



**BRYAN**  
UNIVERSITY

# Short Term Non-credit Training Opportunities

**6/25/2018**

**Applies to all campuses**

[www.bryanu.edu](http://www.bryanu.edu)

# Contents

**Short-Term, Non-Credit Training Opportunities.....3**

**COURSE/PROGRAM LISTING and OVERVIEW .....5**

**Business Courses: .....5**

Certified Associate Business Manager .....5

Effective Business Writing Skills.....6

First Line Supervision and Leadership.....7

Lean Enterprise Certification I.....8

Project Management Essentials.....9

Project Management Professional.....10

Six Sigma Green Belt .....11

Six Sigma Black Belt.....12

**Information Technology Courses: .....13**

Java Programming Certification .....13

**Medical Courses: .....14**

Certified Medication Technician .....14

Certified Nurse Assistant.....16

CPR .....17

ICD-10.....18

Phlebotomy.....19

Restorative Nurse Assistant .....20

Universal Precautions .....21

**Workforce Readiness/Professional Development:.....22**

Auctioneer Training Program .....22

Blueprint Reading.....23

Concealed Carry Handgun License Prep Course..... 24

ESL1 ..... 25

ESL2 ..... 26

ESL3 ..... 27

Workplace Skills – Computer Concepts..... 28

Workforce Readiness – Communication and Collaboration 29

Workforce Readiness – Creativity and Innovation..... 30

Workforce Readiness – Critical Thinking and Problem Solving

..... 31

Workforce Readiness – Financial Literacy..... 32

Workforce Readiness – Flexibility and Adaptability ..... 33

Workforce Readiness – Initiative and Self-Direction..... 34

Workforce Readiness – Leadership and Responsibility..... 35

Workforce Readiness – Productivity and Accountability ..... 36

Workforce Readiness – Social and Cross-Cultural Skills ..... 37

Change 1000 Pre-employment Skills Training..... 38

## Short-Term, Non-Credit Training Opportunities

Bryan University offers a variety of short-term, not-for-credit courses that allow students to acquire specific workforce or professional skills they desire. These courses are available for fields, such as business, healthcare, and technology, and are also an option if a prospective student is preparing for a certification or just wishes to brush up on their knowledge. Not every course is available at each campus, so a student must discuss their interests and options with a member of the school prior to enrolling.

Short-Term, non-credit courses or programs do not provide, earn or result in the award of college credit upon completion of the courses or programs. This training does not transfer to any of the school's accredited programs and short-term, non-credit courses or programs are not eligible for Federal Student Aid. Employment after completion of this program is not guaranteed by the school. The school's career services office is reserved for students enrolled in a diploma or degree programs; however, the school will provide a resume workshop to students in a short-term, non-credit course or program.

For more information about Bryan University graduation rates, the median debt of students who completed our programs, transferability of credits and other important information, please visit our website at [www.bryanu.edu/disclosure](http://www.bryanu.edu/disclosure).

### **Enrollment Requirements**

In general, enrollment into the University's short, non-credit bearing courses are open and without restrictions. However, some courses/programs have specific requirements that must be met prior to a student being permitted to enroll into that course or program of study. These requirements are outlined by program in this addendum. These requirements are also set and controlled by third parties and may be subject to change without notice.

### **Short-term, Non-Credit Course Policies and Procedures:**

For those students completing short-term, non-credit opportunities online, the following information technology requirements must be met:

#### Computer System Minimum Requirements

- 2.0 GHz Intel or AMD processor
- Memory: 512MB RAM (1 GB recommended)
- Memory for XP: 1 GB (2 GB recommended)
- Memory for Vista (Home Premium or higher with service pak 2 or higher) or Windows 7: 2 GB (4 GB recommended)
- 60 GB Hard Drive
- Internet Explorer 7 or higher
- DVD Player
- Sound Card and Speakers
- 56 Kbps Internet Connection
- The ability to download and install program-specific software, as required by an individual's program of study

\*\*\* MAC and Linux users: Not all publishers' software maybe compatible with these systems. Students must assume responsibility for having access to appropriate technology in these situations. Computers are also available for use in the local campus computer labs during normal business hours. For additional information, please contact the University via email at [DL@bryanu.edu](mailto:DL@bryanu.edu) or by phone at 417-862-0755 / 1-855-862-0755.

Students are required to follow the Student Code of Conduct and Dress Code requirements found in the University catalog.

Grading, unless otherwise indicated, is "pass/fail." Evaluation and assessment points are outlined by program/course in this addendum.

**Short Course Cancellation and Refund Policy**

Short courses are not eligible to receive Federal Title IV funds. A full refund of the registration fee will be provided if a student is not accepted into the training program or course.

**Student’s Right to Cancel**

ANY BUYER MAY CANCEL THIS TRANSACTION ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY EXCLUDING SATURDAYS, SUNDAYS, OR LEGAL HOLIDAYS AFTER THE DATE OF THIS TRANSACTION.

To cancel your enrollment with Bryan University, the student must mail or deliver signed and dated written notification to the Bryan University Registrar. If it is mailed, such notice is effective as of the date the Registrar receives the notification, if properly addressed with proper postage.

The enrollment agreement may be terminated by the University for use of controlled substances on campus, conduct detrimental to the University, non-compliance of financial obligations, or non-compliance of school policies. If a student is dismissed, the student may submit an appeal package to the Registrar.

**Three Day Cancellation Policy**

Any buyer may cancel this transaction, and receive all monies paid to the institution, any time prior to midnight of the third business day (excluding weekends and holidays) after signing an enrollment agreement. An applicant canceling more than three days after signing an enrollment agreement and making an initial payment, but prior to starting classes is entitled to a refund of all monies paid, excluding the application fee.

**Refund Policy**

Refund amounts will be based upon the period of enrollment computed on basis of course time. Students enrolled in one-day program trainings or courses are not eligible for a refund and will be charged for the program training or course enrolled.

The effective date of termination for refund purposes will be the earliest of the following:

- the last day of attendance; or
- the date of receipt of written notice from the student

If the student fails to enter the program training or course, withdraws, or is discontinued at any time before completion of the program training or course, the student will be refunded the pro rata portion of program training or course.

Period of Enrollment Completed by the Student:	Program Training or Course Refund Amount:
Did not attend Program Training or Course	100% Program Training or Course Refund*
0% to 10%	50% Program Training or Course Refund
10.01% or more	No Refund Required

\*Excluding the registration fee, if applicable

A full refund of all program training and course charges is due in each of the following cases:

- an enrollee is not accepted by the school;
- if the program training or course is discontinued by the school and thus prevents the student from completing the program training or course; or
- if the student’s enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentation by the owner or representatives of the school

---

## COURSE/PROGRAM LISTING and OVERVIEW

### Business Courses:

#### Certified Associate Business Manager

**Location**

Springfield, MO and Rogers, AR

**Course Overview**

The Certified Associate Business Manager course is 36 contact hours and designed for individuals who are looking to start their careers as business professionals. Classes are a focused and interactive series of lessons designed to accelerate learning and prepare students for the 4-hour exam associated with the Certified Associate Business Manager (CABM) professional certification administered by the Association of Professionals in Business Management.

**Assessment & Evaluation**

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon presentations, discussions, assignments, and quizzes.

**Requirements**

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

**Schedule**

36 contact hours/4 weeks

**Cost**

Tuition = \$2,495,

Fees = \$0,

Books/Supplies = \$0

## Effective Business Writing Skills

### Location

Springfield, MO

### Curriculum Overview

Almost every job requires individuals to have effective business writing skills. Learn the process of business writing, including prewriting strategies, organizational methods and revision techniques. Become stronger at correcting grammatical errors; gain a professional tone; and learn how to write memos, emails, formal letters and presentations.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon presentations, discussions, assignments, and quizzes.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

20 contact hours/2 weeks

### Cost

Tuition = \$299,

Fees = \$0,

Books/Supplies = \$0

## First Line Supervision and Leadership

### **Location**

Springfield, MO

### **Course Overview**

The First Line Supervision and Leadership course examines the role of a supervisor, qualities of an effective leader and development of strategies for effective communication. It also explores team development as well as technological factors that affect leadership. In the 20 contact hours of this course, you can better understand the requirements for making the transition into first-line leadership.

### **Assessment & Evaluation**

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon presentations, discussions, assignments, and quizzes.

### **Requirements**

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### **Schedule**

20 contact hours/2 weeks

### **Cost**

Tuition = \$299,

Fees = \$0,

Books/Supplies = \$0

## Lean Enterprise Certification I

### Location

Springfield, MO and Rogers, AR

### Course Overview

Learn enabler principles and processes, continual process improvement, principles of a consistent lean enterprise culture, and the use of measurement systems in the Lean Enterprise Certification course. The 40 contact hours of coursework can help prepare you to sit for the Lean Essentials I Certification exam from the American Society for Quality.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon presentations, discussions, assignments, and quizzes.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

40 contact hours/4 weeks

### Cost

Tuition = \$1595,

Fees = \$0,

Books/Supplies = \$0



## Project Management Essentials

### Location

Springfield, MO

### Course Overview

Project Management Essentials is an introductory course covering the advantages and disadvantages of different organizational structures, as well as the phases of an effective project management system. Learn how to be an effective project manager and manage time, cost scope and resources.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon presentations, discussions, assignments, and quizzes.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

20 contact hours/2 weeks

### Cost

Tuition = \$299,

Fees = \$0,

Books/Supplies = \$0

## Project Management Professional

### Location

Springfield, MO and Rogers, AR

### Course Overview

If you are preparing to sit for the PMP certification exam, the Project Management Professional course is designed to help build your confidence and raise your chance of passing the exam. This 35-hour program provides students with an overview of topics that might be seen on the PMP certification exam.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon presentations, discussions, assignments, and quizzes.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

35 contact hours/4 weeks

### Cost

Tuition = \$1,395,

Fees = \$0,

Books/Supplies = \$0

## Six Sigma Green Belt

### Location

Springfield, MO and Rogers, AR

### Course Overview

Looking to obtain your Green Belt Certification but feel that you might need a refresher course? The Six Sigma Green Belt course is a 48-hour overview of the key concepts on the exam, such as processes and team management, operational metrics, and techniques to achieve process excellence. Please note that this program is for students who already are familiar with the Six Sigma processes, statistics, project management, operational metrics, process groups and Lean Six Sigma.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon presentations, discussions, assignments, and quizzes.

#### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

48 contact hours/5 weeks

### Cost

Tuition = \$1,795,

Fees = \$0,

Books/Supplies = \$0

## Six Sigma Black Belt

### Location

Springfield, MO and Rogers, AR

### Course Overview

The Six Sigma Black Belt course is designed for students who are familiar with the Six Sigma Black Belt principles and are preparing to sit for the Black Belt Certification. This course is an overview of the concepts covered on the exam and discusses topics such as process and team management, operational metrics, and key techniques to achieve process excellence.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon presentations, discussions, assignments, and quizzes.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

48 contact hours/5 weeks

### Costs

Tuition = \$2,595,

Fees = \$0,

Books/Supplies = \$0

## Information Technology Courses:

### Java Programming Certification

#### **Location**

Springfield, MO and Rogers, AR

#### **Course Overview**

If you are interested in beginning your career in development/programming, the Java Programming Certification course could be for you. Our 80 contact hours of classes prepare students for the Oracle Java Certification – Associate level. The course is ideal for individuals who have a background in computers but are not proficient in Java.

#### **Assessment & Evaluation**

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon presentations, discussions, assignments, and quizzes.

#### **Requirements**

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

#### **Schedule**

80 contact hours/8 weeks

#### **Cost**

Tuition = \$1595,

Fees = \$0,

Books/Supplies = \$0

---

## Medical Courses:

### Certified Medication Technician

#### Location

Springfield, MO

#### Course Overview

The program consists of sixty (60) classroom hours of training on a basic review of body systems and medication effects on each; medical terminology; infection control; medication classifications; medication dosages, measurements, and forms; acquisition, storage, and security; problems of observation in medication therapy; and administration by oral, rectal, vaginal, otic, ophthalmic, nasal, skin, topical, transdermal patches, and oral metered dose inhaler.

#### Assessment & Evaluation

**Final Exam:** Students who have successfully completed the requisite classroom and on-the-job training hours will be eligible to take the final exam. The school will schedule the final exam and an approved examiner will be onsite to proctor the test. The school requires an 80% pass rate for the final exam.

**Student Evaluation:** Students will be evaluated for attendance, participation, and aptitude on a weekly basis by the instructor/facilitator. Bryan University reserves the right to dismiss a student at any given time due to conduct, attendance, or performance.

#### Requirements

(A) Any individual employable in an ICF/SNF who will be involved in direct resident care shall be eligible to enroll as a student in the course if the following criteria are also met:

1. High school diploma or General Education Development (GED) Certificate;
2. A minimum score of 8.9 on both Vocabulary and Comprehension tests and a minimum score of 7.0 on Mathematics Concepts and Application tests on the D level of the TABE. The tests shall be administered by the educational training agency;
3. Six (6) months of employment as a CNA who is listed as active on the Missouri CNA Registry;
4. For an individual currently employed in a long-term care facility, a letter of recommendation submitted to the educational training agency by the administrator or director of nursing of the facility, or for an individual not currently employed in a long-term care facility, a letter of recommendation submitted to the educational training agency by a previous long-term care facility employer;
5. The individual is not listed on the department's Employee Disqualification List (EDL) and does not have a Federal Indicator on the Missouri CNA Registry or any other state's CNA Registry that the educational training agency has checked based on a belief that information on the individual may be included;
6. The individual has not been convicted of or entered a plea of guilty or nolo contendere to a crime in this state or any other state, which if committed in Missouri would be a Class A or Class B felony violation of Chapters 565, 566, or 569, RSMo, or any violation of subsection 3 of section 198.070, or section 568.020, RSMo, unless a good cause waiver has been granted by the department under the provisions of 19 CSR 30- 82.060; and
7. The individual meets the employment requirements listed in 19 CSR 30-85.042(32).

### **Schedule**

3 weeks, 68 clock hours. Students will complete required training hours according to the following schedule. Bryan University reserves the right to change the classroom and clinical training hours. Students will complete classroom hours at the school. Clinical practice hours will be completed at a partner clinical training facility.

- Day Classroom Hours (60 total) – Monday – Friday, 8:30 a.m. -1:30 p.m.
- Day Clinical Practice Hours (8 total) – Monday – Friday, 8:00 a.m. – 4:00 p.m.
- Night Classroom Hours (60 total) – Monday – Thursday 5:00 p.m. – 10:00 p.m.
- Night On-The-Job Training Hours (8 total) – Monday – Thursday 5:00 p.m. – 10:00 p.m.

### **Tuition and Fees**

Classroom and On-The-Job Training - \$500.00

Final Exam Fee - \$100.00

CMT Challenge Exam Fee - \$100

Books are included in the Classroom and On-The-Job Training fees

**Department of Health and Senior Services Resources:** Division 30, the Division of Regulation and Licensure, Chapter 84 regulates Certified Medication Technician training. The Rules of Department of Health and Senior Services, Code of State Regulations 19 CSR 30-84.020 can be found online at [health.mo.gov](http://health.mo.gov).

---

## Certified Nurse Assistant

### Location

Springfield, MO

### Course Overview

The program consists of seventy-five (75) classroom hours of training on basic nursing skills, fire safety, disaster training, resident safety & rights, social & psychological problems of residents and the methods of handling and caring for mentally-confused residents. Procedures and instructions in the following areas will be covered in the curriculum: basic hygiene techniques, bed making, personal care of residents, food service, charting, safety measures, basic preventative & restorative care, observation procedures, communication skills, ethical & legal responsibilities, death & dying, mental health, and social needs.

### Assessment & Evaluation

**Student Evaluation:** Students will be evaluated for attendance, participation, and aptitude in the three subject areas on a weekly basis by the instructor/facilitator. Bryan University reserves the right to dismiss a student at any given time due to conduct, attendance, or performance.

**Final Exam:** Students who have successfully completed the requisite classroom and on-the-job training hours will be eligible to take the final exam. The school will schedule the final exam and an approved examiner will be onsite to proctor the test.

### Requirements

Students must be 16 years of age, be employable in a long-term care facility, provide a negative Tuberculosis skin test within the previous six (6) months, and provide his/her own personal learning tools (stethoscope, watch with a second hand, scrubs, etc). The school and/or clinical training location will verify criminal background history to determine employment eligibility in a long-term care facility.

### Schedule

6 weeks, 175 clock hours; Students will complete required training hours according to the following schedule. Students will complete classroom hours at the school. On-The-Job Training hours will be completed at a partner clinical training facility.

- Day Classroom Hours (75 total) – Monday – Friday, 8:30 a.m. -1:30 p.m.
- Day On-The-Job Training Hours (100 total) – Monday – Friday, 8:00 a.m. – 2:00 p.m.
- Night Classroom Hours (75 total) – Monday – Thursday 5:00 p.m. – 10:00 p.m.
- Night On-The-Job Training Hours (100 total) – Monday – Thursday 5:00 p.m. – 10:00 p.m.

**Bryan University reserves the right to change the classroom and clinical training hours**

### Tuition and Fees

Classroom and On-The-Job Training - \$1300.00

Final Exam Fee - \$100.00 (final exam fee is due at the time of final exam)

CNA Challenge Exam Fee - \$100

\$650 is due before classes begin with the remainder of the balance due according to the Enrollment Agreement.

**Department of Health and Senior Services Resources:** Division 30, the Division of Regulation and Licensure, Chapter 84 regulates Certified Nurse Assistant training. The Rules of Department of Health and Senior Services, Code of State Regulations 19 CSR 30-84.010 can be found online at [health.mo.gov](http://health.mo.gov).



## CPR

### Location

Springfield, MO and Rogers, AR

### Course Overview

In this three hour class participants will learn the skills and competencies required for eligibility to sit for the Basic Life Support (BLS) certification. Topics covered include adult, child, and infant CPR, choking, and how to use an AED. Participants are eligible for certification through the American Heart Association.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon their ability to successfully complete the BLS certification examination.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

3 contact hours/1day

### Cost

Tuition = \$50,

Fees = \$0,

Books/Supplies = \$0

## ICD-10

### Location

Springfield, MO

### Course Overview

If you are a medical coding professional and need to upgrade to the new system, the ICD-10 program at Bryan College is a 16-hour course that provides students with an overview of both diagnostics and procedure coding. Students learn the new codes, structure and nature of the characters, along with how to create diagnostic codes from the ICD-10-CM and ICD-10-PCS.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon presentations, discussions, assignments/activities, and quizzes.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

16 contact hours/2 weeks

### Cost

Tuition = \$299,

Fees = \$0,

Books/Supplies = \$0

## Phlebotomy

### Location

Springfield, MO and Rogers, AR

### Course Overview

Prepare to step into the medical field with training in phlebotomy. This short-term course can provide you with a strong foundation in basic didactic theory and hands-on skills to seek entry-level opportunities as a phlebotomist.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon presentations, discussions, assignments, quizzes and performance during clinical hours.

### Requirements

Applicants to the Phlebotomy course (in Topeka, KS) must:

Document they have received two TB skin tests in the same year or PPD annually for two or more consecutive years, and Hepatitis B results prior to the beginning the clinical portion of the course.

### Schedule

240 contact hours/14 weeks

### Cost

Tuition = \$1000,

Fees = \$0,

Books/Supplies = \$0

---

## Restorative Nurse Assistant

### Location

Springfield, MO

### Course Overview

The program consists of thirty (30) hours in the classroom and laboratory application and thirty (30) hours of clinical practice under the supervision of the class facilitator. The curriculum covers three areas: Speech Therapy, Occupational Therapy, and Physical Therapy.

### Assessment & Evaluation

Students will be evaluated for attendance, participation, and aptitude in the three subject areas on a weekly basis by the instructor/facilitator. Bryan University reserves the right to dismiss a student at any given time due to conduct, attendance, or performance. Final Exam: Students who have successfully completed the requisite classroom and clinical training hours will be eligible to take the final exam. The final exam will consist of six skills, two from each discipline (Speech Therapy, Occupational Therapy, and Physical Therapy). Plus four (40 required skills: 1) Draping the resident for treatment/procedures, 2) Range of motion exercises, 3) Transfer techniques, and 4) Ambulation activities.

### Requirements

Students must be 16 years of age, be a practicing C.N.A. with at least six (6) months of experience, a letter of recommendation from the Director of Nursing at the facility that employs him/her, and have a high school diploma or GED.

### Schedule

4 weeks, 60 clock hours - Students will complete required training hours according to the following schedule. Bryan University reserves the right to change the classroom and clinical training hours. Students will complete classroom hours at the school. Clinical training hours will be completed at a partner clinical training facility. Class hours will be based on student need.

- Day Classroom Hours (30 total) – Monday – Friday
- Day Clinical Training Hours (30 total) – Monday – Friday
- Night Classroom Hours (30 total) – Monday – Thursday
- Night Clinical Training Hours (30 total) – Monday – Thursday 5:00

### Cost

Classroom and Clinical Training - \$500.00

Final Exam Fee: \$ 100.00

- Books are included in Classroom and Clinical Training fees

Bryan University is an approved training location for Certified Nurse Assistant (CNA) training by the Missouri Department of Health and Senior Services (DHSS). This course meets classroom and clinical requirements from DHSS. All applicants must meet student enrollment qualifications designated by DHSS in Code of State Regulations 19 CSR 30-84.010. Per Bryan University's approval to offer C.N.A. training, subsequent training for Restorative Nurse Assistant is available to qualified individuals.

## Universal Precautions

### Location

Springfield, MO

### Course Overview

Interested in working in a medical office or hospital? The Universal Precautions course trains students on the OSHA Bloodborne Pathogens Standard for individuals at risk of exposure to blood and other potentially infectious material (OPIM). Students can learn how to provide a safe workplace for the employees of medical offices, hospitals, clinics and more.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon a presentation, discussions, an assignment, and a quiz.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

8 contact hours/1 week

### Cost

Tuition = \$50,

Fees = \$0,

Books/Supplies = \$0

---

## Workforce Readiness/Professional Development:

### Auctioneer Training Program

#### **Location**

Springfield, MO (to include Online delivery)

#### **Course Overview**

This short program prepares students for work as an auctioneer. Students are exposed to and will learn about applicable laws/codes, breathing, voice control, chant, speed and precision, auctioneering ethics, advertising, and miscellaneous topics, which include an overview of specific merchandise items and types of auctions.

#### **Assessment & Evaluation**

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon a demonstration of voice control and quizzes.

#### **Requirements**

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

#### **Schedule**

80 contact hours/2 weeks

#### **Cost**

Tuition = \$1,000,

Fees = \$0,

Books/Supplies = \$0

## Blueprint Reading

### Location

Springfield, MO

### Course Overview

Our Blueprint Reading course is designed to help you interpret drawings that are commonly found in manufacturing and machining environments. Acquiring skills in blueprint reading can help you advance to new opportunities that require proficiency in blueprint reading.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon a presentation, a quiz and via the CPR/First aid certification process.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

16 contact hours/2 weeks

### Cost

Tuition = \$349,

Fees = \$0,

Books/Supplies = \$0

---

## Concealed Carry Handgun License Prep Course

### Location

Springfield, MO and Rogers, AR

### Course Overview

This course, in accord with applicable state laws, familiarizes students with handgun safety at home, on the firing range and while carrying the firearm; the steps taken to safely load and unload a handgun; the basic principles of marksmanship; care and cleaning of concealable firearms; safe storage of firearms at home; the requirements of the state for obtaining a certificate of qualification for a concealed carry endorsement from the sheriff of the individual's county of residence and a concealed carry endorsement issued by the department of revenue; the laws relating to firearms as prescribed in appropriate state statutes; the laws relating to the use of force. It also requires the successful completion of a live firing exercise at which point a student will be required to safely demonstrate proficiency with both a semiautomatic pistol and revolver.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon live-fire exercises and completion of classroom instructional hours.

### Requirements

Applicants to the Concealed Carry Handgun License Prep Course (Missouri); Concealed Carry Handgun License Prep Course (Topeka); Concealed Handgun Carry License Prep Course (Rogers) course must:

- Be 21 years of age;
- Be a citizen of the United States, a permanent resident alien or an eligible non-immigrant alien;
- Be a resident of the State in which the course is to be taken with a valid driver's license or state-issued identification card, or residing in the state while serving on active duty in the military; and,
- Be a resident of the county where applying.
- Have access (personal ownership or rental) to a semiautomatic pistol and revolver of any caliber
  - In instances where a student does not own either or both they will be required to rent the necessary firearm and to purchase suitable ammunition.

Eye and ear protection will be made available to each student for the live fire exercises, unless the student chooses to bring their own

### Schedule

8 contact hours/1 day

### Cost

Tuition = \$100,

Fees = \$0,

Books/Supplies = \$65 (if firearm(s) and ammunition are rented and used)



## **ESL1**

### **Location**

Rogers, AR and Springfield, MO (to include Online delivery)

### **Course Overview**

This course is designed to help students whose first language is not English in four fundamental areas of English. Students will learn basic forms of English Grammar including simple and progressive verb tenses, parts of speech, prepositions, and an introduction to modals. This course also offers integrated skills with an emphasis on improving English proficiency and understanding of American culture. It includes continued practice in listening, speaking, pronunciation, vocabulary building, grammar, reading, writing and learning strategies, and laboratory assignments. Through listening comprehension and oral performances, students will practice their communication skills. Students will learn to comprehend the main ideas in short passages and listen for specific detail as well as engage in short conversations and report personal information and express opinions, and laboratory assignments. This course will focus on reading strategies. Emphasis will be on vocabulary growth and comprehension and expression of the main idea. Students will develop study and reading skills such as pre-reading and reading rate strategies, and laboratory assignments. Students scoring between 0 – 3 on the Tell Me More placement test will be placed into this course.

### **Assessment & Evaluation**

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon activities within the Tell Me More software program and pre- and post-testing mechanisms.

### **Requirements**

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

Applicants to the ESL courses must complete The Tell Me More placement test in order to determine which course they are required to start in. There is no additional cost associated with completing this placement test. The following threshold is in place for ESL 1: score of 0 - 3

### **Schedule**

160 Instructional Contact Hours/16 weeks

### **Cost**

Tuition = \$500,

Fees = \$0,

Books/Supplies = \$0

---

## ESL2

### **Location**

Rogers, AR and Springfield, MO (to include online delivery)

### **Course Overview**

This course is designed to help students whose first language is not English in five fundamental areas of English. This course is intended to assist students in improving and practicing their spoken English and intermediate written grammar. Students will study past, present and future verb tenses in the simple, progressive and perfect forms. Students will also study gerunds and infinitives, phrasal verbs, comparatives, prepositions, modals, determiners, articles and agreement. This course will integrate intermediate language skills with an emphasis on improving English proficiency and understanding of American culture. It includes continued practice in listening, speaking, pronunciation, vocabulary building, grammar, reading, writing and learning strategies. This course is intended to assist students to improve their communication skills. Students will develop their listening and speaking skills through a variation of language activities and laboratory assignments. This course will continue to strengthen basic skills of vocabulary development and comprehension with a variety of written material of gradually increasing difficulty. The objective is to progress from mechanical to more meaningful reading and laboratory assignments. This course for second language students will focus on recognizing and practicing grammatical structures and sentence patterns, within the familiar thematic context of shared personal and cultural experience, and laboratory assignments. Pre-writing and revision strategies will be introduced. Students scoring between 3.1 – 7.5 on the Tell Me More placement test will be placed into this course.

### **Assessment & Evaluation**

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon activities within the Tell Me More software program and pre- and post-testing mechanisms.

### **Requirements**

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

Applicants to the ESL courses must complete The Tell Me More placement test in order to determine which course they are required to start in. There is no additional cost associated with completing this placement test. The following threshold is in place for ESL2: score between 3.1 - 7.5.

### **Schedule**

160 Instructional Contact Hours/16 weeks

### **Cost**

Tuition = \$500,

Fees = \$0,

Books/Supplies = \$0

---

## ESL3

### Location

Rogers, AR and Springfield, MO (to include Online delivery)

### Course Overview

This course is designed to help students whose first language is not English in five fundamental areas of English. The purpose of this course is to support advanced academic writing, by developing and refining the grammar and editing skills necessary to detect and remedy common ESL writing problems. While the focus will be on accuracy, this course will also include logical analysis of the components of a composition, and editing for improved clarity and effectiveness. The student will practice strategies for speaking clear and appropriate English in a variety of academic situations. Attention to fluency, pronunciation and intonation will also be emphasized. This course includes a wide range of fictional and nonfictional reading. Emphasis is on the analysis and evaluation of both form and content as well as on pre-reading strategies and vocabulary development. Study skills include note-taking, paraphrasing, and summarizing. A continuation of Intermediate English, this course reviews the paragraph as a component of the English essay. Emphasis is on the planning, development and revision of multi-paragraph compositions. Students will focus on particular problems with their writing and practice editing.

This course is designed to prepare for students reading college-level material effectively and efficiently. Specific approaches to reading will be taught for both factual and fictional writing. Emphasis will be on the short story. This course focuses on the process of writing. However, integral to the writing process are the skills of reading and listening, actively, and critically. Collaboration and teamwork will be important components of this course. These skills enhance writing ability and also contribute generally to success in both education and employment. Students will be expected, therefore, to read, research, discuss, and work co-operatively, as part of the composition process. Students scoring between 7.6 – 10 on the Tell Me More placement test will be placed into this course.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon activities within the Tell Me More software program and pre- and post-testing mechanisms.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

Applicants to the ESL courses must complete The Tell Me More placement test in order to determine which course they are required to start in. There is no additional cost associated with completing this placement test. The following threshold is in place for ESL3: score between 7.6 – 10.

### Schedule

160 Instructional Contact Hours/16 weeks

### Cost

Tuition = \$500,

Fees = \$0,

Books/Supplies = \$0

## Workplace Skills – Computer Concepts

### Location

Springfield, MO

### Course Overview

If you are looking for a way to improve your basic computer skills so that you can improve your job search, the Workplace Skills – Computer Concepts course could be for you. You can explore a computer's hardware and software, along with how to utilize the Internet for job searches or basic work purposes.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon presentations, assignments, and quizzes.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

12 contact hours/2 weeks

### Cost

Tuition = \$150,

Fees = \$0,

Books/Supplies = \$0

## Workforce Readiness – Communication and Collaboration

### Location

Springfield, MO

### Course Overview

Communication and collaboration are keys to helping a business run smoothly. In the 4-hour Workforce Readiness – Communication and Collaboration course, you can learn the importance of these two elements in the business industry.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon a presentation, an activity, and a quiz.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

4 contact hours/1 week

### Cost

Tuition = \$50,

Fees = \$0,

Books/Supplies = \$0

## Workforce Readiness – Creativity and Innovation

### Location

Springfield, MO

### Course Overview

Sometimes solving a problem requires you to think outside of the box. This is why Bryan University created the Workforce Readiness – Creativity and Innovation course. Students can learn a variety of creativity skills and how to be innovative thinkers in the workplace.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon a presentation, an assignment, and a quiz.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

4 contact hours/1 week

### Cost

Tuition = \$50,

Fees = \$0,

Books/Supplies = \$0

## Workforce Readiness – Critical Thinking and Problem Solving

### **Location**

Springfield, MO

### **Course Overview**

As a professional in the business industry, there will be many times you must deal with problems that arise. The Workforce Readiness – Critical Thinking and Problem Solving course teaches students the application of critical thinking and problem solving skills in the workplace.

### **Assessment & Evaluation**

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon a presentation, an activity, and a quiz.

### **Requirements**

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### **Schedule**

4 contact hours/1 week

### **Cost**

Tuition = \$50,

Fees = \$0,

Books/Supplies = \$0

## Workforce Readiness – Financial Literacy

### Location

Springfield, MO

### Course Overview

The Workforce Readiness – Financial Literacy course at Bryan University is for individuals who are looking to brush up on their financial literacy. Students explore the fundamental principles needed to have a basic understanding of finances in the workplace.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon a presentation, an activity, and a quiz.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

4 contact hours/1 week

### Cost

Tuition = \$50,

Fees = \$0,

Books/Supplies = \$0



## Workforce Readiness – Flexibility and Adaptability

### **Location**

Springfield, MO

### **Course Overview**

As businesses are constantly changing, it is important for professionals to know how to be flexible and adaptive. For this reason, we created a course that focuses on the principal areas of flexibility and adaptability in the workplace.

### **Assessment & Evaluation**

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon a presentation, an activity, and a quiz.

### **Requirements**

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### **Schedule**

2 contact hours/1 week

### **Cost**

Tuition = \$50,

Fees = \$0,

Books/Supplies = \$0

## Workforce Readiness – Initiative and Self-Direction

### **Location:**

Springfield, MO

### **Course Overview**

It's important as a business leader to take initiative and be able to drive yourself. The Workforce Readiness – Initiative and Self-Direction course gives students a 2-hour overview of the principal areas of initiative and self-direction.

### **Assessment & Evaluation**

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon a presentation, an activity, and a quiz.

### **Requirements**

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### **Schedule**

2 contact hours/1 week

### **Cost**

Tuition = \$50,

Fees = \$0,

Books/Supplies = \$0

## Workforce Readiness – Leadership and Responsibility

### Location

Springfield, MO

### Course Overview

Take responsibility and learn how to be an effective leader! With Bryan University's Workforce Readiness – Leadership and Responsibility course, you can learn the importance of quality leadership and how to lead with integrity. Classes discuss ethical behavior in using influence and power in the workplace and how you as a leader can take responsibility.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon a presentation, an activity, and a quiz.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

4 contact hours/1 week

### Cost

Tuition = \$50,

Fees = \$0,

Books/Supplies = \$0

## Workforce Readiness – Productivity and Accountability

### Location

Springfield, MO

### Course Overview

Learn the importance of productivity and accountability in the workplace. With Bryan University's Workforce Readiness – Productivity and Accountability course, you can gain basic knowledge in as little as four contact hours.

### Assessment & Evaluation

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon a presentation, an activity, and a quiz.

### Requirements

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### Schedule

4 contact hours/1 week

### Cost

Tuition = \$50,

Fees = \$0,

Books/Supplies = \$0

## **Workforce Readiness – Social and Cross-Cultural Skills**

### **Location**

Springfield, MO

### **Course Overview**

In America, you can find people from all over the world working in one business setting. Because of this, Bryan College offers a Workforce Readiness – Social and Cross-Cultural Skills course that provides an overview of foundational social and cross-cultural skills.

### **Assessment & Evaluation**

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon a presentation, an activity, and a quiz.

### **Requirements**

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### **Schedule**

2 contact hours/1 week

### **Cost**

Tuition = \$50,

Fees = \$0,

Books/Supplies = \$0

## Change 1000 Pre-employment Skills Training

### **Location**

Springfield, MO

### **Course Overview**

This training will help job seekers develop a better understanding of human communication, customer service, and career readiness.

### **Assessment & Evaluation**

Students will be evaluated continuously throughout training. Student aptitude will be assessed based upon weekly activities and a weekly quiz.

### **Requirements**

Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located.

### **Schedule**

24 contact hours/6 weeks

### **Cost**

Tuition = \$400,

Fees = \$0,

Books/Supplies = \$0

\*This program is not approved under Accrediting Council for Independent Colleges and Schools (ACICS).