CISB 205 – Section 001

Advanced Business Software

Syllabus

*Instructor:*  Mr. Jeff Mills, MBA, CISSP

*Office:*  Dominguez Hall, Rm 309D

*Phone:*  970.248.1586

*Email:* [jmills@coloradomesa.edu](mailto:jmills@coloradomesa.edu) – This is the preferred method of communication

*Office hours:* MTTh 2PM-3Pm or by appointment

*Class hours:* MWF 10-10:50 a.m., 11-11:50 a.m., & 12-12:50 p.m.

TR 9:30-10:45 a.m. & 12:30-1:45 p.m.

Class Time: 11–11:50 a.m., MWF in DH 203

I. CATALOG COURSE DESCRIPTION

Use of electronic spreadsheets and database management software. Lectures, demonstrations, and hands-on projects. Developing customized applications with macros in spreadsheets. Creating tables, reports, forms, and queries to creating appropriate relationships and developing customized database software applications. Prerequisite: CISB 101 or permission of instructor.

**II. COURSE AND UNIVERSITY LEARNING OBJECTIVES**

**CMU Business Department Student Learning Outcomes addressed in this course:**  
**SLO #1: Critical Thinking/Problem Solving Skills:**   
 1.1 - Apply business knowledge and skills in appropriate business contexts   
 1.2 - Transfer knowledge and skills to new business situations  
 1.3 - Analyze business data critically, reason logically, and apply quantitative analysis methods correctly to develop appropriate business conclusions  
 1.4 - Analyze business data critically, reason logically, and apply qualitative analysis methods   
 correctly to develop appropriate business conclusions  
 **SLO #2: Effective Communication Skills**  
 2.1 - Communicate clearly, appropriately, and persuasively to the audience in writing  
 2.2 - Communicate clearly, appropriately, and persuasively to the audience orally

**SLO #3: Teamwork**  
 3.1 - Demonstrate an understanding of the role of teams in organizations  
 3.2 - Demonstrate behaviors consistent with effective teamwork

**SLO #4: Ethical Awareness**

4.1 – Analyze an issue within an ethical framework

4.2 – Recommend a solution based on an ethical framework

**The CMU baccalaureate degree graduate will be able to:**

* Construct a summative project, paper or practiced-based performance that draws on current research, scholarship and/or techniques, and specialized knowledge in the discipline (Applied Learning/ Specialized Knowledge);
* Analyze data critically, reason logically, and apply quantitative analysis methods correctly to develop appropriate conclusions (Intellectual Skills: Quantitative Fluency);
* Make and defend assertions about a specialized topic in an extended well-organized document and an oral presentation that is appropriate to the discipline (Intellectual Skills: Communication Fluency); and
* Identify assumptions, evaluate hypotheses or alternative views, articulate implications, and formulate conclusions (Intellectual Skills: Critical Thinking).

To pursue the course objectives effectively, you must do the following:

1. Come to class!
2. Read the textbook chapters and other assigned readings prior to class
3. Prepare your own notes prior to class and **participate in class discussions**
4. Complete all assignments, both in-class and homework by the due dates
5. Successfully complete all required exams and projects

### III. REQUIRED TEXTS & ACCOUNTS, and RECOMMENDED SOFTWARE

Textbooks: (Required) *Microsoft Office 365 Excel 2016* (Parsons, Oja, Carey, and Desjardins; ISBN  
978-1305880405)

(Required) *Microsoft Office 365 Access 2016* (Fredrichsen; ISBN 978-1305878006)

Both texts are from Cengage Publishing.

Link to the CMU bookstore <http://www.coloradomesa.edu/bookstore/>

D2L: Students will take tests, submit assignments, and check grades on D2L. Verify login the first week of class.

Computer: You must have access to a computer with the Microsoft Office Suite (Excel and Access specifically). Version 2016 for Windows and Mac can be downloaded free with your CMU Office 365 (Mavs) account.

Help: Computer help can be obtained at [helpdesk@coloradomesa.edu](mailto:helpdesk@coloradomesa.edu) or by calling 970.248.2111. The instructor will not help with personal computer issues.

The Business Department office is in **DH 301J**. Mrs. Annie Shobergcan answer a wide range of questions regarding your success at CMU. Her number is 970.248.1778; email is [ashoberg@coloradomesa.edu](mailto:ashoberg@coloradomesa.edu).

IV. COURSE DELIVERABLES, GRADING, & ASSESSMENT

|  |  |  |  |
| --- | --- | --- | --- |
| **DELIVERABLE** | **QUANTITY** | **POINTS** | **TOTAL** |
| First 5 quizzes | 25 | 10 | 250 |
| Exams | 5 | 90 | 450 |
| Pretests | 2 | 25 | 50 |
| Tutorials | 9 | 20 | 180 |
| Case Problems | 8 | 30 | 240 |
| TOTAL POINTS AVAILABLE | | | 1,000 |

**Bonus Points:** 10 bonus points will be awarded for Operating; 20 bonus points awarded for Reading

50 Points will be deducted for missing a Reading or Operating scheduled event (if prior arrangements were not made).

|  |  |
| --- | --- |
| **Letter Grade** | **Percent** |
| A | > 90% |
| B | 80% to 89.9% |
| C | 70% to 79.9% |
| D | 60% to 69.9% |
| F | < 60% |

Instructional Methods:

Textbook, lectures, and hands-on experience are all methods used to convey the course concepts.

Graded Work: I will make every attempt to return graded assignments within two weeks of the due date or the date they were submitted.

V. POLICIES AND EXPECTATIONS FOR CLASS

Attendance**:** It is in your own best interest to attend every class. If you know ahead of time that you will miss a class and you have a legitimate reason (i.e., medical/health issue, CMU athletic event participation, etc.), let me know in person (and later follow up via email) as soon as possible so that we can make arrangements for you to get the materials and/or make up the work as appropriate. Unexcused absences will generally not be allowed to be made up except in extreme circumstances.

Technology: All members of this class are expected to show respect to each other and to contribute to a positive academic learning environment of the class. Please turn off cellphones or set them to silent when you are in class. Text messaging, checking email, working on social networking sites, and performing non-class related activities on any electronic device is disruptive and not acceptable behavior during the class session. Check your course syllabus for the consequence of using these devices during class time.

Communication:

The professor is only allowed to respond to e-mail sent from your CMU-issued e-mail account. When emailing, please include the course number in the subject line (e.g., CISB 205)

School Activities:

**Notification of absences must be made in advance**, one-on-one with the instructor. An e-mail from anyone other than the specific student missing class does not constitute adequate notification of absence.

Outside Work: For each hour in class, you are should expect to spend two hours outside of class.

Late Work: Projects can be turned in up to 48 hours late will be graded for up to half credit. Anything turned in over 48 hours from the due date will not receive any points.

Exams Dates: Exams must be completed at times and locations specified in the syllabus or stated by the instructor during class. The schedule below lists estimated exam dates. Any changes to the actual dates will be announced prior to the exam.

Missed Exam:Any exam missed for any reason, will be assigned a zero (0) unless prior arrangements have been made with the instructor. Students missing an exam due to a school-sponsored activity must personally e-mail the instructor prior to missing the exam. Emails from anyone other than you (the student) are not acceptable, except in personal, dire medical emergencies.

Snow Days**:** We will adhere to all official, university cancellations. However, exams are the only activity that will be rescheduled – be prepared to take the exam the first class back after a cancellation or be prepared to take the exam if the first day back is a scheduled exam. If an assignment is due, it is still due on the day indicated, and it must be attached to the appropriate Dropbox in D2L.

Professionalism:

Part of the objective for this course is for you to move beyond being mere students and start learning to think and act like professionals. This certainly applies to the quality of work you turn in. But it also applies to your behavior—your reputation, honor, and personal integrity are your most valuable and irreplaceable assets in both your professional world and your personal life – do not put yourself in any situation where they might be compromised.

Feedback: I will be happy to discuss the course, your progress, or any other issues of concern to you regarding this course on an individual or group basis. Please contact me directly via voice mail or email to arrange a meeting. I will not, however, respond to “what’s my current grade in this course” or “what do I need to make on the final” requests. You will have enough information to calculate your own grade.

Extra Points: Noextra credit point requests will be considered**.** In a class this size, it is inevitable that there are one or more students that “have to have” a particular grade due to being on academic probation, meeting a minimum GPA for an organization/scholarship, or because your “parents or coaches will kill you.” Everyone in the class at the beginning of the semester has the same grade and has the exact same number of points possible. If you must have a particular grade, decide now to earn it. No grades will be “given,” but it is possible to earn every single point offered in this class. Decide now to work toward that goal.

**VI. Class Schedule and Readings**

Readings are to be completed prior to the class in which they are listed. The topic schedule and assignment due dates are **subject to change**.

| **Week** | **Date** | **Day** | **Chapter / Assignment** |
| --- | --- | --- | --- |
| **1** | **Jan 17** | **W** | Introduction; syllabus, course preparation |
| **Jan 19** | **F** | Excel exam pretest |
| **2** | **Jan 22** | **M** | First Five Quiz; Chapter #5 Excel Tables Module 5.1 EX 257-275 |
| **Jan 24** | **W** | First Five Quiz; Chapter #5 Filter-Subtotals Module 5.2 EX 276-297 |
| **Jan 26** | **F** | First Five Quiz; Chapter #5 Pivot Tables Module 5.3 EX 298-318; in-class demonstration on **Tutorial #1**: Excel Chapter #5 – Review assignments EX 319 *Due: 02-02-2018* |
| **3** | **Jan 29** | **M** | First Five Quiz; Chapter #6 Grouping-3D Module 6.1 EX 327-347; in- class demonstration on **Tutorial #2**: Excel Chapter #6 – Review assignments EX 381 *Due: 02-05-2018* |
| **Jan 31** | **W** | First Five Quiz; Chapter #6 Links- Ext. References Module 6.2 EX 348-365 |
| **Feb 2** | **F** | First Five Quiz; Chapter #6 Hyperlinks/Template Module 6.3 EX 366-380; in-class demonstration on **Homework #1:** Excel Chapter #6 – Case Problem #1 EX 382 *Due: 02-09-2018* |
| **4** | **Feb 5** | **M** | ***Exam #1*** Excel Chapters #5 & #6 EX 257-382 |
| **Feb 7** | **W** | First Five Quiz; Chapter #7 Develop Applications Module 7.1 EX 387-407 |
| **Feb 9** | **F** | First Five Quiz; Chapter #7 Validation & Protection Module 7.2 EX 482-505 |
| **5** | **Feb 12** | **M** | First Five Quiz; Chapter #7 Records & Macros Module 7.3 EX 428-452; in-class demonstration on **Tutorial #3:** Excel Chapter #7 – Review assignments EX 453 *Due: 02-19-2018* |
| **Feb 14** | **W** | First Five Quiz; Chapter #8 IF, AND, OR Functions Module 8.1 EX 463-481; in-class demonstration on **Homework #2:** Excel Chapter #7 – Case Problem #1 EX 455 *Due: 02-21-2018* |
| **Feb 16** | **F** | First Five Quiz; Chapter #8 Nested IF- V&H Lookups Module 8.2 EX 482-505 |
| **6** | **Feb 19** | **M** | First Five Quiz; Chapter #8 Conditions Module 8.3 EX 506-522 |
| **Feb 21** | **W** | In-class demonstration on **Tutorial #4:** Excel Chapter #8 – Review assignments EX 523 *Due: 02-28-2018* |
| **Feb 23** | **F** | In-class demonstration on **Homework #3:** Excel Chapter #8 – Case Problem #1 EX 524 *Due: 03-02-2018* |
| **7** | **Feb 26** | **M** | ***Exam #2*** Excel Chapters #7 & #8 EX 463-523 |
| **Feb 28** | **W** | First Five Quiz; Chapter #10 Data Tables Module 10.1 EX 595-615 |
| **Mar 2** | **F** | First Five Quiz; Chapter #10 Scenarios Module 10.2 EX 616-629 |
| **8** | **Mar 5** | **M** | First Five Quiz; Chapter #10 Scenarios-Solver Module 10.3 630-649 |
| **Mar 7** | **W** | In-class demonstration on **Tutorial #5:** Excel Chapter #10 – Review assignments EX 652 *Due: 03-21-2018* |
| **Mar 9** | **F** | In-class demonstration on **Homework #4:** Excel Chapter #10 – Case Problem # 1 EX 653 *Due: 03-23-2018* |
| **9** | **Mar 12** | **M** | **SPRING BREAK – NO CLASSES** |
| **Mar 14** | **W** | **SPRING BREAK – NO CLASSES** |
| **Mar 16** | **F** | **SPRING BREAK – NO CLASSES** |
| **10** | **Mar 19** | **M** | ***Exam*** *Access Pretest* |
| **Mar 21** | **W** | ***Exam #3*** Excel Chapter #10 EX 595-650 |
| **Mar 23** | **F** | First Five Quiz; Chapter #10 Advanced Queries Module 10 **AC 243-261** |
| **11** | **Mar 26** | **M** | First Five Quiz; Chapter #10 Advanced Queries Module 10 AC 243-261 |
| **Mar 28** | **W** | First Five Quiz; Chapter #10 Access Lookup Module 10 AC 243-261; in-class demonstration on **Tutorial #6:** Access Chapter #10 – Review assignments AC 263 *Due: 04-04-2018* |
| **Mar 30** | **F** | In-class demonstration on **Homework #5**: Access Chapter #10 – Case Problem # 1 AC 266 *Due: 04-06-2018* |
| **12** | **Apr 2** | **M** | First Five Quiz; Chapter #7 Custom Forms Module 7 AC 163-179 |
| **Apr 4** | **W** | First Five Quiz; Chapter #7 Combo Box Module 7 AC 163-179; in-class demonstration on **Tutorial #7:** Access Chapter #7 – Review assignments AC 181 *Due: 04-11-2018* |
| **Apr 6** | **F** | In-class demonstration on **Homework #6:** Access Chapter #7 – Case Problem #1 AC 184 *Due: 04-13-2018* |
| **13** | **Apr 9** | **M** | First Five Quiz; Chapter #12 Access Macros Module 12 AC 297-313 |
| **Apr 11** | **W** | First Five Quiz; Chapter #12 Navigation Forms Module 12 AC 297-313 |
| **Apr 13** | **F** | First Five Quiz; Chapter #12 Access Macros Module 12 AC 297-313; In-class demonstration on **Tutorial #8:** Access Chapter #12 – Review assignments AC 319 *Due: 04-20-2018* |
| **14** | **Apr 16** | **M** | In-class demonstration on **Homework #7:** Access Chapter #12 – Case Problem #1 AC 317 *Due: 04-23-2018* |
| **Apr 18** | **W** | ***Exam #4*** Access Chapter #10-7-12 |
| **Apr 20** | **F** | First Five Quiz; Chapter #13 Building a Data Base AC 321-337 |
| **15** | **Apr 23** | **M** | First Five Quiz; Chapter #13 Building a Data Base AC 321-337 |
| **Apr 25** | **W** | In-class demonstration on **Tutorial #9:** Access Chapter #13 – Review assignments AC 338 *Due: 05-02-2018* |
| **Apr 27** | **F** | In-class demonstration on **Homework #8:** Access Chapter #13 – Case Problem #1 AC 341 *Due: 05-04-2018* |
| **16** | **Apr 30** | **M** | Access: Show Your CMU Program |
| **May 2** | **W** | Excel: Personal Budget |
| **May 4** | **F** | Final Exam Study Day |
|  | **May 9** | **W** | **FINAL EXAM \*\*10:00 – 11:50 AM\*\*** |

**VII. Department and University topics**

**STUDENT CONDUCT:** Students are reminded of the policy of Colorado Mesa University concerning Student Conduct found in the Colorado Mesa University Catalog. The policy is as follows: "The following are among those acts of misconduct which are not consistent with the educational goals of Colorado Mesa University or with the traditions of the academic community.

1. Academic dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University.
2. Forgery, alteration, misuse or mutilation of University documents, records, identification materials, or educational materials.
3. Obstruction or disruption of teaching, research, administrative, or public service functions of the University.
4. Intentional interference with an individual's rights to free speech, freedom to make academic inquiry, or freedom of conscience.
5. Aiding, abetting or inciting others to commit any act of misconduct set forth in 1 through 4 above.

Penalties for acts of misconduct including, but not limited to, those set forth above can range from official warning to expulsion from University, depending upon the seriousness of the misconduct...."

**ACADEMIC INTEGRITY:** Department of Business faculty precisely follows University policies for academic integrity, which is published [here](http://www.coloradomesa.edu/academics/policies/academic_integrity.html).

* All students should familiarize themselves thoroughly with those policies.
* All graded work in Department of Business classes is intended to be individual effort unless specifically stated in the course syllabus.
* There are three forms of plagiarism considered by the Department of Business:

1. Dictionary.com (2011) defines “plagiarism” as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work, as by not crediting the author” (Retrieved Aug 16, 2011 from [Dictionary.com](http://dictionary.reference.com/browse/plagiarism)).
   * The best way to avoid accusation of this traditional form of plagiarism is to clearly and liberally cite the works from which the material is drawn.
   * On assignments that require research of any source external to the student, the student must give credit to the original source using a formal citation. That includes text, images, sound, video or any other media copied from the web sites.
   * The instructor has several methods to determine if plagiarism exists, including specialized software such as Turnitin and D2L plagiarism checkers.
2. Plagiarism includes “self-plagiarism,” which is reusing the same work completed for another class without the instructor’s specific prior approval.
3. The Business Department also defines plagiarism to include copying some or all of another student’s computer-generated assignment, with or without slight or major modifications, and submitting such assignment for a grade. If the originator of the file gives permission to the copier, both students have committed plagiarism.

* Colorado Mesa University sanctions for violating academic integrity policy “include a reduced or failing grade for course assignments or tests or the entire course. Faculty may also withdraw a student from a course at any time.”

* The Department of Business has a zero-tolerance policy in all department courses: Each violation of academic integrity will be reported to the Department Head who may report the student(s) to the Vice President for Academic Affairs. The student(s) will be administratively withdrawn from the course and a grade of F will be recorded for the student(s) in that course.

**Tutorial Learning Center = TLC in Houston Hall (HH) 113**

The TLC is a **FREE** academic service for all Colorado Mesa University students. Tutors are available on a walk-in basis for many courses. Do you have a quick question? Do you need homework clarification or feedback on a paper? Are you reviewing for a test? Help is available at the TLC!

At the main campus, come to Houston Hall 113 to meet with one of our friendly peer tutors. We are open on Monday through Thursday from 8am-6pm, and Fridays from 8am-5pm. We are also open Sundays from 1pm-6pm! Tutoring at branch campuses and distance tutoring is also available. Check out the website for schedules and locations at [www.coloradomesa.edu/tutoring](http://www.coloradomesa.edu/tutoring) or call 248-1392 with any questions.

**Educational Access Services (EAS)**

In coordination with Educational Access Services, reasonable accommodations will be provided for qualified students with disabilities.  Students must register with the EAS office to receive assistance. Please meet with the instructor the first week of class for information and/or contact Barry Rochford, the Coordinator of Educational Access Services, directly by phone at 248-1826, or in person in Houston Hall, Suite 108.

**Library**

CMU’s professional librarians are an excellent resource for helping you to find the best research to support your academic work, evaluate articles and electronic information, and cite the articles and images that you use in your papers. We are here for you!

Find us**:** in the Library at the Research Help Desk Mon-Thurs 8am-9pm, Fri 8am-5pm, Sat 10am-5pm, and Sun 1-9pm; via online chat 24/7 at [coloradomesa.edu/library](http://coloradomesa.edu/library); by email at [library@coloradomesa.edu](mailto:library@coloradomesa.edu); or by calling 970.248.1860.

**YOUR SUCCESS AT COLORADO MESA UNIVERSITY**

The faculty and staff are glad you have elected to attend Colorado Mesa University and want you to succeed in achieving your academic goals. The following information is shared with you to enhance the likelihood that you will be successful.

**1. Attend class.**

Institutional research shows that class attendance and participation are closely linked to your success as a student (i.e., the better your attendance, the better your grade is likely to be). When you are always present, you will understand the course content and how it contributes to your growth as a college student. You are required to attend this class regularly, adhering to the attendance policy established in this course syllabus by your instructor. Additionally, you should review the Attendance Policy of the institution’s **Catalog** for further details on expectations. For online courses, check with your instructor and/or class syllabus for expectations delivered in that format.

**2. Prepare for and PARTICIPATE in class.**

It takes more than showing up for class to succeed. You need to be prepared to actively participate in class. Your instructor has given you a schedule of course topics for the semester, along with readings and/or activities that should be completed prior to coming to class. If you aren’t clear about these expectations, talk with your instructor. In general, you should follow the 2:1 rule: two hours of study/homework time for every 1 hour of classroom time. This can vary some from week to week, but on average, most instructors will assume you are putting in the time and keeping pace with the class. So make the effort to stay current and don’t leave everything to the end of the term.

By meeting deadlines and managing your time wisely, you will get much more from the class and earn higher grades. Assume that faculty members will not accept late homework and don’t offer extra credit assignments. Some may – and by reviewing the syllabus you will know their policies – but instructors have no obligation to do so. A final note. If you need help with study skills, time management, note-taking and the like, consider registering for SUPP 101, a course that helps first-year students with their transition to college life.

**3. Use technology to support your success.**

All members of this class are expected to show respect to each other and to contribute to a positive academic learning environment of the class. Please turn off cellphones or set them to silent when you are in class. Text messaging, checking email, working on social networking sites, and performing non-class related activities on any electronic device (cell phone, laptop, iPad, etc.) is disruptive and not acceptable behavior during the class session.

**4. Take advantage of campus resources.**

We offer numerous academic support resources to help you. The staff of **Tomlinson Library** can assist you with finding information resources either in person or online. The **Tutorial Learning Center** offers *free, walk-in* tutoring for a wide variety of subjects. Maybe it’s just a math problem that’s not making sense, or perhaps having a peer take a look at your assignment is what you need. The TLC can help with the smallest issue or provide you with tutoring if you have a particularly challenging course. Get help before a small problem becomes a big one. Stop by and see the services they offer, most of which are provided by other students. If your semester gets a little overwhelming, contact the **Office of Student Services** for assistance. Need to engage in some activity outside of classes? Stop by the **Maverick Center** for a good workout, or find students with some similar interests by joining a **student club**.

**5. Build relationships with your instructors, advisor, and other students.**

a. Your best guidance for success will come from your instructors, and research tells us that your interactions with faculty members is the most important determinate in college success. Instructors genuinely want you to be successful and will do what they can to help you reach your goals. Locate their contact information on the syllabus and store that information in your phone. Each instructor keeps office hours that they set aside to meet with students. If you cannot meet during their office hours, schedule an appointment in advance.

b. Plan to meet with your advisor at least once a semester. At a minimum, consult with your advisor on your schedule for the next semester before registration opens. Popular required courses fill quickly, so if you delay registration, you might not get your preferred courses and could possibly delay your graduation. Advisors provide valuable assistance in determining which courses you need to take for your degree and the best order to take courses. Advisors can also direct you to the most appropriate networks when you are in need of assistance. If you do not know the name of your advisor, log into [MAVzone](http://luminis.mesastate.edu/cp/home/loginf) and click on the Student Academics tab; scroll down the Academic Profile column to Advisors; directly email your advisor by clicking on the envelope icon.

c. Connect with other students in all your classes. You and your peers have similar goals and will face similar challenges; this can help you feel less alone in solving problems. Being active in a study group can enrich your understanding of course materials and can provide extra motivation and support to succeed. Learn more about the value of creating a study group at *Fight for First Year in College: Form Study Groups* at: [Form Study Groups](http://www.academictips.org/acad/first_y_i_c/formstudygroups.html%20)

**6. Use financial aid wisely.**

Be aware that your decisions about attending class and considering whether to add or drop a class can affect your financial aid. Discuss potential changes with your advisor before making them. You must complete at least 12 credit hours each semester to be considered full-time, often a requirement to receive financial aid. Part-time students should check with the **Office of Financial Aid** for credit hour requirements. Audited classes do not count for enrollment purposes.

To retain your aid for the next term, you are required to make satisfactory academic progress toward your degree and maintain the following minimum grade point averages below. **If you receive all F’s for one term, you will be suspended from financial aid and must repay all Title IV funds.**

|  |  |
| --- | --- |
| **Cumulative Credit Hours Earned** | **Minimum GPA** |
| 1 to 15 | 1.70 |
| 16 to 30 | 1.80 |
| 31 to 45 | 1.90 |
| 46+ | 2.00 |

To remain eligible to receive financial aid, students must be successfully completing 75% of classes attempted. Aid will be suspended until the student successfully increases the completion rate to 75%. Be sure to report any changes in your enrollment, residency status, or receipt of additional resources in writing to the Office of Financial Aid. Financial aid is not available if you have not graduated from your program but exceed the total undergraduate cumulative hours as show below.

|  |  |
| --- | --- |
| Baccalaureate degree: | 170 hours |
| Associate degree: | 80 hours |
| One-year certificate: | 40 hours |