boys and Girls Club has inspired you to continue your education beyond high school.
- ✓ Submit one letter of recommendation from a Boys and Girls Club Advisor (approximately 250 words).

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- ✓ Incomplete applications will not be reviewed.

SELECTION PROCESS

All completed applications will be reviewed after the March 1, 2012 deadline by the Harrison College Scholarship Committee. Recipients of the award will be notified by Monday, April 2, 2012.

EXPECTATIONS

- ✓ To receive award, all necessary entrance enrollment requirements to Harrison College must be complete.
- ✓ Scholarship recipients will be invited to attend a Scholarship Awards Ceremony. Attendance of this event is encouraged, but not required for scholarship eligibility.

Student must maintain a 3.0 or above GPA (on a 4.0 scale) while attending Harrison College, and be in good standing with the college upon disbursement of scholarship money.

Note: This Scholarship is not currently available to Ohio students.

• SPOUSE AND DEPENDENTS OF SERVICEMEMBERS SCHOLARSHIP

Harrison College is awarding up to ten scholarships each during the months of May and November of 2012 to eligible Spouses and Dependents of Servicemembers. Apply online by March 31, 2012 for scholarships that will be awarded in May. Application process reopens in June with a deadline of September 30, 2012 for scholarships that will be awarded in November 2012.

ELIGIBILITY

- ✓ Must have a current and valid Dependent Military Identification Card (Active Duty, National Guard, Reservist or Retiree).
- ✓ Graduate of an accredited high school, equivalent educational institution, or earned a General Equivalency Diploma (GED).
- ✓ Interested in attending Harrison College or currently attending Harrison College.

AWARD

If selected, the recipient will receive an award of \$2,500 to be divided evenly over the first four terms (\$625 per quarter) of the student's enrollment at Harrison College. Awards are not eligible for renewal. Any student who withdraws, or changes program of study, automatically forfeits any remaining scholarship funds.

APPLICATION PROCESS

- ✓ Submit completed scholarship application by March 31, 2012 (May Award) or September 30, 2012 (November Award).
- ✓ Submit a 500-word essay describing how military life affects a servicemembers spouse or dependent decision to pursue a post-secondary education.
- ✓ Submit two letters of recommendation.

SELECTION PROCESS

All completed applications will be reviewed after the March 31, 2012 or September 30, 2012 deadlines respectively by the Harrison College Scholarship Committee. Recipients of the award will be notified by either Monday, May 7, 2012 or November 11, 2012. Notification dates are dependent upon when applications are received.

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EXPECTATIONS

- ✓ To receive award, recipient must provide proof of a current and valid Military Dependent Identification Card.
- ✓ All necessary entrance enrollment requirements to Harrison College must be complete.
- ✓ Student must maintain a 3.0 or above GPA (on a 4.0 scale) while attending Harrison College, and be in good standing with the college upon disbursement of scholarship money.
- ✓ Current Harrison College students must be in good standing upon disbursement of Scholarship money.

Note: This Scholarship is not currently available to Ohio students.

- **THE GREATER INDIANAPOLIS CHAMBER OF COMMERCE EDUCATION PLUS SCHOLARSHIP**

This school year (2012), Harrison College will award 15 non-reoccurring \$2000 scholarships to the Indianapolis Chamber/Education Plus for use by adult learners looking to continue or pursue an education at Harrison College.

ELIGIBILITY

- ✓ Work for, or has a family member that works for an Indianapolis Chamber member company.
- ✓ Interested in attending Harrison College to continue or pursue a college credential.
- ✓ Demonstrate that a college credential will provide improved career opportunities.

AWARD

If selected, the recipient will receive a \$2000 scholarship toward a Certificate, Associate or Bachelor degree in any of Harrison College's five Schools of Study or The Chef's Academy starting in any of Harrison College's four terms (Fall, Winter, Spring, Summer). The award will be divided evenly over the first four terms (\$500 per quarter) of the students' enrollment. Individuals may only apply once, and awards are not eligible for renewal. Any student who withdraws or changes to an ineligible program of study automatically forfeits any remaining scholarship funds.

APPLICATION PROCESS

- ✓ Submit completed scholarship application online www.harrison.edu by March 1, 2012.
- ✓ Submit a 500-word essay describing how this scholarship will help you pursue a college credential that will positively impact your employment growth.
- ✓ Submit one letter of recommendation from a professional reference.
- ✓ Incomplete applications will not be reviewed.

SELECTION PROCESS

All completed applications will be reviewed after the March 1, 2012 deadline by the Harrison College Scholarship Committee. Recipients of the award will be notified by April 1, 2012.

EXPECTATIONS

To receive award, all necessary entrance enrollment requirements to Harrison College must be complete. Student must maintain a 3.0 or above GPA (on a 4.0 scale), and be in good standing with the Harrison College upon disbursement of scholarship money.

Note: This Scholarship is not currently available to Ohio students

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- **CENTER FOR LEADERSHIP DEVELOPMENT**

Harrison College and the Center for Leadership Development have partnered to offer a full scholarship to an alumnus of the Center for Leadership Development program. Harrison College will award one scholarship up to approximately \$64,000 to an applicant interested in pursuing an Associate's or Bachelor's degree at Harrison College. Additional details may be found in the scholarship application. Interested applicants should click on the below link and complete the Center for Leadership Development application through CLD website.

ELIGIBILITY REQUIREMENTS FOR THE CLD SCHOLARSHIPS

- ✓ Student must be a graduate of CLD's Self-Discovery/Career Exploration Project (SD/CE) by the fall semester of a student's senior year in high school.
- ✓ Students must attend the Emerging CLD Scholars Meeting held in November of each year.
- ✓ Seniors participating in SD/CE the fall semester of their Senior year are still eligible to attend the Emerging CLD Scholars meeting. However CLD will verify completion of SD/CE prior to submitting your scholarship application for review.
- ✓ Students and parent/caring adult must be graduates of CLD's College Prep Institute (CPI) program.
- ✓ Students & Parents/Caring Adults who have not completed CPI prior to the student's Senior year will be required to complete CPI prior to the student's enrollment in college.

Note: This Scholarship is not currently available to Ohio students.

- **THE CHEF'S ACADEMY 2011 TOP TEEN TALENT SCHOLARSHIP COMPETITION OFFICIAL RULES AND REGULATIONS**

COMPETITION ELIGIBILITY

The Chef's Academy Top Teen Talent Scholarship Competition (otherwise noted as just "Competition") is open to legal residents of the fifty (50) United States and the District of Columbia. Scholarship can be applied towards one (1) degree program, your choice of Culinary Arts, Pastry Arts, or Hospitality Restaurant Management, and can be applied towards The Chef's Academy location of your choice (Indiana or North Carolina).

APPLICATION PROCESS

To enter the Competition, applicants must submit a completed and signed Entry & Release form no later than April 6, 2012. A scholarship applicant is limited to submitting an application in one category only.

CATEGORIES ONE AND TWO: CULINARY ARTS AND PASTRY ARTS

EACH APPLICANT MUST SUBMIT THE FOLLOWING:

- ✓ The applicant's culinary recipe in the standard recipe format included with the official application.
- ✓ An original photograph of the prepared recipe.
- ✓ An original, typed essay of not more than 300 words that describes why the applicant wishes to study Culinary or Pastry Arts at the Chef's Academy. The essay must be in English.

CATEGORY THREE: HOSPITALITY AND RESTAURANT MANAGEMENT

- ✓ Each applicant must submit the following:
 - A 30 second marketing video in which the applicant, dressed in appropriate attire, promotes a business concept related to the hospitality industry, such as a hotel, restaurant, casino or spa.
 - An original, typed essay of not more than 300 words that describes why the applicant wishes to study at the Chef's Academy. The essay must be in English.

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CRITERIA

- ✓ Applicants must be high school seniors or juniors scheduled to graduate with a minimum 2.0 cumulative grade point average or the equivalent thereof (based on a 4.0 scale) as of the date of entry and completion of the Competition.
- ✓ Each applicant must fulfill all individual program requirements for the specific degree program in which you wish to enroll at The Chef's Academy.
- ✓ An eligible minor must have his/her parent's or legal guardian's permission to enter. Submit a completed Entry & Release Form by all posted deadlines.
- ✓ Applicants must complete both phase one and two of the competition.

The First Place winner of Phase Two: A cumulative score will determine the placement of each competitor overall. The Chef's Academy Top Teen Talent Competition will receive a full-tuition scholarship* to The Chef's Academy. The Second Place winner will receive a \$5,000 scholarship to The Chef's Academy. The remaining 13 finalists will each receive a \$1000 scholarship to The Chef's Academy.

Scholarship awards are contingent on acceptance to The Chef's Academy and tuition scholarships are awarded evenly over each term throughout the given program. Scholarships awarded are for the one (1) declared program that a student has upon entry to The Chef's Academy.

03-06 (Published 12-14-2011) Amends the Course Descriptions section of the catalog. Removed 3 and added 4 to the Credit Hours and the course descriptions has been changed. This change can be found on page 123 of the Harrison College Catalog.

HRM1030 Technology for the Hospitality Industry 34 Credit Hours

Using the Property Management System (PMS) software the course presents a systematic approach to front office procedures by detailing the flow of business through a hotel from the reservation process to check-out and settlement. The system provides students with the basic hotel accounting procedures used in the night audit process and the various resources used by the front office managers to attain organizational objectives. Through hands on application students learn and develop Internet navigation skills that are relative to the hospitality, travel and tourism industry.

The demand and use of technology in the Hospitality Industry to improve daily tasks, productivity, and quality of the employees' tasks has grown to meet customer demands. For this reason, it is more important that professionals in the hospitality industry, know the main functions of the software, systems, and applications he or she may interact with. This course studies the different information systems in the Hospitality Industry. Topics will include integrative Property Management Systems, Point of Sales Systems, Customer Relationship Management Systems, and Systems Selection and Security. These concepts are stressed through digital media, current industry articles, and simulations.

03-07 (Published 12-14-2011) Amends the Academic Programs of the catalog and reflects a change to Hospitality Restaurant Management BS program. The Course Description and the Course Objectives has changed. This change can be found on page 81 of the Harrison College Catalog.

HOSPITALITY RESTAURANT MANAGEMENT

*Bachelor of Science Degree Program – 188 Quarter Credit Hours
The Chef's Academy*

The demand and use of technology in the Hospitality Industry to improve daily tasks, productivity, and quality of the employees' tasks has grown to meet customer demands. For this reason, it is more important that professionals in the hospitality industry, know the main functions of the software, systems, and applications he or she may interact with. This course studies the different information systems in the Hospitality Industry. Topics will include integrative Property Management Systems, Point of Sales Systems, Customer Relationship Management Systems,

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and Systems Selection and Security. These concepts are stressed through digital media, current industry articles, and simulations.

This program is designed to develop the knowledge and skills to begin a career path toward management in the hospitality and food service industry. Drawing on the resources of The Chef's Academy, it integrates the industry's preference for both food service ("the back of the house") and hospitality ("the front of the house") skills. The program includes a strong management component which encompasses problem-solving, forecasting, strategic-planning, team building, and human resource management.

Students complete an internship midway through their program and an externship at the conclusion of their program covering both front and back of the house operations. These strategically placed experiences, combined with a balance of industry specific operational courses, the management component, and career relevant general studies, empowers students to realize their full potential and professional goals in the hospitality food service industry.

PROGRAM OBJECTIVES Upon completion of required course work, the student will be able to:

1. Pursue a mid-level management position in a hospitality environment.
2. Understand the principles of management and the importance of serving others.
3. Cultivate the passion, respect, communication skills and ethical behavior necessary to make a difference in their world of hospitality.

~~1. Demonstrate technology fundamentals in the hospitality industry~~

~~2. Use hospitality technologies to complete daily tasks that occur in the industry~~

~~3. Explain the functions of the most common technologies in the hospitality industry; including Property Management Systems, Point of Sales, Customer Relationship Management, Food and Beverage Applications, and Sales and Catering Systems.~~

~~4. Research current technology trends in the hospitality industry~~

PROFESSIONAL COURSES

<u>Course No.</u>	<u>Title</u>	<u>Core Courses</u>	<u>Credit Hours</u>
CA1081	Culinary Arts Food Preparation and Lab		4
CA2095	Introductory Hospitality and Foodservice Management		4
FIN3500	Finance for Managers		4
FS1000	Small Business Accounting		4
FS1010	Food Safety and Sanitation		4
FS1020	Food Service Math		4
FS1030	Purchasing for Food Service		4
FS1090	Introduction to Dining Room Management		4
FS2050	Purchasing and Cost Controls		4
FS2120	Small Business Entrepreneurship		4
HRM1010	Introduction to the Hospitality Industry & Contemporary Trends	†	4
HRM1030	Technology for the Hospitality Industry		4
HRM1045	Gaming Industry's Impact on Tourism		4
HRM2065	Beverage Management		4
HRM2075	Customer Expectations	†	4
HRM2080	Hospitality Internship	†	8
HRM2130	Menu and Dining Room Development		4
HRM3050	The Sales Process		4
HRM3070	Hotel, Lodging, & Club Operations		4
HRM3120	Marketing for the Hospitality and Food Service Industry		4
HRM4140	Event Planning		4
HRM4160	Human Resource Management for the Hospitality Industry	†	4

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HRM4000	Quality Management		4
HRM4150	Hospitality Law		4
HRM4170	Hospitality Externship and Capstone		12
MGT2000	Management	†	4
MGT3000	Business Ethics	†	4
			120

GENERAL EDUCATION COURSES

COM1050	Composition		4
ECN2000	Macroeconomics		4
MAT1500	Introductory Algebra		4
PSY2000	Critical Thinking and Problem Solving		4
SPC1010	Presentation Skills		4
	Social/Behavioral Science Electives		12
	Humanities Elective		4
	Mathematics Electives		4
	Science Electives		8
	Written Communication Electives		4
	General Education Elective		4
			56

FOUNDATION COURSES

CD2600	Career Development		2
CPU1000	Computers and Office Automation		4
INF1100	Information Literacy		2
PSY1050	Strategies for Success		4
			12
