



GRADUATE AMERICA

Location

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SCHOOL CATALOG

Effective: Oct 21, 2025

Volume I

ACCREDITED BY THE

Accreditation — Council on Occupational Education (COE)

Graduate America is accredited by the **Council on Occupational Education (COE)** to award certificates and associate degrees.

Council on Occupational Education
7840 Roswell Road Building 300
Suite 325 • Atlanta, GA 30350
(770) 396-3898
www.council.org

Accreditation — Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS)

Graduate America holds **separate institutional accreditation** through the Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS) for specific postsecondary education programs.

MSA-CESS
3624 Market Street
Philadelphia, PA 19104
(267) 284-5000
www.msa-cess.org

LICENSURE & STATE AUTHORIZATION

Licensed by the Texas Department of Licensing and Regulation (TDLR)

P.O. Box 12157 | 920 Colorado | Austin, TX 78701 | (512) 463-6599
Licensed under Title 16, Texas Administrative Code, Chapter 83.

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges Division

101 East 15th Street | Austin, TX 78778-0001 | (800) 628-5115

Authorized by the Texas Higher Education Coordinating Board (THECB)

Graduate America is authorized to award associate degrees under Title 3 of the Texas Education Code and THECB rules for degree-granting institutions.

Federal Oversight and Title IV Participation

Graduate America is recognized by the U.S. Department of Education (DOE) through its institutional accreditation by the Council on Occupational Education (COE).

The institution is approved to participate in federal Title IV student financial-aid programs administered by the U.S. Department of Education under the Higher Education Act of 1965, as amended.

Eligible students may apply for Pell Grants, Federal Direct Loans, and other Title IV programs in accordance with federal regulations and institutional policies.

For questions or concerns regarding federal financial-aid participation or consumer information, students may contact:

U.S. Department of Education – Federal Student Aid Information Center
400 Maryland Avenue SW | Washington, DC 20202 | (800) 433-3243
<https://studentaid.gov>

Graduate America complies with all federal consumer-information requirements (34 CFR § 668.41–§ 668.49), including but not limited to:

- Student Right-to-Know and Campus Security Act (Clery Act)
- Drug-Free Schools and Campuses Act
- FERPA (34 CFR § 99)
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act (ADA)

FEDERAL / INTERSTATE PARTICIPATION

National Council for State Authorization Reciprocity Agreements (NC-SARA)

Graduate America is approved to participate in NC-SARA for the delivery of distance education. Participation in NC-SARA does not constitute state licensure approval and does not extend to programs that lead to professional licensure.

Veterans Education Benefits (VA / Texas SAA)

Selected programs at Graduate America are approved for veterans education benefits by the Texas Veterans Commission – State Approving Agency in accordance with 38 CFR § 21.4254. Approval applies only to specific programs and locations as listed with the SAA.

MyCAA (DoD – SECO)

Graduate America is an approved My Career Advancement Account (MyCAA) school; only select programs qualify for MyCAA tuition assistance as determined by SECO eligibility review.
<https://mycaa.militaryonesource.mil>

U.S. Department of Labor – Registered Apprenticeship (DOL/OA)

Graduate America is a registered apprenticeship sponsor with the U.S. Department of Labor, Office of Apprenticeship (RAPIDS-recognized programs).

Workforce Innovation & Opportunity Act (WIOA / ETPL)

Graduate America is an approved training provider on the Texas Eligible Training Provider List (ETPL) administered by the Texas Workforce Commission under the Workforce Innovation and Opportunity Act (WIOA). Funding may be available through local Workforce Solutions boards.

BOARD, ADMINISTRATION, FACULTY AND STAFF

Graduate America is led by a diverse team of educators, administrators, and workforce professionals committed to academic excellence, career readiness, and student-centered service. The following individuals support institutional operations and program delivery:

Board of Trustees

The Board of Trustees provides strategic oversight and governance in accordance with Graduate America's mission and regulatory standards.

- Malcolm Allen, Chair
- Christina Jackson, Trustee
- Faith Linton, Trustee
- Bryan Franklin, Trustee

Executive Administration

Responsible for institutional leadership, accreditation compliance, financial oversight, and strategic development.

- Malcolm Allen, President
- Tami Ngo, Director of Compliance
- Cassaundra Griffith, Director of Education
- Kenneth Middleton, Director of Workforce Solutions
- Robin Ferruggia, Admission Specialist
- Bonnie Ensworth, Enrollment Specialist
- Ann Nguyen, Financial Aid Specialist

Faculty, Support Staff and Program Directors

Oversee curriculum delivery, program quality, and student success across all instructional areas.

- Genevieve Woods, Instructor - Allied Beauty Programs
- Vontisha Gray, Instructor - Allied Beauty Programs
- Florence Babalola, Instructor – Allied Health Programs
- Taylar Allen, Adjunct Instructor – Pharmacy Technician
- Dr. Laura Bush, Adjunct Instructor - Allied Health, Allied Technology
- Dr. Kimberly Kelly, Dean of Nursing – Nursing, Allied Health
- Dr. Kevin Grant - Director of Distant Education
- Malcolm Allen, Instructor - Allied Business, Sales & Marketing, Technology and AI
- Faith Linton, Esq, Instructor – Paralegal
- Deanna Allen, Lead Instructor – Mental Health
- Christina Allen, Adjunct – Mental Health
- Kenneth Middleton, Instructor - Allied Business, Sales & Marketing
- Rakesh Dutta - Instructor - Instructor - Allied Trades
- Christina Jackson, Career Services Advisor
- Nitz Sharma, IT Support Specialist
- Dr. Leola Sharp, Community Liaison

Graduate America - Addison Campus

Office of the President	8
LANGUAGE	8
MISSION STATEMENT	9
Vision Statement	9
Core Values	10
Admissions, Transfer, and Enrollment Policies	13
Criminal History Evaluation	14
72-Hour Cancellation Notice	15
Tuition & Fees	15
Graduate America — Tuition & Fees Schedule	16
Payment Options	20
Expendable Supplies	20
Change in Costs	20
Student Services, Records, and Policies	20
Record of Attendance	21
Counseling Services	21
Grievance Policy & Entities	23
Evaluation Periods	26
Evaluation Points by Program Group	27
Grading Scale	27
SAP Status Categories	27
Appeals	28
Maximum Completion Time & Charges	28
Maximum Timeframe Chart	28
Attendance Policy for VA Students	28
Refund Policy	30
RULES AND REGULATIONS	33
Seminars	35
HVAC Residential	35
CHVAC (Commercial)	37
Plumbing	38
Electrical (Residential/Light Commercial)	39
Multi-Family Maintenance	40
Crane and Rigging (Signalperson/Rigger Foundations)	41
Safety (OSHA Essentials)	42
Solar (PV Fundamentals)	43
IoT (Internet of Things) for Smart Systems (Industrial/Building)	44
Automation and Robotics (Cobots)	45
Data Analytics and Predictive Maintenance	46
Semiconductor Manufacturing and Nanotechnology (intro)	47

AI and Machine Learning Applications (Industry)	48
Cybersecurity (Foundations)	49
Drone Technology and Aerial Systems (sUAS)	50
Artificial Intelligence (GenAI & Prompt Ops)	51
Programs	52
AI Solutions Specialist	52
Barber Programs + Crossover	55
Class A Barber Crossover (300 hours) Course of Study	57
Cosmetology + Crossover	59
Cosmetology Crossover Course of Study	60
Esthetician	61
Nail Technician	62
Esthetician-Nail Technician	63
Eyelash Extension	65
Sales & Sales Management	66
Professional Coder	69
Paralegal	72
Dental Assistant	75
Medical Assistant	78
Phlebotomy Technician	81
Patient Care Technician	84
Mental Health Support Specialist	87
Mental Health Support Professional	90
IT Helpdesk Administrator	93
IT Security & Network Technician	96
Pharmacy Technician Professional	99
Surgical Technologist	102
Public Policy	105
Research / Analytics	109
Human Resources Management	113
Data Analytics Technician	117
Cybersecurity Operations	121
Logistics & Supply Chain Management	125
Apprenticeships	129
Project Management	131
Renewable Energy Technician	135
Advanced Manufacturing & Mechatronics Technician	139
Artificial Intelligence	142
AI & Machine Learning Specialists	146
Solar Energy Technician	150
Esports Management & Marketing	154
Music Production & Sound Design	158

Applied STEM Foundations	162
Game Design & Interactive Media	166
Drone & Aerial Systems Technician	170
Healthcare Administration	174
Data Science Foundations	178
Cyber Investigations Professional	182
Open Source Intelligence Specialist	186
Social Media Intelligence Professional	189
Cyber Intelligence Investigator	192
Cyber Intelligence Analyst	195
Social Media Analysis Professional	198
Criminal Investigations Professional	202
Counterintelligence Analyst	205
Cryptocurrency Forensics Professional	209
Human Trafficking Investigations Professional	213
Workplace Violence & Threat Specialist	216
Executive Leadership in Intelligence	220
All-Source Intelligence Professional	224
Criminal Profiling & Behavioral Analysis Professional	227
Artificial Intelligence & Investigations Expert	231
Organized Retail Crime Investigator	235
Associate of Applied Science (AAS) in Applied Management	238

Welcome to Graduate America!

Office of the President

My Fellow Students, Educators, and Partners,

Welcome to Graduate America — the school built for the next chapter of this nation's story.

Our classrooms, apprenticeships, and digital campuses are more than places of learning; they are launchpads of purpose. Every credential earned here represents a worker ready to serve, a leader ready to rise, and a community ready to grow.

When we say Graduate America, we mean it literally and nationally.

We believe education is not a luxury — it is the infrastructure of freedom.

It fuels industry, stabilizes families, and gives every citizen the power to build, heal, and lead.

We train not for the world that was, but for the world that is becoming — one driven by artificial intelligence, healthcare innovation, advanced manufacturing, and the courage to care.

Our mission is clear: to graduate America's workforce into its future.

At Graduate America, we commit to:

- Access that opens doors. No hidden barriers, no hidden fees.
- Quality that earns trust. Every program approved, accredited, and aligned with real jobs.
- Equity that endures. Every student, regardless of background, deserves the chance to finish and flourish.
- Innovation that leads. From nursing labs to AI apprenticeships, our classrooms evolve with the economy.

This catalog is more than an outline of programs — it's a declaration of purpose.

Every page reflects our promise to deliver education that works, training that matters, and careers that change lives.

Together, we will reimagine what higher education means in America.

Together, we will raise the standard, lift the workforce, and prove that opportunity is still the strongest idea this country ever had.

We are **Graduate America** — a movement to rebuild the nation's workforce one credential at a time — from classrooms to careers, from potential to power. Because the future doesn't wait — and neither do we

We're not just graduating students.

We're Graduating America.

Malcolm Allen

President,

Academic Year: September 1, 2025 – August 31, 2026

LANGUAGE

English is the principal language of instruction at the institution. All official documents—including the catalog—are published in English. Staff and instructors may offer courtesy translation assistance when available; however, the English version is the official record.

MISSION STATEMENT

Graduate America delivers accelerated, accredited programs that lead directly to licensure, certification, or degrees. Our mission is to create clear pathways to upward mobility by aligning education with employer demand and preparing students for day-one workforce readiness.

Vision Statement

To reimagine workforce education so that **any student, anywhere, can move from learning to earning without barriers**. Graduate America envisions a system where credentials are portable, programs are adaptable, and career outcomes are predictable — building a future of **equity, access, and lifelong growth**.

HISTORY

Graduate America was founded to build a new model of workforce education that connects real-world career pathways to higher learning. Built by educators, veterans, entrepreneurs, and policy leaders, we remove barriers to opportunity and expand access to training, credentials, and degrees that matter. Graduate America provides post-secondary certificate and associate-degree education at the career college level.

With campuses in Texas and partnerships nationwide, Graduate America delivers stackable, flexible, accredited pathways—from certificate to apprenticeship to associate degree—aligned to employer demand and credential-based outcomes.

As a Service-Disabled Veteran-Owned Small Business (SDVOSB), we prioritize service to underrepresented and underserved communities, equipping students with skills, supports, and certifications for today's economy. Graduate America is more than a college—it's a platform for purpose and upward mobility.

Core Values

- **Purpose** – Every program changes lives and careers.
- **Intentionality** – Every step is deliberate and learner-centered.
- **Access for All** – Education that meets students where they are.
- **Innovation with Integrity** – Tech accelerates but never replaces quality.
- **Workforce Alignment** – Built with employers, ready for day one.
- **Accountability** – Data, transparency, and continuous improvement.
- **Community Impact** – When students rise, communities rise.

Lifelong Learning – Prepared for today's job and tomorrow's growth.

PROFILE OF GRADUATES

Graduates of Graduate America are career-ready professionals equipped with practical skills, technical expertise, and a strong foundation in professionalism and ethical conduct. They demonstrate proficiency in their chosen vocational field while adhering to applicable industry regulations and safety standards. With well-developed communication, client service, and career development skills, they are prepared for employment, advancement, or entrepreneurship within their respective industries. A commitment to lifelong learning and adaptability empowers them to thrive in evolving workforce environments and contribute meaningfully to their communities.

PHILOSOPHY and STRATEGIC GOAL

Graduate America is committed to providing accessible, high-quality vocational education that prepares students for success in skilled careers. We strive to expand industry partnerships, integrate evolving technologies, and strengthen community engagement—while upholding academic excellence and supporting lifelong career growth.

SCHOOL FACILITIES

Graduate America is located at 3939 Belt Line Road, Suites 540 and 550, Addison, Texas 75001. The facility encompasses approximately 5,607 square feet of dedicated space designed to support hands-on vocational training and academic instruction.

The following equipment, tools, and supplies are maintained at the Addison campus to support hands-on instruction in TWC-regulated programs. Counts below reflect a standard Day, Evening, and Weekend Cohort of up to 25 students each and are increased as needed based on enrolled class size.

Information Technology / AI & Support Lab

- **Student laptops (x 25)** maintained to current instructional specs (16GB RAM+, recent multi-core CPU, webcam, Wi-Fi)
- **Virtual reality headsets (x 10)** (stand-alone units with controllers), classroom casting, hygiene covers, and disinfecting supplies
- Instructor workstation & projector/large display
- Managed campus Wi-Fi and secure device storage
- Learning management system access and cloud lab/virtualization accounts for hands-on practice
- Networking kits (basic routers/switches/copper & fiber patch cables) for lab demos and troubleshooting drills

Allied Health — Phlebotomy Lab

• Practice venipuncture arms/manikins (x 10) • Vacutainer holders/needles (assorted sizes) • Tourniquets (x 15) • Sharps containers (x 4) • Biohazard waste receptacles (x 2) • Alcohol prep pads & gauze •

Bandages/tape • Specimen collection tubes (assorted) • Capillary lancets • Centrifuge (x 1) • Lab refrigerator (x 1) • PPE (gloves, masks, eyewear) • Disinfectants • OSHA/BBP posters

Allied Health — Medical Assistant Skills

• Examination table (x 1) • Sphygmomanometers (manual & digital, x 6) • Stethoscopes (x 10) • Otoscope/ophthalmoscope set (x 1) • Thermometers (x 4) • Adult/infant scales (x 1 each) • EKG machine or simulator (x 1) • Glucometers with control solutions (x 2) • First-aid & biohazard kits • PPE and disinfectants

Pharmacy Technician Skills Bench

• Class A prescription balance or digital equivalent (x 1) • Count trays & spatulas (x 6) • Pill counter • Mortars & pestles (x 2) • Graduated cylinders/beakers • Amber vials & lids (assorted) • RX label printer & sample labels • Mock pharmacy workstation with RX processing software (training licenses) • PPE and sanitizer

(Note: Sterile compounding/hood not used unless the curriculum includes IV compounding.)

Information Technology / AI & Support Lab

• Student workstations (10+; 16GB RAM+, recent CPU) • Instructor workstation & projector • Managed Wi-Fi • Learning management system access • Virtualization accounts (e.g., cloud lab sandboxes) • Networking kits (basic routers/switches/cables) for hands-on demos • Lockable storage for devices

Allied Trades — Electrical / Plumbing / Multi-Family Maintenance

• Electrical wiring boards with breakers/GFCI/AFCI (x 2) • Multimeters (x 6) • Hand tools (wire strippers, crimpers, drivers) • PPE (insulated gloves/eye protection) • Plumbing trainer bench (press-fit/solvent weld fixtures, DWV demo, leak-diagnostics station) • Basic appliance/fixture benches for unit-turn practice • Work-order documentation materials

Crane & Rigging (Signalperson/Rigger Foundations)

• Training delivered with approved vendor equipment during lab days; on-campus resources include rigging gear samples (slings/shackles/rigging hardware) and load-calculation training aids; full-scale lifts conducted through vendor partner per course plan.

General Campus Resources (all programs)

• Computer lab & printer access • Projector/monitors in classrooms • First-aid kits & AED • ADA-compliant access • Secure storage for tools and chemicals • OSHA/BBP safety postings and incident-report logs.

Inventory is reviewed each term; counts are scaled when cohort size exceeds 25.

Our campus features the following:

- Spacious Practical Training Areas equipped with industry-standard tools and equipment for instruction in barbering, cosmetology, and other trade programs
- Theory Classrooms with multimedia capabilities to support lectures, demonstrations, and collaborative learning
- Student Lounge and Break Area for student comfort and wellness
- Reception and Administrative Offices for admissions, student support services, and faculty coordination
- Restrooms compliant with ADA accessibility standards
- Storage Areas for instructional materials, student kits, and supplies
- Designated Clinic or Lab Space where applicable, for client services and live practice under instructor supervision

The facility meets all health, safety, and accessibility requirements set forth by the Texas Department of Licensing and Regulation (TDLR) and complies with local building codes and fire safety standards. The learning environment is designed to reflect real-world professional settings and support student readiness for licensure and employment.

The school maintains no residence facilities. Students will need to make their own housing and boarding arrangements.

COMPLIANCE WITH CIVIL RIGHTS ACT

Graduate America complies with the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and all applicable federal and state laws and regulations.

The institution does not discriminate on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, or gender identity), disability, age, religion, veteran status, or any other characteristic protected by law in its admissions policies, educational programs, services, activities, employment practices, or access to any program or benefit.

Graduate America is committed to providing an inclusive and respectful learning and working environment free from discrimination, harassment, and retaliation. Reasonable accommodations will be provided to qualified individuals with disabilities upon request in accordance with applicable laws.

Admissions, Transfer, and Enrollment Policies

Non-Discrimination Statement

Graduate America does **not discriminate** on the basis of **race, color, national origin, sex** (including pregnancy, gender identity, and sexual orientation), **age, religion, disability, genetic information, veteran or military status, or any other characteristic protected under federal, state, or local law.**

This policy applies to **all aspects of institutional operations**, including **admissions, educational programs, services, activities, employment, and access to benefits.**

Graduate America is committed to providing an **inclusive, respectful, and equitable environment** for all students, staff, and visitors.

Per **TWC** and **TDLR** regulations, Graduate America may **not recruit** students who are currently enrolled in or admitted to another school offering the same or a substantially similar program of study.

Admissions Policy – Addison Campus

Eligibility Requirements

To qualify for admission to Graduate America, applicants must:

1. **Be at least 17 years of age** (or have parent/guardian authorization if under 18 for select programs).

Note: The Texas Workforce Commission allows enrollment at 16; the Texas Department of Licensing & Regulation requires 17 for certain barbering and cosmetology programs. Graduate America enforces the higher standard where applicable.

2. **Provide valid government-issued identification** (driver's license, state ID, or passport).
3. **Have a valid Social Security Number or ITIN.**
4. **Provide proof of high school completion** or an approved equivalent by one of the following:
 - Copy of high school diploma or transcript showing graduation date;
 - Copy of an associate degree;
 - Foreign diploma with:
 - General Statement of Equivalency from an approved evaluation agency, and
 - Notarized English translation;
 - GED certificate; or
 - State-recognized home-school certificate.
5. **Ability-to-Benefit (ATB):** Applicants who completed an approved ATB alternative and were first enrolled in an eligible postsecondary or career-pathway program prior to **July 1, 2012** may qualify.

Validation of Credentials

Graduate America reserves the right to **validate any diploma, transcript, home-school certificate, or ATB record** at any time through:

- Direct contact with the issuing high school or institution;
- Verification with the appropriate state education department;
- Confirmation that a home-school program is legally recognized in that state; and
- Evaluation of foreign credentials through approved agencies.

Transfer Students

Applicants requesting transfer credit are evaluated **individually** at the discretion of Graduate America.

Students with **fewer than 250 clock hours remaining** in their program will be charged **\$15 per remaining hour**, plus applicable fees.

This rate **will not exceed** the published tuition rate for the full program listed in this catalog.

Accepted transfer hours are counted as both **attempted and completed hours** per **TWC** policy.

Transfer hours apply toward the **150 % maximum timeframe** for Satisfactory Academic Progress (SAP).

SAP evaluations occur at the midpoint of contracted hours or at the next scheduled evaluation—whichever comes first.

Transferability of Credit

The **transferability of credits or clock hours** earned at Graduate America is **not guaranteed**.

Acceptance of transfer credit is **at the sole discretion of the receiving institution** and depends on that school's accreditation, curriculum equivalency, recency, and internal policies.

Graduate America makes **no representation or guarantee** that any course or program completed will be accepted by another institution.

Re-Entry after Withdrawal or Termination

Former students who were officially withdrawn or terminated may **apply for re-entry**.

Re-admission is contingent upon:

- Satisfying all prior financial obligations;
- Having no termination for violation of federal or state law; and
- Securing approval through an interview with the Campus Director.

Graduate America reserves the right to deny re-entry based on previous conduct, academic standing, or professional concerns.

Criminal History & Licensure Eligibility

Drug-Related or Criminal Convictions

Graduate America reserves the right to deny admission or dismiss students with **criminal convictions related to illegal drugs or other disqualifying offenses**.

Such convictions may affect eligibility for **licensure through the Texas Department of Licensing & Regulation (TDLR)** or access to **VA education benefits**.

All applicants must disclose any criminal convictions during the admissions process.

Failure to disclose may result in **immediate dismissal**.

Applicants are encouraged to request a **Criminal History Evaluation Letter (CHEL)** from **TDLR** before enrolling to verify licensure eligibility.

Criminal History Evaluation

Students disqualified from licensure due to a conviction may, under certain circumstances, **regain eligibility** by completing an approved rehabilitation program as defined by **TDLR**.

Graduate America does **not determine licensure eligibility** and refers all questions to **TDLR** for official review.

Incarcerated Students

Because all classes and clinical experiences occur **in person**, **incarcerated individuals are not eligible for admission.**

Students in **halfway houses, home detention, or weekend-only confinement** are **not considered incarcerated** for this policy and may apply for admission.

Selective Service Registration

Graduate America does **not participate in Title IV federal financial aid programs**; therefore, **Selective Service registration is not a condition of enrollment.**

Students using **VA education benefits** are also **not subject** to Selective Service requirements for benefit eligibility.

Enrollment Process

1. Complete the **Application for Enrollment.**
2. Participate in an **interview with an Admissions Representative.**
3. Submit a signed **Enrollment Agreement** and pay the **\$150 registration fee.**
4. Provide proof of **age** (driver's license, birth certificate, or passport).
5. Provide proof of **immigration status** (birth or naturalization certificate, permanent resident card, or USCIS-issued visa).
6. Students are **not required to provide proof of current vaccinations.**
7. Students may request to **change class dates or program selections** before the first scheduled start date.

72-Hour Cancellation Notice

In accordance with **Texas Workforce Commission (TWC)** rules, students may **cancel enrollment within 72 hours** (until midnight of the third day, excluding weekends and legal holidays) after signing the Enrollment Agreement and receive a **full refund of all monies paid.**

Tuition & Fees

Graduate America is committed to **transparent and accessible pricing.**

Tuition rates vary by program and delivery format. Unless otherwise stated, tuition includes **instruction, digital course content, and academic support services.**

- All tuition rates are subject to change with advance notice.
- No additional charges will be assessed beyond those published in the catalog and Enrollment Agreement without written student consent.
- **Payment plans** are available for self-paying students; **no interest** is charged.
- Students must sign an **Enrollment Agreement** confirming total cost before beginning any program.
- Refunds are processed in accordance with **TWC** and **TDLR** refund policies.
- Additional costs may apply for **uniforms, tools, exam fees, lab kits, and clinical supplies**, depending on program requirements.

Graduate America — Tuition & Fees Schedule

Graduate America is committed to transparent and accessible pricing. The tables below outline all direct costs of attendance by program. Unless otherwise noted, tuition includes instruction, digital content, and academic support services

Program	Credential	Clock Hrs / CH	Tuition	Books / Materials	Reg Fee	App Fee	Grad Fee	Tech Fee	Total Cost
Advanced Manufacturing & Mechatronics Technician	Certificate	660	\$8,500	\$475	\$150	\$50	\$50	\$400	\$9,625
AI & Machine Learning Bootcamp	Certificate	660	\$8,750	\$475	\$150	\$50	\$50	\$350	\$9,625
AI Solutions Specialist	Certificate	641	\$8,500	\$300	\$150	\$50	\$50	—	\$9,050
All-Source Intelligence Professional	Certificate	660	\$8,450	\$475	\$150	\$50	\$50	\$375	\$9,550
Applied STEM Foundations	Certificate	660	\$8,000	\$425	\$150	\$50	\$50	\$325	\$8,975
Artificial Intelligence	Certificate	660	\$8,500	\$450	\$150	\$50	\$50	\$350	\$9,400
Artificial Intelligence & Investigations Expert	Certificate	660	\$8,600	\$500	\$150	\$50	\$50	\$400	\$9,750
Associate of Applied Science (AAS) in Applied Management	AAS Degree	60 CH	\$15,800	Included	\$150	\$50	\$50	—	\$16,050
Civic Leadership	Certificate	660	\$8,000	\$425	\$150	\$50	\$50	—	\$9,050
Counterintelligence Analyst	Certificate	660	\$8,500	\$475	\$150	\$50	\$50	\$400	\$9,625
Criminal Investigations Professional	Certificate	660	\$8,250	\$450	\$150	\$50	\$50	\$350	\$9,300
Criminal Profiling & Behavioral Analysis Professional	Certificate	660	\$8,300	\$450	\$150	\$50	\$50	\$350	\$9,350
Cyber Investigations Professional	Certificate	660	\$8,400	\$475	\$150	\$50	\$50	\$375	\$9,500
Cyber Intelligence Analyst	Certificate	660	\$8,300	\$450	\$150	\$50	\$50	\$350	\$9,350
Cyber Intelligence Investigator	Certificate	660	\$8,350	\$475	\$150	\$50	\$50	\$375	\$9,450
Cybersecurity Operations	Certificate	660	\$8,400	\$475	\$150	\$50	\$50	\$375	\$9,500

Data Analytics Technician	Certificate	660	\$8,250	\$475	\$150	\$50	\$50	\$325	\$9,300
Data Science Foundations	Certificate	660	\$8,300	\$450	\$150	\$50	\$50	\$350	\$9,350
Dental Assistant	Certificate	674	\$8,200	\$525	\$150	\$50	\$50	—	\$8,975
Drone & Aerial Systems Technician	Certificate	660	\$8,400	\$475	\$150	\$50	\$50	\$375	\$9,500
Esports Management & Marketing	Certificate	660	\$8,300	\$450	\$150	\$50	\$50	\$375	\$9,375
Executive Leadership in Intelligence	Certificate	660	\$8,100	\$450	\$150	\$50	\$50	\$350	\$9,150
Game Design & Interactive Media	Certificate	660	\$8,200	\$450	\$150	\$50	\$50	\$375	\$9,275
Healthcare Administration	Certificate	660	\$8,250	\$475	\$150	\$50	\$50	\$350	\$9,325
Human Resources Management	Certificate	660	\$8,200	\$450	\$150	\$50	\$50	\$350	\$9,250
Human Trafficking Investigations Professional	Certificate	660	\$8,250	\$450	\$150	\$50	\$50	\$375	\$9,325
IT Helpdesk Administrator	Certificate	640	\$7,500	\$575	\$150	\$50	\$50	—	\$8,325
IT Security & Network Technician	Certificate	670	\$8,250	\$575	\$150	\$50	\$50	—	\$9,075
Logistics & Supply Chain Management	Certificate	660	\$8,150	\$450	\$150	\$50	\$50	\$325	\$9,175
Medical Assistant	Certificate	673	\$8,200	\$525	\$150	\$50	\$50	—	\$8,975
Mental Health Support Professional	Certificate	648	\$8,100	\$450	\$150	\$50	\$50	—	\$8,800
Mental Health Support Specialist	Certificate	674	\$7,050	\$425	\$150	\$50	\$50	—	\$7,725
Music Production & Sound Design	Certificate	660	\$8,400	\$450	\$150	\$50	\$50	\$400	\$9,500
Open Source Intelligence Specialist	Certificate	660	\$8,200	\$450	\$150	\$50	\$50	\$325	\$9,225
Paralegal	Certificate	645	\$8,100	\$500	\$150	\$50	\$50	—	\$8,850
Patient Care Technician	Certificate	654	\$8,100	\$450	\$150	\$50	\$50	—	\$8,800
Pharmacy Technician Professional	Certificate	644	\$7,150	\$500	\$150	\$50	\$50	—	\$7,900

Phlebotomy Technician	Certificate	642	\$7,000	\$375	\$150	\$50	\$50	—	\$7,625
Professional Coder	Certificate	667	\$7,500	\$500	\$150	\$50	\$50	—	\$8,250
Project Management	Certificate	660	\$8,250	\$475	\$150	\$50	\$50	\$350	\$9,325
Public Policy	Certificate	660	\$8,000	\$425	\$150	\$50	\$50	—	\$9,050
Renewable Energy Technician	Certificate	660	\$8,350	\$475	\$150	\$50	\$50	\$375	\$9,450
Research / Analytics	Certificate	660	\$8,100	\$450	\$150	\$50	\$50	—	\$9,100
Sales & Sales Management	Certificate	640	\$8,900	\$575	\$150	\$50	\$50	\$500	\$10,625
Social Media Analysis Professional	Certificate	660	\$8,050	\$425	\$150	\$50	\$50	\$325	\$9,050
Social Media Intelligence Professional	Certificate	660	\$8,100	\$450	\$150	\$50	\$50	\$350	\$9,150
Solar Energy Technician	Certificate	660	\$8,400	\$475	\$150	\$50	\$50	\$375	\$9,500
Surgical Technologist	Certificate	648	\$8,375	\$675	\$150	\$50	\$50	—	\$9,300
Workplace Violence & Threat Specialist	Certificate	660	\$8,150	\$450	\$150	\$50	\$50	\$350	\$9,200

Program	Credential	Clock Hrs	Tuition	Books	Supplies	Reg Fee	App Fee	Grad Fee	Total Cost
Cosmetology	Certificate	1000	\$15,000	\$375	\$700	\$150	\$50	\$50	\$16,325
Cosmetology Crossover	Certificate	300	\$5,000	\$375	\$700	\$150	\$50	\$50	\$6,325
Esthetician	Certificate	750	\$10,000	\$375	\$380	\$150	\$50	\$50	\$11,005
Nail Technician	Certificate	600	\$7,500	\$375	\$320	\$150	\$50	\$50	\$8,445
Esthetician–Nail Technician	Certificate	1350	\$12,500	\$750	\$670	\$150	\$50	\$50	\$14,170
Eyelash Extension Specialist	Certificate	320	\$3,300	\$110	\$350	\$150	\$50	\$50	\$4,010
Class A Barber	Certificate	1000	\$15,000	\$375	\$700	\$150	\$50	\$50	\$16,325

Class A Barber Crossover	Certificate	300	\$5,000	\$375	\$700	\$150	\$50	\$50	\$6,325
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Notes

- Tuition includes instruction, digital learning content, and student support services.
- Technology fee applies only to digital or lab-intensive programs.
- Graduate America is approved by the Texas Workforce Commission (Career Schools & Colleges Division) and other applicable regulatory agencies.
- See www.GA.edu/disclosures for full financial aid, refund, and policy information.

Other Costs & Fees

- Training Beyond Contract End Date: Students will be charged at their program's published hourly tuition rate, not to exceed: \$15 per hour.
- Re-Entry Fee (Former Drops): \$150.
- Withdrawal/Termination Fee: \$150.
- Schedule Change Fee (after one change): \$50.
- Cosmetology Law & Rules Book (TDLR): \$14 (available online or at school).
- License Application (TDLR): \$50.
- PSI Examination Fees (TDLR): \$55 written / \$76 practical.

Payment Options

- Monthly payment plans available with no interest charges.
- Payments due by the 10th of each month; late payments may incur a \$25 late fee.
- Accepted methods: cash, check, credit card, money order, or guaranteed funds.

Expendable Supplies

The school furnishes all expendable supplies required for instruction, except for items intended for personal use. If students are charged for personal expendable supplies, they will be charged at cost only.

Change in Costs

Graduate America reserves the right to revise tuition, fees, or program requirements when necessary. Changes will not affect current students with a valid and signed Enrollment Agreement.

Student Services, Records, and Policies

Record of Attendance

Graduate America uses a **standard time clock with individual student time cards** for recording attendance. Records are maintained in the **permanent student file for a minimum of five (5) years** in accordance with state law, after which they may be destroyed. Any additional record requirements set forth by the **Texas Department of Licensing & Regulation (TDLR)** or the **Texas Workforce Commission (TWC)** will be followed.

Counseling Services

Graduate America provides **personalized vocational counseling** to assist students with:

- Setting and achieving career goals
- Evaluating aptitudes and interests
- Financial planning and tuition arrangements
- Scheduling training hours
- Participation in government-approved programs

Students may also be referred to outside professionals for support services, including but not limited to **drug counseling, domestic violence resources, and mental health services**.

Placement Assistance

Graduate America offers **placement assistance to all graduates in good standing**. While employment cannot be guaranteed, services may include:

- Resume and interview preparation
- Job search coaching and strategies
- Referrals to employers and industry partners
- Access to job postings, job fairs, and hiring events
- Letters of recommendation upon request

Disclaimer: Graduate America does not guarantee employment, wage levels, or placement in a specific field. Employment is dependent upon meeting licensure or certification requirements, employer standards, physical demands of the industry, and labor market conditions.

Licensing and Certification Requirements

- **TDLR-Regulated Programs (Cosmetology & Barbering):**
Graduates must pass a **written and practical State Board Examination** to be licensed in Texas. Upon TDLR approval, students schedule exams with **PSI Services**, which maintains testing facilities throughout the state.
- **TWC-Regulated Programs (Allied Health, IT, Legal Studies):**
Licensing or certification requirements vary by field. Many healthcare programs require **national certification exams** (e.g., NHA, PTCB), IT programs may require **industry certifications** (e.g., CompTIA, Cisco), and legal studies may require compliance with court or employer standards. Graduate America provides exam guidance but does not determine licensure eligibility.

Physical Demands & Safety Requirements

Careers in cosmetology and allied health involve **physical and occupational risks**, including:

- Long hours and standing for extended periods
- Strain on joints, wrists, and shoulders (arthritis, carpal tunnel)
- Chemical exposure (fumes, skin sensitivity, allergies, pregnancy risks)
- Cuts from sharp instruments (scissors, razors, needles)
- Burns from hot tools and equipment

Preventive measures include:

- Wearing supportive shoes and standing on padded mats
- Using correct posture and ergonomic techniques
- Wearing protective gloves/masks when handling chemicals
- Reading and following manufacturer and OSHA safety instructions
- Observing sanitation and infection-control protocols

Students who are pregnant or become pregnant are strongly encouraged to seek medical advice regarding program participation.

Financial Assistance

Graduate America supports students in accessing external financial assistance. Available resources may include:

- Texas Education Agency programs
- Texas Department of Assistive and Rehabilitative Services (DARS)
- Texas Workforce Commission (TWC) training funds
- Workforce Innovation & Opportunity Act (WIOA) funding through Workforce Solutions boards (program eligibility and funding are at board discretion)
- VA education benefits (at approved locations)
- MyCAA (for eligible military spouses)
- Interest-free monthly payment plans while enrolled (late fees may apply)

Inclusion of a program on the Texas ETPL does not guarantee funding or referrals. Students must confirm eligibility with their local Workforce Solutions board. Graduate America does not offer institutional loans.

School Calendar

- **Enrollment:** Qualified applicants may enroll in any program on **Tuesdays** (or the next business day if Tuesday is a holiday).
- **Holiday Closures:**
 - President's Day
 - Good Friday
 - Memorial Day
 - Independence Day (July 4)
 - Labor Day
 - Columbus Day
 - Thanksgiving Day & the following Friday
 - Winter Break (December 24 – January 1)
- **Weather Closures:** Announced on **KDFW FOX 4 News – Dallas**.

- **Online Courses:** Students in asynchronous online programs continue to have access to the **Learning Management System (LMS)** during holidays. Participation is not required unless otherwise stated in the course syllabus.

Business Hours

- **Staff are onsite: 9am - 2pm M-T**
- **Staff are available 9am - 9pm Virtual**

Hour Attendance Schedule

DAY	FULL TIME (30 hrs/wk)	9:00 AM - 2:00 PM	Sch. A. Wed & Thurs (On Campus) Tues & Fri (Virtual)
	PART-TIME (22 hrs/wk)	9:00 AM - 2:00 PM	Sch. B. Tues & Fri (On Campus) Tues & Thurs (Virtual) "30-min lunch; two 10-min breaks"
EVENING	FULL TIME (30 hrs/wk)	5:00 PM - 9:00 PM 9:00 AM - 5:00 PM	Mon – Fri (On Campus) Sat (Virtual)
	PART-TIME (22 hrs/wk)	5:00 PM - 9:00 PM 9:00 AM - 1:00 PM	Tues – Fri (On Campus) Sat (Virtual) "30-min lunch; two 10-min breaks"
WEEKEND	FULL TIME (30 hrs/wk)	9:00 AM - 2:00 PM	Sat & Sun (On Campus) Wed & Fri (Virtual)
	PART-TIME (22 hrs/wk)	9:00 AM - 3:00 PM	"30-min lunch; two 10-min breaks"

Grievance Policy & Entities

Purpose & Scope

Graduate America maintains an open-door culture to resolve concerns quickly, fairly, and without retaliation. This policy applies to all students and covers academic, attendance, financial, facility, or conduct-related concerns.

Complaints related to discrimination, harassment, or disability accommodations follow the Title IX and ADA/Section 504 policies described elsewhere in this catalog.

Non-Retaliation & Confidentiality

No individual shall be subject to retaliation or adverse treatment for filing or assisting in a complaint.

All complaints are treated confidentially to the extent possible and maintained in accordance with FERPA (34 CFR §99) and institutional record-retention policies.

Students may file complaints anonymously; however, doing so may limit the school's ability to investigate or resolve the issue.

Step 1 — School-Level Resolution (Required First)

Filing a Complaint

Complaints must be submitted in writing to the Campus Director (or designee) and must include:

- Student name and signature
- Date of submission
- Description of the issue or concern
- Names/titles of individuals involved
- Desired resolution

Complaints may be submitted in person, by email, or through the school's designated online form.

Acknowledgment & Response Timeline

- **Acknowledgment:** within five (5) calendar days.
- **Written and verbal determination:** within ten (10) calendar days of acknowledgment after reasonable review.

Resolution Record

If resolved, both the student and the administrator sign a Resolution Form.

A copy is provided to the student.

The original is retained in the student's official record in accordance with FERPA.

If Not Resolved

The Campus Director provides a written explanation of findings and available next steps within ten (10) calendar days.

Accessibility: Students may request disability accommodations or translation/interpretation assistance at no cost during this process.

Step 2 — External Escalation

If a complaint is not resolved through Step 1, students may contact the appropriate agency below. Students who submit external complaints must provide a copy of their submission to Graduate America on the same date for inclusion in the institutional complaint log.

State Licensure & Workforce Oversight

Texas Department of Licensing & Regulation (TDLR)

P.O. Box 12157 | Austin, TX 78711

www.tdlr.texas.gov

Texas Workforce Commission – Career Schools & Colleges

101 E. 15th Street, Room 226T | Austin, TX 78778-0001

(800) 628-5115 • career.schools@twc.texas.gov

www.texasworkforce.org/careerschools

Texas Higher Education Coordinating Board (THECB)

1200 E. Anderson Lane | Austin, TX 78752

(512) 427-6101 • www.highered.texas.gov

For degree-granting programs licensed or authorized by THECB.

Accrediting Agencies

Council on Occupational Education (COE)

7840 Roswell Road, Bldg 300, Suite 325 | Atlanta, GA 30350

(770) 396-3898 • www.council.org

Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS)

3819-33 Chestnut Street, Suite 310 | Philadelphia, PA 19104

(267) 284-5000 • www.msa-cess.org

Federal Oversight & Civil Rights

U.S. Department of Education – Office for Civil Rights (OCR)

Lyndon Baines Johnson Building | 400 Maryland Avenue SW | Washington, DC 20202-1100

(800) 421-3481 • ocr@ed.gov • www.ed.gov/ocr

Handles complaints involving discrimination based on race, color, national origin, sex (including pregnancy, gender identity, and sexual orientation), disability, or age.

Veterans Education Benefits

Texas Veterans Commission – State Approving Agency (SAA)

P.O. Box 12277 | Austin, TX 78711-2277

(512) 463-3168 • www.tvc.texas.gov

VA students may contact the SAA if a complaint regarding veterans education benefits remains unresolved.

U.S. Department of Veterans Affairs – Education Service

810 Vermont Ave NW | Washington, DC 20420

(888) 442-4551 • www.gibill.va.gov

Federal oversight of GI Bill® and veterans education benefits.

Distance Education Students (NC-SARA Participation)

National Council for State Authorization Reciprocity Agreements (NC-SARA)

3005 Center Green Drive, Suite 130 | Boulder, CO 80301

(303) 848-3275 • www.nc-sara.org

Students located outside Texas while enrolled in a distance education program may file complaints through NC-SARA after exhausting the school's internal process.

Special Routing

- **Title IX Sexual Harassment or Sex Discrimination:** Submit under the Title IX Grievance Procedure (see Catalog Contacts).
- **Disability or Accessibility Concerns:** File under this policy and/or contact the ADA/504 Coordinator.
- **Emergency or Safety Risks:** Contact 911 and campus administration immediately.

Status Updates & Closure

Students may request status updates at any time. Once closed, Graduate America issues a written notice confirming the outcome and any corrective action taken.

No Impact on Student Rights

Filing a complaint through this process does not limit a student's right to contact any agency listed above at any time permitted by law. However, agencies generally expect that the school's internal grievance process be attempted first.

Effective Date: September 1, 2025

Policy Owner: Office of the President / Compliance

Next Review: Not later than August 31, 2026

Evaluation Periods

SAP is evaluated at scheduled **clock-hour milestones** or at the **midpoint of contracted hours** for transfer students. Evaluations are completed within **seven (7) school business days** of the milestone. Students receive a written report; copies are retained in student records.

Evaluation Points by Program Group

Program Type / Example Programs	Total Hours	1st Evaluation	2nd Evaluation	3rd Evaluation
640-674 Hour Programs (MA, DA, PCT, Phlebotomy, Pharmacy, Mental Health, IT, Paralegal, AI Solutions, Surgical Tech*)	648	320-340 hrs	650-674 hrs	n/a
1000-Hour Programs (Cosmetology, Class A Barber)	1000	450 hrs	900 hrs	n/a
900-Hour Programs (Esthetician–Nail Tech)	900	450 hrs	900 hrs	n/a
750-Hour Programs (Esthetician)	750	375 hrs	750 hrs	n/a
600-Hour Programs (Nail Technician)	600	300 hrs	600 hrs	n/a
300-Hour Programs (Cosmetology Crossover, Barber Crossover, Eyelash Extension)	300	150 hrs	n/a	n/a

Grading Scale

SAP Status	Theory Score	Practical Grade
Meets SAP (A)	90–100	A
Meets SAP (B)	80–89	B
Minimum SAP (C)	70–79	C
Failing	69 & below	D

SAP Status Categories

- **Meets SAP:** Student is in good standing.
- **Warning:** Assigned if SAP is not met at evaluation. Students remain eligible for aid during the warning period.
- **Probation:** Granted if an appeal is approved. Student must either:
 - Be able to meet SAP by next evaluation, OR
 - Follow an **academic plan** to regain compliance.

Appeals

- Appeals must be filed in writing before the end of the warning period.
- Appeal must include:
 - Reason for SAP failure (e.g., illness, death in family, special circumstances).
 - Supporting documentation.
 - Plan for how SAP will be regained.
- Appeals and outcomes are kept in the student file per FERPA. All SAP appeal decisions are final and documented in the student's permanent record.

Maximum Completion Time & Charges

- Students must complete their program within **150% of the contracted timeframe**.
- Students not completing by their contract end date will be charged **\$15 per additional hour** until completion.
- Students who exceed 150% of the program length will be terminated. Re-entry may occur only on a **cash-pay basis** under the re-enrollment policy.

Maximum Timeframe Chart

Program	Contract Length (FT/PT)	Maximum Completion (FT/PT)
Cosmetology (1000 hrs)	34 / 46 weeks	50 / 68 weeks
Class A Barber (1000 hrs)	34 / 46 weeks	50 / 68 weeks
Esthetician (750 hrs)	25 / 35 weeks	38 / 51 weeks
Nail Technician (600 hrs)	20 / 28 weeks	30 / 41 weeks
Esthetician–Nail Tech (900 hrs)	27 / 36 weeks	40 / 55 weeks
Eyelash Extension (300 hrs)	11 / 15 weeks	16 / 22 weeks
Cosmetology Crossover (300 hrs)	10 / 14 weeks	15 / 21 weeks
Barber Crossover (300 hrs)	10 / 14 weeks	15 / 21 weeks
Allied Health & IT (640 hrs)	20 / 28 weeks	30 / 42 weeks

Attendance Policy for VA Students

Students using veterans' benefits to attend Graduate America will have attendance monitored until the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the U.S. Department of Veterans Affairs (DVA) even if the VA student has completed the required number of hours and no refund is due to the student and/or refund sources.

Attendance will be monitored continuously.

This standard applies for the entire enrollment period. All violations will be reported to the DVA within **30 days** of the student exceeding the allowed number of absences.

Students absent for more than fourteen (14) consecutive calendar days or exceeding 20 percent of total program hours will be reported to the Department of Veterans Affairs per 38 CFR § 21.4254(c)(13).

Instructional Delivery for VA Students

Students approved for VA education benefits must attend all scheduled classes physically on-site to maintain compliance with VA regulations and institutional policy.

All changes in enrollment, attendance, or satisfactory progress for VA beneficiaries are reported to the U.S. Department of Veterans Affairs within 30 days of occurrence.

VA Reporting:

Refunds for VA students are processed on a **pro-rata basis** per 38 CFR §21.4254(c)(13).

If VA students are affected by a closure or teach-out, Graduate America will notify the U.S. Department of Veterans Affairs and the Texas State Approving Agency within 30 days and submit VA Form 22-1999b for each student. Refunds will be processed per 38 CFR § 21.4254(c)(13).

Background

Section 103 of Public Law (PL) 115-407, *Veterans Benefits and Transition Act of 2018*, amends Title 38 U.S. Code 3679 by adding subsection (e), which requires disapproval of courses of education at institutions that do not allow veterans to attend while VA payments are pending.

Pending Payment Compliance

In accordance with Title 38 U.S.C. §3679(e), Graduate America adopts the following provisions for any student using VA Post-9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits while VA payment is pending. Graduate America will not:

- Prevent the student's enrollment;
- Assess late penalty fees;
- Require alternative or additional funding;
- Deny access to classes, libraries, or other institutional facilities.

To qualify, students must:

- Provide a VA Certificate of Eligibility (COE) by the first day of class;
- Submit a written request to be certified;
- Provide any additional information needed for VA certification.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Absences & Make-Up Work Policy

All absences are considered unexcused unless the student is on a Leave of Absence (LOA) that has been approved by the institution. Students may complete extra hours outside of scheduled class time only with prior permission. Students must check with their instructor for make-up work, which must be completed promptly after returning from absence.

Leave of Absence (LOA) Policy

- Requests must be made in writing, signed by the student, and include the reason for the LOA.
- LOAs may not exceed **180 calendar days in any 12-month period**.
- In unforeseen emergencies (accident, hospitalization), LOAs may be granted retroactively if documented.
- The LOA extends the student's contract and maximum timeframe by the same number of days.
- If a student fails to return from LOA, they are withdrawn on the **10th day after the scheduled return date**, and the last day of attendance becomes the termination date.

No additional tuition is charged for an approved LOA. Students returning from LOA resume in the same satisfactory progress status held prior to departure.

Withdrawals / Course Incompletes

Any student who withdraws or fails to complete training will have documentation of progress placed in their student file.

Official Withdrawal: Determined by:

- Date of postmarked written intent,
- Date written intent is delivered in person,
- Date of verbal communication of intent (must be followed by written), or
- Last documented date of attendance (after 14 consecutive days of absence).

Unofficial Withdrawal: Occurs when a student fails to return from LOA within 10 days of scheduled return.

Students may rescind withdrawal in writing, but if they cease attendance afterward, the original date applies.

Termination

Students may be terminated for:

- Non-payment of tuition,
- Failure to comply with rules and regulations,
- Lack of cooperation,
- Absence of **14 consecutive calendar days** (excluding LOA).

VA students terminated for attendance will be reported to the VA and Texas Veterans Commission SAA within **30 days**.

Refund Policy

"If a student withdraws after completing more than 50% of the course, no refund is due.

The school may retain up to \$100 in administrative fees as permitted under TAC §807.262."

Refunds for students using veterans education benefits are processed on a pro-rata basis in accordance with 38 CFR § 21.4254(c)(13)

TDLR Programs (Cosmetology/Barber/Beauty):

Refunds follow Texas Occupations Code §1602 and TDLR rules:

- 10% tuition due if withdrawn in first week or first one-tenth of course
- 20% if after first week but within three weeks
- 25% if before 25% completion
- 50% if between 25%-50% completion
- 100% if more than 50% completed.
- Full refund if contract canceled within 72 hours (excluding weekends/holidays).
- Books, kits, supplies are non-refundable once issued.

TWC Programs (Allied Health, IT, Legal):

Refunds follow TEC §132 and TAC §807:

- School may retain up to \$100 in administrative fees.
- Pro-rata refund owed if student withdraws before 75% completion of program portion charged.
- No refund after 75% completion.
- Refunds must be issued within **45 days** of termination
- Active-duty call-up: may elect refund, incomplete with re-enrollment rights, or credit transfer.

FERPA Policy

Graduate America complies with FERPA. Records are accessible to:

- The student;
- Parent/guardian of a dependent minor;
- Authorized school staff;
- TWC, TDLR, VA, DOE, MSA-CESS.

Third-party access requires written consent each time. Students have the right to inspect and request amendment of education records and may file a complaint with the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Ave SW, Washington DC 20202-8520.

Title IX Reporting

Complaints of sexual harassment, gender discrimination, or sexual violence may be filed with:

- **Title IX Coordinator: Malcolm Allen, President**
3939 Belt Line Rd Ste 540, Addison TX 75001
(972) 530-1103 | info@ga.edu
- **Addison Police Department** – (972) 450-7100 (911 in emergencies)

Graduate America investigates all reports promptly and takes protective action as required by law.

Distance Education Policy

- No DE used for practical/clinical instruction.
- Theory DE tracked via Milady CIMA (or equivalent) with substantive instructor interaction.
- DE hours identified on transcripts.

- Students must sign acknowledgment that DE may not be accepted by other states.
- Monthly in-person evaluation required for DE students.
- Graduate America verifies distance education participation through the Learning Management System (LMS) analytics tracking logins, time-on-task, and graded submissions in compliance with NC-SARA and THECB standards.
- Students may elect 100% on-campus instruction if available.
- Graduate America participates in NC-SARA for distance education oversight; however, participation does not extend to state licensure programs. Students seeking licensure outside Texas should verify acceptance with their state board prior to enrollment.”

Teach-Out Plan

In the event of closure, relocation, or discontinuation:

- Written notice is provided at least **30 days** to students, staff, TWC, TDLR, VA, and MSA-CESS.
- Students may:
 - Complete training before closure,
 - Transfer to a partner school,
 - Participate in a teach-out arrangement.
- Partner schools must be licensed by **TWC, TDLR, and VA-approved**.
- Graduate America provides official transcripts free of charge within **30 days**.
- Records are maintained in accordance with state and federal retention laws.

RULES AND REGULATIONS

I UNDERSTAND THOROUGHLY THAT THESE RULES AND REGULATIONS ARE SET FORTH HEREON FOR THE SOLE PURPOSE OF INSURING THAT I RECEIVE ADEQUATE INSTRUCTIONS, TRAINING AND FLOOR WORK WHEREBY I MAY BE FULLY QUALIFIED TO PERFORM THE DUTIES AS A PROFESSIONAL IN THE COSMETOLOGY INDUSTRY.

1. I will dress in accordance with the school's dress code.
2. I will attend school as scheduled in my contract and school's SATISFACTORY PROGRESS POLICY. MAKE-UP HOURS WILL ONLY BE ALLOWED IF I AM FOLLOWING MY SCHEDULE. I UNDERSTAND THAT I MUST OBTAIN PRIOR PERMISSION FROM ADMINISTRATION BEFORE COMPLETING ANY EXTRA HOURS OTHER THAN SCHEDULED. PART-TIME STUDENTS ARE NOT ALLOWED MORE THAN 30 HOURS PER WEEK.
3. All absences are considered unexcused unless the student is on Leave of Absence that has been previously approved by the Director of Education.
4. I must be clocked in and present before 10:00AM of any school day. Tardiness will only be excused with a valid doctor's note or if I let the administrators know before clocking in after 10:00AM.
5. I understand that I will be assigned a DAILY SANITATION DUTY that MUST BE COMPLETED BEFORE I LEAVE FOR THE DAY. I will also get permission from my instructor if it is necessary to leave for any reason.
6. I am responsible for clocking in and out when entering or leaving school including my lunch break. I WILL CHECK MY TIME CARD AT THAT TIME TO MAKE SURE TIME WAS PROPERLY RECORDED. NO CORRECTIONS TO TIME CARDS ARE ALLOWED PER THE TEXAS DEPARTMENT OF LICENSING AND REGULATION.
7. IF I AM CAUGHT CLOCKING ANOTHER STUDENT'S TIME CARD, I UNDERSTAND THAT THIS WILL BE GROUNDS FOR DISMISSAL!
8. I MUST GET PERMISSION FROM MY INSTRUCTOR BEFORE GETTING PERSONAL SERVICES. Personal services can only be done after all clients have been serviced. NO PERSONAL SERVICES WILL BE DONE UNTIL AFTER 2:00 PM ON SATURDAYS.
9. CELL PHONES WILL NOT BE ALLOWED ON THE CLINIC FLOOR OR DURING CLASSROOM INSTRUCTION. The "RINGER" must be turned off or placed in the "Vibrate" Mode
10. I fully understand it is my responsibility to protect all my personal property issued by the school or brought in by me. School owned lockers are available; however, I must furnish the lock. The lockers must be cleaned out with 30 days of my graduation or termination date.
11. STEALING WILL NOT BE PERMITTED! I UNDERSTAND THAT IF I AM CAUGHT STEALING, NOT ONLY WILL I BE IMMEDIATELY EXPELLED FROM SCHOOL, BUT THE POLICE WILL BE NOTIFIED AS WELL!
12. I will not borrow or use ANYTHING BELONGING TO ANOTHER STUDENT WITHOUT THEIR PERMISSION. I will be responsible for any damages done to their property.
13. I will comply with all the rules of personal hygiene, and sanitation. All bottles will be labeled and placed in their proper place after use. I will clean and clear my station, including my mirror, of all equipment daily before departing from school. I will assist in the care and cleaning of all other areas of the school as assigned.
14. I will, at all times, maintain the proper attitude. I will not gossip or directly or indirectly create any discord. (If you can't say anything good, don't say anything.) I will not discuss other students or give out any student phone numbers.
15. I will not refuse client tickets. I understand SUSPENSION could be the result of my refusing to do or complete any assigned project. I will conduct myself in a professional manner while doing client services. I will not discuss my personal problems with clients.
16. I will not conduct myself in any immoral manner, drink or use ALCOHOLIC BEVERAGES or DRUGS. I will not use profanity or tell off colored stories.
17. I will not SMOKE anywhere in the school nor EAT OR DRINK on the CLINIC FLOOR or in the MANICURE ROOM or ESTHETICIAN ROOM.
18. I will not go behind the cashier's counter without permission from a staff member.
19. I am not allowed in any other department, other than my own, without permission.

20. I will not go into any school office without permission from a staff member. THE SCHOOL OFFICES ARE USED FOR CONDUCTING THE BUSINESS OF THE SCHOOL. THEY ARE NOT DESIGNED FOR A STUDENT LOUNGE.
21. I understand that any VISITORS I may have, will call for me at the FRONT DESK. Visitors are not allowed beyond this point without permission. PERSONAL PHONE CALLS ON SCHOOL'S PHONE ARE LIMITED TO NOT MORE THAN 3 MINUTES. EXCESSIVE PHONE USE COULD RESULT IN MY BEING SENT HOME. I WILL NOT INTERRUPT MY TRAINING AT ANY TIME FOR VISITORS OR PHONE CALLS. Remember that cell phone rules still apply.
22. I will not talk to other students if it interrupts their training.
23. I understand that a record will be maintained at all times as to my attitude, promptness, attendance, and ability.
24. I understand it is my responsibility to check with my INSTRUCTOR for make-up tests and projects missed due to absences and complete them.
25. I will only seek instructions on a project from the instructor assigning it. When I am not sure of proper procedure I will call the INSTRUCTOR, NOT ANOTHER STUDENT.
26. I will, PRIOR TO GRADUATION, complete all written exams, practical and clinical requirements.
27. I will pay my tuition promptly as set forth in my contract. ALL TUITION MUST BE PAID BEFORE I CAN GRADUATE OR OTHER ARRANGEMENTS HAVE BEEN MADE THEREFORE.
28. I will check channel 4 for any announcements concerning school closings due to inclement weather.
29. I will bring my supply kit to each and every class.

I UNDERSTAND A COPY OF THESE RULES AND REGULATIONS WHICH HAVE BEEN EXPLAINED TO ME AND I AGREE TO, BY MY SIGNATURE, WILL BE PLACED IN AND BECOME A PART OF MY ACADEMIC FILE.

Students Signature

(date)

THESE RULES AND REGULATIONS MAY BE MODIFIED AT SCHOOL'S OPTION.

True and Correct Statement

I hereby certify this catalog is true and correct in content and policy and that Graduate America will adhere to the policies herein.

Malcolm Allen, President

Certified on September 1, 2025

Seminars

Hybrid / Addison Campus

HVAC Residential

Program Fees: \$1,500

CIP: 47.0201 – Heating, Air Conditioning, Ventilation & Refrigeration Tech

Duration: 24 hours (Lecture 10 | Lab 14)

Curriculum Provider: Interplay Learning / Graduate America

Description: Hands-on fundamentals of residential HVAC: safety, refrigeration cycle, airflow, electrical controls, and charging diagnostics. Trainees practice meter use, superheat/subcooling checks, and documentation per manufacturer specs/EPA 608 concepts.

Stated Outcome:

Perform safe system startup, basic diagnostics, and charge verification; document findings using industry forms.

Experiential Component:

Tool labs (meters/gauges), airflow measurement, mock charging/leak checks, fault-simulation stations.

Student Evaluation:

Skills checklists + 25-item quiz (≥75%).

Graduation Requirements:

Attendance ≥90%, pass all skills, quiz ≥75%.

Attainable Careers:

HVAC Helper/Apprentice, Residential Installer Helper, Maintenance Tech (Entry).

Career Services: Resume update, mock interview, employer referrals, job-search workshops.

Module	Hours
HVAC safety, tools, EPA 608 fundamentals	3
Refrigeration cycle & components	3
Electrical basics for HVAC (controls & motors)	4
Airflow, duct, and ventilation basics	4
Charging, recovery, leak checks (demo)	5
Diagnostics lab: no-cool/low-charge/common faults	5

All seminars are designed for rapid upskilling (≤ 1 week) and align with Texas Workforce Commission (TWC) short-course expectations. These seminars do not confer a license; where applicable, they provide knowledge and practice aligned to recognized exams/credentials. Employment is not guaranteed.

Seminars are non-licensure short courses under Texas Workforce Commission (TWC) short-course guidelines and award a certificate of completion only.

Global Career Services

- 1:1 resume/LinkedIn updates, mock interviews, and job-search workshops.
- Employer outreach and referrals through Graduate America's network.
- Certification/exam advice and funding navigation (WIOA/ETPL where applicable).

Admissions & Policies

- Admission Requirements: 18+, government ID; program-specific PPE; basic English/math; background check or MVR may be required by employers.
- Attendance/Completion: ≥90% attendance; meet all competencies; pass written/practical assessments.
- Refunds/Withdrawals: Per Graduate America catalog policy.
- Disclosures: Seminars are non-licensure; additional training/experience may be required for employment and/or licensure.

CHVAC (Commercial)

Hybrid / Addison Campus

Program Fees: \$1,500

CIP: 47.0201

Duration: 24 hours (Lecture 12 | Lab 12)

Curriculum Provider: Interplay Learning / Graduate America

Description:

Light commercial RTU focus: economizers, sensors, commissioning assistance, PM standards, and electrical troubleshooting for rooftop units and small split systems.

Stated Outcome:

Inspect RTUs, verify economizer operation, read ladder diagrams, and complete PM documentation safely.

Experiential Component:

RTU component boards, controls simulators, PM checklist practicums, fault trees.

Student Evaluation:

Practical checklists + short quizzes.

Graduation Requirements:

Attendance $\geq 90\%$, competencies met.

Attainable Careers:

Commercial HVAC Helper, Building Maintenance Tech, Facilities Tech (Entry).

Career Services:

Employer outreach list + mock interview.

Module	Hours
Commercial safety, LOTO, permits	3
RTU architecture & economizers	4
Controls & BAS intros (sensors, setpoints)	4
Electrical troubleshooting for RTUs	4
PM procedures & documentation	4
Fault simulation & case studies	5

Plumbing

Program Fees: \$1,500

CIP: 46.0503 – Plumbing Technology/Plumber

Duration: 24 hours (Lecture 8 | Lab 16)

Curriculum Provider: Interplay Learning / Graduate America

Description:

Safety, materials, codes awareness, and core skills (soldering, press-fit, solvent welding). Trainees practice DWV principles, venting, fixture rough-in, and leak diagnostics.

Stated Outcome:

Complete basic fixture installs/repairs, apply jobsite safety, and plan code-aware repairs.

Experiential Component:

Soldering bays, press-fit stations, leak-hunt rigs, fixture rough-in mockups.

Student Evaluation:

Skills demos + quiz.

Graduation Requirements:

Attendance $\geq 90\%$, pass skills/quiz.

Attainable Careers:

Plumber's Apprentice, Service Tech Helper, Building Maintenance Tech.

Career Services:

Resume + referrals.

Module	Hours
Safety, materials, codes overview	3
Tools, soldering, press-fit, solvent weld	6
DWV principles & venting	4
Water distribution & fixture rough-in	4
Leak diagnostics & repair workflows	4
Lab practical & documentation	3

Electrical (Residential/Light Commercial)

Hybrid / Addison Campus

Program Fees: \$1,500

CIP: 46.0302 – Electrician

Duration: 24 hours (Lecture 10 | Lab 14)

Curriculum Provided In Partnership With: Interplay Learning, Graduate America

Description:

LOTO, wiring methods, terminations, basic code awareness (NEC), and systematic troubleshooting for residential/light commercial circuits.

Stated Outcome:

Safely terminate branch circuits, interpret basic NEC rules, and troubleshoot common faults.

Experiential Component:

Wiring boards, device termination labs, breaker/gfci/afci scenarios, meter diagnostics.

Student Evaluation:

Practical + quiz.

Graduation Requirements:

Attendance $\geq 90\%$, pass competencies.

Attainable Careers:

Electrical Helper, Low-Voltage Tech (Entry), Maintenance Tech.

Career Services:

Mock interview + job leads.

Module	Hours
Electrical safety (NFPA 70E) & LOTO	3
Conductors, devices, boxes	4
Circuits, OCPD, GFCI/AFCI	4
Prints & basic calculations	3
Troubleshooting labs	6
Inspection & documentation	4

Multi-Family Maintenance

Hybrid / Addison Campus

Program Fees: \$1,500

CIP: 46.0401 – Building/Property Maintenance

Duration: 24 hours (Lecture 8 | Lab 16)

Curriculum Provided In Partnership With: Interplay Learning, Graduate America

Description:

Unit-turn checklists, work order systems, safety/tenant protocols, and triage across HVAC/plumbing/electrical basics for apartments.

Stated Outcome:

Execute work orders and unit turns to property standards; communicate safety/tenant protocols; document repairs.

Experiential Component:

Mock unit turn, appliance/fixture benches, triage drills.

Student Evaluation:

Practical + checklist sign-off.

Graduation Requirements:

Attendance ≥90%, pass all labs.

Attainable Careers:

Apartment Maintenance Tech, Make-Ready/Turn Tech, Facilities Tech.

Career Services:

Employer panel + referrals.

Module	Hours
Safety, work order systems, tenant comms	3
Unit turns: checklists & timelines	4
Core systems triage (HVAC/plumbing/electrical)	8
Appliances & fixtures basics	4
Grounds & common-area maintenance	3
Capstone lab: mock unit turn	2

Crane and Rigging (Signalperson/Rigger Foundations)

Hybrid / Addison Campus

Program Fees: \$1,500

CIP: 49.0202 – Construction/Heavy Equipment Operation

Duration: 24 hours (Lecture 12 | Lab 12)

Curriculum Provider:

Curriculum Provided In Partnership With: Interplay Learning, Graduate America, Industrial Training International (ITI) — vendor training (NCCCO-aligned prep)

Description:

Site safety, rigging gear, sling angles, hitches, load weight/COG, signaling, and pre-lift planning aligned to industry best practices.

Stated Outcome:

Identify/select rigging gear, calculate basic load parameters, perform hand signals, and complete pre-lift inspections.

Experiential Component:

Rigging gear inspection stations, mock lift with signaling, load calc exercises.

Student Evaluation:

Practical + written.

Graduation Requirements:

Attendance ≥90%, competency sign-off.

Attainable Careers:

Rigger Level 1 (Trainee), Signalperson, Material Handler.

Career Services: Employer introductions.

Module	Hours
Site safety, crane basics, pre-lift plans	4
Rigging gear & inspections	5
Load weight, COG, sling angles	5
Hitches & hardware selection	4
Signaling & communications	3
Practical: mock lift & documentation	3

Safety (OSHA Essentials)

Hybrid / Addison Campus

Program Fees: \$1,500

CIP: 15.0701 – Occupational Safety & Health Tech

Duration: 24 hours (Lecture 14 | Lab 10)

Curriculum Provided In Partnership With: Interplay Learning + CareerSafe (OSHA-authorized) / Graduate America

Description:

OSHA overview, hazard recognition, PPE selection, LOTO basics, fall protection, and incident reporting.

Stated Outcome:

Apply hazard recognition and controls; perform LOTO/fall-protection basics; complete incident reports.

Experiential Component:

JHA writing, PPE labs, lockout/tagout practice, ladder/scaffold checks, incident drills.

Student Evaluation:

Quizzes + practicals.

Graduation Requirements:

Attendance ≥90%, ≥75% quizzes, pass practicals.

Attainable Careers:

Safety Tech (Assistant), Safety Coordinator (Entry), Maintenance Tech (Safety-minded).

Career Services:

OSHA-aligned resume language + referrals.

Module	Hours
OSHA overview & rights	3
Hazard ID & JHA writing	4
PPE & controls	4
LOTO & electrical awareness	4
Fall protection & ladders/scaffolds	4
Incident response & reporting drills	5

Solar (PV Fundamentals)

Hybrid / Addison Campus

Program Fees: \$1,500

CIP: 15.1702 – Solar Energy Technology/Technician

Duration: 24 hours (Lecture 12 | Lab 12)

Curriculum Provided In Partnership With: Interplay Learning, Graduate America

Description:

PV system components, codes awareness, string sizing, mounting, wiring, commissioning checklists, and O&M basics (non-energized practice).

Stated Outcome:

Perform basic PV layout, sizing, wiring methods, and commissioning documentation for small systems.

Experiential Component:

Mock array assembly, racking/mounting practice, wiring harness build, commissioning checklist drills.

Student Evaluation:

Practical + quiz.

Graduation Requirements:

Attendance ≥90%, pass assessments.

Attainable Careers:

PV Installer Helper, Solar Technician Trainee, Rooftop Crew Member.

Career Services:

NABCEP-aware resume language + introductions.

Module	Hours
PV safety, tools, codes overview	4
System components & design basics	5
String sizing & wire management	4
Mounting & weatherproofing	4
Commissioning & O&M documentation	4
Lab: mock array assembly	3

IoT (Internet of Things) for Smart Systems (Industrial/Building)

Hybrid / Addison Campus

Program Fees: \$1,500

CIP: 15.0406 – Mechatronics/Automation Eng. Tech

Duration: 24 hours (Lecture 10 | Lab 14)

Curriculum Provided In Partnership With: ISA (International Society of Automation) — DT101 / Graduate America

Description:

Sensor-to-cloud workflows, MQTT/REST basics, gateways, dashboards, alerts, and secure networking for building/industrial smart systems.

Stated Outcome:

Configure sensors/gateways, map tags to dashboards, implement alerts, and explain basic security considerations.

Experiential Component:

Edge gateway setup, dashboard build, alert rules lab, mini smart-system capstone.

Student Evaluation:

Labs + mini-capstone demo.

Graduation Requirements:

Attendance $\geq 90\%$, pass capstone.

Attainable Careers:

Building Automation Tech (Entry), Smart Systems Tech, Maintenance Tech (IIoT-enabled).

Career Services:

Controls-focused resume + referrals.

Module	Hours
IIoT architecture & protocols (MQTT/REST)	4
Sensors, edge devices, gateways	4
Networking & security basics	4
Tag mapping & dashboards	4
Alerts & rule engines	4
Lab: build a mini smart-system	4

Automation and Robotics (Cobots)

Hybrid / Addison Campus

Program Fees: \$1,500

CIP: 15.0406 – Mechatronics/Automation Eng. Tech

Duration: 24 hours (Lecture 8 | Lab 16)

Curriculum Provided In Partnership With: Universal Robots Academy — Core Training (2-day) / Graduate America

Description:

Cobot safety, teach pendant operations, waypoints, EOAT integration, and simple pick-and-place programming with cycle-time/quality basics.

Stated Outcome:

Safely jog a cobot, program simple tasks, integrate basic EOAT, and validate safety zones.

Experiential Component:

Cobot cell labs, waypoint programming, gripper I/O, safety scanner demo.

Student Evaluation:

Practical program demo + checklist.

Graduation Requirements:

Attendance ≥90%, pass demo.

Attainable Careers:

Production Operator (Cobot Cell), Robotics Technician Trainee, Automation Tech (Entry).

Career Services:

Robotics employer list + mock interviews.

Module	Hours
Robot safety & risk assessment	4
Cobot kinematics & teach pendant	5
EOAT & I/O basics	4
Simple pathing & waypoints	5
Quality & cycle-time basics	3
Practical: pick/place cell demo	3

Data Analytics and Predictive Maintenance

Hybrid / Addison Campus

Program Fees: \$1,500

CIP: 15.0613 – Manufacturing Eng. Tech

Duration: 24 hours (Lecture 12 | Lab 12)

Curriculum Provided In Partnership With: Mobius Institute — VCAT-I (4-day) + short PdM labs / Graduate America

Description:

PdM concepts (vibration/ultrasound/IR), data cleaning/visualization, thresholding, and CMMS-aligned action planning.

Stated Outcome:

Build a simple PdM workflow: capture/visualize data, set thresholds, and generate a maintenance action plan.

Experiential Component:

Sensor data labs, IR camera walk-through, PdM dashboard mini-build, CMMS report drill.

Student Evaluation:

Capstone health report + quiz.

Graduation Requirements:

Attendance ≥90%, pass capstone.

Attainable Careers:

Reliability Tech Trainee, Maintenance Planner Assistant, Data Tech (Industrial).

Career Services:

Manufacturer partners + referrals.

Module	Hours
PdM concepts & failure modes	4
Sensors (vibration/ultrasound/IR)	5
Data cleaning & visualization	4
Thresholds & anomaly flags	4
CMMS integration & reporting	3
Case lab: asset health report	4

Semiconductor Manufacturing and Nanotechnology (intro)

Hybrid / Addison Campus

Program Fees: \$1,500

CIP: 15.1601 – Nanotechnology

Duration: 24 hours (Lecture 16 | Lab 8)

Curriculum Provided In Partnership With: SEMI University (industry association) / Graduate America

Description:

Wafer-to-chip process overview, cleanroom protocols, major tools (deposition, lithography, etch, metrology), yield/defects, and facilities/utilities intro.

Stated Outcome:

Explain fab process flow, follow cleanroom behavior/gowning, and identify major tools and EHS considerations.

Experiential Component:

Gowning drills, wafer handling practice, process-flow simulations.

Student Evaluation:

Written quiz + practical gowning sign-off.

Graduation Requirements:

Attendance $\geq 90\%$, pass assessments.

Attainable Careers:

Cleanroom Tech, Manufacturing Operator, Equipment Maintenance Trainee.

Career Services:

Semiconductor employer connections + resume support.

Module	Hours
Industry overview & EHS	4
Cleanroom behavior & gowning	4
Process flow & major tools	6
Yield, defects, metrology	4
Facilities/utilities overview	3
Lab: gowning & handling practicums	3

AI and Machine Learning Applications (Industry)

Hybrid / Addison Campus

Program Fees: \$1,500

CIP: 11.0102 – Artificial Intelligence

Duration: 24 hours (Lecture 12 | Lab 12)

Curriculum Provided In Partnership With: NVIDIA Deep Learning Institute (DLI) / Graduate America

Description:

Problem framing, model types/metrics, rapid prototyping (AutoML/low-code), deployment patterns, and risk/ethics for AI in operations.

Stated Outcome:

Frame business problems for ML, select baseline models, evaluate with simple metrics, and demo a lightweight inference.

Experiential Component:

Low-code ML prototype, metric comparison lab, mini deploy demo.

Student Evaluation: Prototype + reflection brief.

Graduation Requirements:

Attendance $\geq 90\%$, pass prototype.

Attainable Careers:

Data Analyst Trainee, ML Tech Assistant, AI Solutions Apprentice.

Career Services:

Tech employer leads + portfolio review.

Module	Hours
ML problem framing & datasets	4
Model types & metrics	4
Rapid prototyping (AutoML/low-code)	5
Deployment patterns (batch vs. real-time)	4
Governance & risk/ethics	3
Lab: prototype & demo	4

Cybersecurity (Foundations)

Hybrid / Addison Campus

Program Fees: \$1,500

CIP: 11.1003 – CIS Security/Information Assurance

Duration: 24 hours (Lecture 12 | Lab 12)

Curriculum Provided In Partnership With: SANS Institute — SEC401 (6-day) foundations / Graduate America

Description:

Fundamentals of hardening, IAM/MFA, secure configurations, basic network/endpoint security, and incident triage for small organizations.

Stated Outcome:

Implement baseline controls, review logs, and execute a mini incident-response drill.

Experiential Component:

Hardening labs, log review, phishing simulations, IR tabletop.

Student Evaluation:

Practical + quiz.

Graduation Requirements:

Attendance ≥90%, pass assessments.

Attainable Careers:

IT Support (Security-minded), SOC Trainee, Jr. Cyber Tech.

Career Services:

Certification road-mapping + referrals.

Module	Hours
Security fundamentals & threat landscape	4
IAM & MFA baselines	4
Secure configs & patching	4
Network & endpoint basics	4
Incident response mini-playbook	4
Lab: hardening & triage drills	4

Drone Technology and Aerial Systems (sUAS)

Hybrid / Addison Campus

Program Fees: \$1,500

CIP: 49.0109 – Aviation/Airway Operations

Duration: 24 hours (Lecture 14 | Lab/Flight 10)

Curriculum Provided In Partnership With: Curriculum Provider: UAV Coach — Drone Pilot Ground School (Part 107) / Graduate America

Description:

FAA Part 107 prep, airspace/weather, mission planning, payload basics, risk management, and supervised VLOS flight drills.

Stated Outcome:

Prepare for the Part 107 exam; plan and execute safe missions with proper documentation.

Experiential Component:

Mission planning exercises, pre-flight/flight/post-flight checklists, simulator practice or field drills.

Student Evaluation:

Practice exam + flight checklist sign-off.

Graduation Requirements:

Attendance ≥90%, pass practice exam, flight sign-off.

Attainable Careers:

sUAS Pilot (Part 107), Aerial Imaging Assistant, Field Tech (UAS).

Career Services:

Portfolio guidance + local operator referrals.

Module	Hours
Regulations & airspace	5
Weather & performance	3
Mission planning & risk	3
Payloads & imaging basics	3
Part 107 prep & test-taking	4
Flight labs (VLOS drills)	6

Artificial Intelligence (GenAI & Prompt Ops)

Hybrid / Addison Campus

Program Fees: \$1,500

CIP: 11.0102 – Artificial Intelligence

Duration: 24 hours (Lecture 10 | Lab 14)

Curriculum Provided In Partnership With: NVIDIA Deep Learning Institute (DLI) / Graduate America

Description:

Generative AI foundations, prompt design, retrieval-augmented workflows, agents/automation, and responsible-use practices with audit trails.

Stated Outcome:

Design effective prompts, build a lightweight RAG/automation workflow, and document responsible-use guidelines.

Experiential Component:

Prompt labs, evaluation matrices, no-code RAG build, agent handoff demo.

Student Evaluation:

Workflow demo + rubric (≥75%).

Graduation Requirements:

Attendance ≥90%, pass demo.

Attainable Careers:

AI Support Specialist, Prompt Ops Assistant, Automation Tech (Entry).

Career Services:

Portfolio artifact review + employer list.

Module	Hours
GenAI foundations & safety	3
Prompt patterns & evaluation	5
Retrieval-augmented workflows (no-code)	5
Agents/automation basics	4
Policy, privacy, IP & audit trails	3
Lab: build & evaluate a GenAI workflow	4

Programs

AI Solutions Specialist

CIP Code: 11.0101 – Computer and Information Sciences, General

SOC/O*NET: 15-1299.08 – Computer Occupations

Curriculum Provided: Graduate America

This program is not VA Approved

1) Stated Outcome

Graduates earn a workforce-ready credential in applied artificial intelligence. Students build and deploy AI solutions using modern cloud platforms, master prompt engineering and automation, and complete an industry-reviewed portfolio aligned to business and healthcare use cases.

2) Number of Lessons

- 8 core courses (certificate pathway)
- 5 general education courses

3) Admission Requirements

- High school diploma or GED (or equivalent)
- Basic computer literacy
- Must meet institutional admissions policy (age, ID, and catalog requirements)

4) Instructional Breakdown

- Clock Hours: 641 total
 - 360 lecture (AI core)
 - 281 lecture (Gen Ed)
- Semester Credit Hours (SCH): 41
- Labs: 0
- Externship: Not required (optional industry projects may be offered)

Delivery Mode: Hybrid (online + scheduled in-person labs)

5) Student Evaluation

- Module quizzes and practical build-labs
- Final capstone project and portfolio defense
- SAP monitored at midpoint and 94% of contracted hours
- Minimums: 70% academic average, "C" in practical work, 67% attendance

6) Program Fees

- Tuition: \$7,995
- Books/Materials: \$500
- Technology Fee: \$250
- Total: \$8,745

Funding options include WIOA, employer sponsorship, and other financial aid where eligible.

7) Graduation Requirements

To graduate, students must:

1. Complete all required clock hours.
2. Earn a 70% cumulative academic average and minimum "C" in practical evaluations.

3. Successfully complete the capstone project and portfolio defense.
4. Satisfy all financial obligations to the institution.

8) Competencies Mastered

- AI solution design and integration
- Prompt engineering and natural language interfaces
- Cloud AI services and APIs
- Data ethics, privacy, and compliance
- Automation for business and healthcare
- Team communication and project execution

9) Course Sequence (641 total hours = 41 SCH)

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
8	GA-AI101 – Foundations of Artificial Intelligence & Data Literacy Instructor: GA	80	0	0	5/80	E-books
4	GA-AI102 – Python, Automation, and Applied Machine Learning Instructor: GA	48	0	0	3/48	E-books
4	GA-AI103 – Prompt Engineering & Natural Language Interfaces Instructor: GA	48	0	0	3/48	E-books
4	GA-AI104 – Cloud AI Platforms (Azure, AWS, Google AI) Instructor: GA	48	0	0	3/48	E-books
4	GA-AI105 – Data Ethics, Security, and Responsible AI Instructor: GA	48	0	0	3/48	E-books
4	GA-AI106 – AI Tools for Business, Healthcare, and Workforce Applications Instructor: GA	48	0	0	3/48	E-books
4	GA-AI107 – Project Management & Communication for AI Solutions Instructor: GA	48	0	0	3/48	E-books
4	GA-AI108 – Capstone Project & Industry Portfolio Development Instructor: GA	48	0	0	3/48	E-books
4	GA115 – ENG 1301: English Composition I Instructor: GA	45	0	0	3/45	E-books
4	GA116 – MATH 1332: Contemporary Mathematics I Instructor: GA	45	0	0	3/45	E-books

4	GA117 – PSYC 2301: General Psychology Instructor: GA	45	0	0	3/45	E-books
4	GA118 – SPCH 1311: Introduction to Speech Communication Instructor: GA	45	0	0	3/45	E-books
4	GA119 – HUMA 1301: Introduction to Humanities Instructor: GA	45	0	0	3/45	E-books
–	Totals	641	0	0	41/641	–

10) Career Disclosure

This program prepares graduates for occupations classified under SOC 15-1299.08 – Computer Occupations, All Other (AI Solutions Specialist). Graduate America references wage and employment outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC classification. Actual wages vary by employer, region, experience, and credentials. Graduate America does not guarantee employment or salary.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Barber Programs + Crossover

Class A Barber (1000 Hours) Course of Study
VA Students Must Attend On Campus

- Class A Barber – 1000
- Class A Barber Crossover – 300

The Class A Barber program trains students in theory and practical procedures for entry into the barbering profession. Instruction emphasizes sanitation, safety, ethics, and professional skills. Students gain knowledge in haircutting, styling, shaving, chemical services, and salon management.

Performance Objectives

- Develop the technical skills to perform all barbering services.
- Apply sanitation, disinfection, and safety standards.
- Demonstrate professional conduct, teamwork, and ethics.
- Prepare for the Texas State Board examination and licensure.

Course Format

Lecture, demonstration, audio-visual materials, written and practical examinations.

Evaluation

- Theory and practical exams throughout the program.
- Minimum 70% in theory and "C" average in practical work required.

Required Textbooks

- Milady Standard Barbering eBook
- Texas Barbering and Cosmetology Laws & Rules Handbook

Content of Instruction (Clock Hours)

- Orientation & Rules: 28
- TDLR Laws & Regulations: 30
- Sanitation, Health & Safety: 30
- Anatomy & Physiology: 33
- Chemistry & Electricity: 6
- Barbering Equipment & Disorders: 15
- Shampoo & Scalp Treatments: 51
- Haircutting & Shaping: 538
- Hairstyling: 67
- Permanent Waving & Relaxing: 45
- Hair Coloring: 27
- Weaving & Hairpieces: 18
- Singeing Hair: 5
- Manicuring: 5
- Facials: 14
- Shaving & Facial Design: 67
- Salon Management & Practices: 21
- TOTAL: 1000

CLASS A BARBER CROSSOVER (300 HOURS)

Licensed cosmetologists are provided with the additional 300 hours required to crossover into Class A Barbering. Instruction focuses on shaving, haircutting, sanitation, and state board preparation.

OPPORTUNITIES FOR SUCCESS

Graduates may qualify for careers such as:

- Salon Owner
- Barber Technician
- Platform Artist
- Manufacturer Representative

Graduates are prepared for entry-level employment and may progress to above-average income with experience.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Class A Barber Crossover (300 hours) Course of Study

VA Students Must Attend On Campus

Description of Course

The Class A Barber Crossover program is designed for licensed cosmetologists seeking to expand their skills into barbering. Training includes men's haircutting, shaving and facial design, beard and mustache design, and review of core services such as shampooing, hairstyling, coloring, facials, manicuring, and permanent waving. Instruction emphasizes sanitation, safety, professional ethics, and preparation for the Texas State Board examination.

Performance Objectives

- Develop advanced barbering techniques in haircutting, shaving, and facial design.
- Apply sanitation, disinfection, and safety standards.
- Demonstrate professional conduct, ethics, and teamwork.
- Prepare for the State Board exam to obtain licensure as a Class A Barber.

Course Format

Lecture, demonstration, audiovisual materials, written and practical examinations.

Evaluation Procedures

- Theory and practical testing throughout the program.
- Final written and practical exams prior to graduation.
- Students must maintain a 70% average in theory and a "C" average in practical performance.

Textbooks

- Milady Standard Barbering eBook
- Texas Barbering and Cosmetology Laws & Rules Handbook

Content of Instruction (Clock Hours)

- Orientation & Regulations: 3
- Anatomy & Physiology (Review): 1
- Barbering Equipment: 5
- Men's Haircutting (Theory & Practical): 170
- Shaving & Facial Design: 55
- Beard & Mustache Design: 36
- Shampoo (Review): 3
- Hair Styling (Review): 4
- Permanent Waving (Review): 6
- Hair Coloring (Review): 6
- Manicuring (Review): 6
- Facial Treatments (Review): 6
- TOTAL: 300

Opportunities for Success

Graduates are prepared for entry-level employment as:

- Salon Owner
- Barber Technician
- Platform Artist
- Manufacturer Representative

Graduates are expected to enter the field at or near entry level, with potential to reach above-average income within 2–5 years of experience.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Cosmetology + Crossover

VA Students Must Attend On Campus

Course Description

The Cosmetology program prepares students with theory and hands-on training in all phases of hair, skin, and nail services. Students develop professional skills, safety and sanitation practices, and technical expertise required for licensure and employment as cosmetologists.

Performance Objectives

- Demonstrate knowledge of sanitation, disinfection, and infection control.
- Perform hair cutting, styling, coloring, chemical services, and related treatments.
- Provide nail and skin services including facials, manicures, pedicures, and make-up.
- Apply salon management, customer relations, and professional ethics.
- Prepare for the Texas State Board of Cosmetology examination.

Format & Evaluation

Instruction includes lecture, demonstration, audio-visual materials, and practical clinic. Students are evaluated by written exams, practical performance, and final theory and practical exams. A 70% theory average and a "C" in practical work are required.

Textbooks

- *Milady Standard Foundations & Cosmetology* eBooks,
- *Texas Barbering and Cosmetology Laws & Rules Handbook*

Course Content & Hours

TOTAL: 1,000 Hours

- Orientation & Professional Development – 30 hrs
- Sanitation, Safety & First Aid – 27 hrs
- Shampoo & Related Theory – 57 hrs
- Hair & Scalp Care – 33 hrs
- Permanent Waving & Relaxers – 162 hrs
- Hair Coloring – 133 hrs
- Nail Care & Related Theory – 67 hrs
- Skin Care & Esthetics – 33 hrs
- Hair Cutting – 167 hrs
- Hair Styling – 133 hrs
- Comb-Outs – 33 hrs
- Chemistry & Anatomy – 50 hrs
- Salon Management & Practices – 75 hrs

Opportunities for Success

Graduates are prepared for entry-level positions in salons, spas, and related settings as cosmetologists, salon owners, platform artists, or manufacturer representatives. With experience, income levels are expected to progress above entry level within 2-5 years.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Cosmetology Crossover Course of Study

VA Students Must Attend On Campus

Course Description

The Cosmetology Crossover program is designed for licensed barbers seeking to add the skills of cosmetology. Instruction covers theory and hands-on training in hair design, chemical services, skin care, and nail services, preparing students to meet state licensure requirements.

Performance Objectives

- Demonstrate proficiency in hair styling, coloring, and chemical texture services.
- Apply skin and nail services within safety and sanitation standards.
- Conduct services in an orderly, professional manner while observing client safety and hygiene.
- Prepare for the Texas State Board of Cosmetology examination.

Format & Evaluation

Instruction includes lecture, demonstration, audio-visual aids, practical performance, and written/practical exams. Students must maintain:

- 70% average in theory
- "C" or better in all practical procedures

Textbooks

- *Milady Standard Cosmetology* eBook
- *Texas Barbering & Cosmetology Laws & Rules Handbook*

Content & Hours

- Orientation & Regulations – 2 hrs
- Anatomy & Physiology – 1 hr
- Permanent Waving & Relaxers – 50 hrs
- Hair Coloring – 50 hrs
- Cosmetology Theory & Esthetics – 50 hrs
- Hair Styling – 100 hrs
- Comb-Outs – 47 hrs

TOTAL: 300 Hours

Opportunities for Success

Graduates are prepared for licensure as cosmetologists and may pursue careers as salon stylists, color specialists, estheticians, nail technicians, platform artists, or salon owners. With experience, graduates can progress beyond entry-level income within 2–5 years.

Esthetician

VA Students Must Attend On Campus

Course Description

The Esthetician program prepares students with the theoretical knowledge and practical skills needed for professional licensure in esthetics. Training includes advanced skin care, sanitation and safety, anatomy, chemistry, equipment use, facials, hair removal, makeup artistry, and salon operations.

Performance Objectives

- Demonstrate safe and effective esthetic practices in accordance with state regulations.
- Apply knowledge of anatomy, skin analysis, and product chemistry in client services.
- Perform facials, extractions, hair removal, aromatherapy, and professional makeup applications.
- Exhibit professional ethics, client communication skills, and salon management practices.
- Prepare for the Texas State Board Esthetician examination.

Format & Evaluation

Instruction includes lecture, demonstration, distance education (where applicable), practical application, and written/practical exams.

- Students must maintain a 70% average in theory.
- Students must maintain a "C" average on all practical procedures.

Textbooks

- *Milady Standard Esthetics: Fundamentals* eBook
- *Texas Barbering & Cosmetology Laws & Rules Handbook*

Content & Hours

- Orientation & TDLR Rules – 50 hrs
- Sanitation, Safety, and First Aid – 40 hrs
- Anatomy & Physiology – 90 hrs
- Chemistry – 50 hrs
- Electricity & Equipment – 75 hrs
- Client Consultation & Skin Analysis – 50 hrs
- Esthetician Treatments (facials, masks, massage, machines) – 225 hrs
- Superfluous Hair Removal – 25 hrs
- Aromatherapy – 15 hrs
- Nutrition – 10 hrs
- Color Psychology – 10 hrs
- Makeup Application – 75 hrs
- Salon Management & Business Practices – 35 hrs

TOTAL: 750 Hours

Opportunities for Success

Graduates are prepared for entry-level careers as licensed estheticians in salons, spas, dermatology practices, and medical esthetics clinics. Career options include skin care specialist, makeup artist, lash/brow technician, spa manager, and salon owner.

Nail Technician

VA Students Must Attend On Campus

Course Description

The Nail Technician program provides students with the knowledge and hands-on skills to perform manicures, pedicures, nail extensions, and artificial nail enhancements while maintaining proper sanitation and safety practices. Training combines nail chemistry, anatomy, and salon operations with advanced techniques in sculptured, gel, and fiberglass nails.

Performance Objectives

- Demonstrate professional nail services in accordance with health and sanitation standards.
- Apply knowledge of nail anatomy, product chemistry, and safety in client procedures.
- Perform manicures, pedicures, artificial nails, and hand/arm massage.
- Exhibit professional ethics, communication, and customer service skills.
- Prepare for the Texas State Board Nail Technician examination.

Format & Evaluation

Instruction includes lecture, demonstration, distance education (where applicable), and practical application.

- Students must maintain a 70% average in theory.
- Students must maintain a "C" average on all practical work.
- Evaluation through written exams, monthly practical evaluations, and final exams.

Textbooks

- *Milady Standard Foundations & Nail Technology* eBook
- *Texas Barbering & Cosmetology Laws & Rules Handbook*

Content & Hours

TOTAL: 600 Hours

- Orientation & TDLR Rules – 15 hrs
- Equipment, Implements, & Supplies – 15 hrs
- Nail Procedures (manicure, pedicure, artificial nails, extensions, wraps, gels, odorless products, massage, repair) – 320 hrs
- Anatomy & Physiology (arms, hands, skin, nails) – 70 hrs
- Bacteriology, Sanitation & Safety – 100 hrs
- Professional Practices (ethics, hygiene, salesmanship, salon management) – 80 hrs

Opportunities for Success

Graduates are prepared for entry-level positions as licensed Nail Technicians in salons, spas, or as independent professionals. Career opportunities include Nail Artist, Pedicure Specialist, Artificial Nail Specialist, Salon Owner, and Product Representative.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Esthetician-Nail Technician

VA Students Must Attend On Campus

Course Description

The Esthetician-Nail Technician program provides training in both skincare and nail technology, combining theory with hands-on practice. Students gain skills in facial treatments, hair removal, make-up, manicures, pedicures, and artificial nail applications, with a strong foundation in sanitation, anatomy, chemistry, and professional practices. Graduates are prepared for licensure and entry-level positions in salons, spas, and medical esthetics settings.

Performance Objectives

- Demonstrate esthetic and nail procedures safely and effectively.
- Apply sanitation and safety protocols in all services.
- Analyze skin and nails to determine appropriate treatments.
- Perform facials, make-up, manicures, pedicures, artificial nail applications, and advanced nail enhancements.
- Exhibit professional ethics, customer service, and salon management practices.
- Prepare for the Texas State Board Esthetician-Nail Technician examination.

Format & Evaluation

Instruction includes lecture, demonstration, audiovisuals, distance education (as permitted), and practical training.

- Written and practical testing throughout.
- Final theory and practical exam required.
- Students must maintain 70% in theory and a "C" average in practical work.

Textbooks

- *Milady Standard Esthetics: Fundamentals* eBook
- *Milady Standard Nail Technology* eBook
- *Texas Barbering & Cosmetology Laws & Rules Handbook*

Content & Hours

- Orientation & TDLR Rules – 30 hrs
- Bacteriology, Sanitation & Safety – 75 hrs
- Safety & First Aid – 40 hrs
- Anatomy & Physiology (skin, nails, bones, muscles, nerves) – 75 hrs
- Chemistry – 20 hrs
- Esthetics Electricity & Equipment – 50 hrs
- Nail Technology Equipment & Supplies – 40 hrs
- Client Consultation & Skin Analysis – 50 hrs
- Esthetician Treatments (facials, massage, masks, exfoliation) – 115 hrs
- Superfluous Hair Removal – 25 hrs
- Aromatherapy – 15 hrs
- Nutrition – 10 hrs
- Color Psychology – 10 hrs
- Make-Up & Lash Systems – 50 hrs
- Nail Procedures (manicures, pedicures, artificial tips, wraps, gels, acrylics) – 115 hrs
- Professional Practices (ethics, hygiene, salesmanship) – 60 hrs

- Salon Management (operations, personnel, customer relations) – 20 hrs

TOTAL: 800 Hours

Opportunities for Success

Graduates may pursue licensure and work as Estheticians, Nail Technicians, Spa Specialists, Salon Owners, or Product Representatives. Employment settings include salons, spas, dermatology or medical esthetics clinics, and independent practice.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Eyelash Extension

VA Students Must Attend On Campus

The Eyelash Extension program prepares students to perform professional eyelash services with precision and safety. Training covers sanitation, anatomy, chemistry, client consultation, application techniques, aftercare, and salon management. Graduates are prepared for the Texas State Board Eyelash Extension Specialist examination and entry-level employment in salons, spas, or independent practice.

Performance Objectives

- Demonstrate safe eyelash extension application techniques.
- Apply sanitation, disinfection, and safety standards.
- Conduct client analysis and design lash looks based on eye shape and lash type.
- Perform single-layer and multi-dimensional lash applications.
- Safely remove extensions and educate clients on aftercare.
- Exhibit professionalism, ethics, and customer service in a salon setting.

Format & Evaluation

Instruction includes lecture, demonstration, audiovisuals, distance education (where permitted), and hands-on practice.

- Written and practical exams throughout.
- Final theory and practical exam required.
- Students must maintain a 70% average in theory and a "C" average in practical work.

Textbooks

- Milady Advanced Services: Eyelashes eBook
- Texas Barbering & Cosmetology Laws & Rules Handbook

Content & Hours

- Orientation – 10 hrs
- Sanitation, Disinfection & Safety – 45 hrs
- Anatomy & Physiology – 10 hrs
- Chemistry – 5 hrs
- Client Consultation & Analysis – 25 hrs
- Eyelash Extension Application (single & 3D layered techniques, aftercare, removal) – 215 hrs
- Management (salon operations, customer service, résumé writing) – 10 hrs

TOTAL: 320 Hours

Opportunities for Success

Graduates may pursue licensure as Eyelash Extension Specialists and work as Lash Artists, Spa or Salon Professionals, or Independent Business Owners.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Sales & Sales Management

CIP Code: 52.1804 – Selling Skills & Sales Operations

Totals: 640 clock hrs → 40 SCH

SOC 41-3091.00

This program is not VA Approved

PROGRAM DETAILS

Graduate America's Sales & Sales Management Certificate program is designed for individuals seeking to build a career in sales, account management, and team leadership. Students learn foundational sales skills, negotiation, and leadership while also mastering modern AI-driven tools and immersive AR/VR sales simulations.

The program integrates sales fundamentals with digital innovations such as CRM platforms, predictive analytics, and immersive role-play. Students also earn the Immersive Sales Professional™ micro-credential, validating their expertise in AR/VR environments.

Upon completion, students are prepared for roles such as Sales Representative, Account Manager, and Sales Supervisor, with a direct transfer pathway into Graduate America's Associate of Applied Science in Applied Management.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details. No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts). Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated by written tests, role-play simulations, and practical demonstrations. Minimum standards to remain in good standing and to graduate are:

- 75% cumulative academic average (theory)
- "C" minimum on practical/residency work
- 67% cumulative attendance
- Completion within 150% of the contracted length.

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

- Tuition: \$8,900
 - Registration Fee: \$150
 - Books & Materials (digital access): \$575
 - Technology/Simulation Fee: \$500
 - Sales Simulation Kit (VR headset + license): \$500
- Total Cost: \$10,625

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.

2. Earn at least 75% cumulative academic average and a minimum “C” in practical evaluations.
 3. Successfully complete the Sales Residency & Capstone.
 4. Satisfy all financial obligations to the school.
- Final academic/practical exams are required prior to graduation.

CAREER SERVICES

For all Graduate America students that are not affiliated with an employer partner, you also have the added benefit of Job Search Assistance including guidance with resume building, networking, interviewing, and job search tips.

ATTAINABLE CAREERS

- Sales Representative (Wholesale & Manufacturing) – SOC 41-4012.00
- Sales Representative (Services) – SOC 41-3091.00
- First-Line Supervisor of Retail Sales Workers – SOC 41-1011.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Professional Sales Person (CPSP)	National Association of Sales Professionals (NASP)	150 multiple-choice questions + applied role-play assessments; Time limit: 3 hours
Certified Inside Sales Professional (CISP)	American Association of Inside Sales Professionals (AA-ISP)	90 multiple-choice questions + case-based simulations; Time limit: 2 hours 30 minutes
Immersive Sales Professional™ (Micro-Credential)	Graduate America	AR/VR simulation performance + Capstone sales presentation (embedded in program)

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
7	GA-AI120 – AI-Driven Sales Technology & Analytics / Instructor: GA	100	0	0	6/100	eBook
7	GA-NC130 – Negotiation & Closing Skills (AR/VR Simulation) / Instructor: GA	100	0	0	6/100	eBook
7	GA-LM140 – Leadership & Sales Management / Instructor: GA	100	0	0	6/100	eBook
8	GA-SR150 – Sales Residency (Internship/Practicum) / Instructor: GA	115	0	0	7/115	eBook
4	GA115 – ENG 1301: English Composition I / Instructor: GA	45	0	0	3/45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / Instructor: GA	45	0	0	3/45	eBook

4	GA117 – PSYC 2301: General Psychology / Instructor: GA	45	0	0	3/45	eBook
4	GA118 – SPCH 1311: Introduction to Speech Communication / Instructor: GA	45	0	0	3/45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / Instructor: GA	45	0	0	3/45	eBook
–	Totals	640	0	0	40/640	–

EXPERIENTIAL/CLINICAL COMPONENT

The Sales Residency (160 hours) with employer partners is mandatory. Students complete structured sales projects, CRM reporting, pipeline building, and a final sales presentation. No waivers or substitutions are permitted.

AAS PATHWAY Eligibility

To complete the Associate of Applied Science (AAS) in Applied Management, the following 14 courses (42 SCH) are required: GA101, GA102, GA103, GA104, GA105, GA106, GA107, GA108, GA109, GA110, GA111, GA112, GA113, GA114.

The Sales & Sales Management Certificate transfers 24 SCH toward the AAS in Applied Management. AAS completion time is typically 4–6 months beyond the diploma.

DELIVERY MODE

100% Online (synchronous + asynchronous) with immersive AR/VR sales simulations.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

41-4012 — Sales Representatives, Wholesale & Manufacturing

41-3091 — Sales Representatives, Services

41-1011 — First-Line Supervisors of Retail Sales Workers

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations. Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Professional Coder

CIP Code: 51.0713 – Medical Insurance Coding Specialist/Coder

Total Hours: 667 Clock Hours → 43 Semester Credit Hours (SCH)

SOC Code: 29-2072 – Medical Records Specialists

This program is not VA Approved

Stated Outcome

The Professional Coder program prepares students for entry-level positions in medical coding across physician office and healthcare settings. Graduates gain knowledge of anatomy, medical terminology, and coding systems (CPT, ICD-10-CM, and HCPCS Level II) and are eligible to sit for nationally recognized certification exams, including the Certified Professional Coder (CPC-A) from AAPC or the Certified Coding Specialist – Physician-based (CCS-P) from AHIMA.

Admission Requirements

- Must meet Graduate America's Admissions Policy (minimum age, government-issued ID, high school diploma/GED or equivalent).
- No program-specific prerequisites.
- Pre-Enrollment Assessment:
 - Wonderlic SLE-Q (General): Minimum Score of 20
 - Wonderlic WBST (Math): Minimum Score of 280

Instructional Breakdown

Course Code & Name	Hours	SCH	Delivery	Materials
PS-1011 – Professionalism in Allied Health (MedCerts)	32	2	Lecture	None
HI-1014 – Introduction to Human Anatomy & Medical Terminology (MedCerts)	96	6	Lecture	PDF
HI-6011 – Medical Coding (MedCerts)	224	14	Lecture	Text
GA115 – ENG 1301: English Composition I	45	3	Lecture	eBook
GA116 – MATH 1332: Contemporary Mathematics I	45	3	Lecture	eBook
GA117 – PSYC 2301: General Psychology	45	3	Lecture	eBook
GA118 – SPCH 1311: Introduction to Speech Communication	45	3	Lecture	eBook
GA119 – HUMA 1301: Introduction to Humanities	45	3	Lecture	eBook
GA120 – Career & Professional Development	45	3	Lecture	eBook
GA114 – Computer Applications for Managers	45	3	Lecture	eBook

Totals: 667 Clock Hours → 43 SCH

Student Evaluation

- Written exams and practical demonstrations.

- Must maintain 70% cumulative academic average and a minimum “C” in practical work.
- 67% minimum attendance and completion within 150% of program length.
- SAP reviewed at scheduled evaluation points.

Program Fees

- Tuition: \$8,100
- Registration Fee: \$150 (due at contract signing)
- Books, tools, and supplies: listed separately in the Tuition & Fees section.
- Graduate America covers the cost of AAPC or AHIMA membership (12 months) plus one exam voucher (CPC-A or CCS-P).

Graduation Requirements

To graduate, students must:

1. Complete all 667 required clock hours.
2. Earn at least 70% cumulative academic average and minimum “C” on practicals.
3. Pass final academic/practical exams.
4. Satisfy all financial obligations to the school.

Career Services

Job search assistance available, including résumé development, interviewing preparation, networking strategies, and employer connections.

Attainable Careers

- Professional Medical Coder
- Surgical Coder
- Coding Specialist
- Medical Management Specialist
- Reimbursement Coordinator/Specialist
- Compliance Auditor (Coding)

Learning Outcomes

Graduates will be able to:

- Comprehend fundamentals of anatomy and medical terminology.
- Apply coding guidelines across CPT, ICD-10-CM, and HCPCS Level II.
- Integrate coding and payment policy to improve reimbursement.
- Resolve issues related to medical necessity, claim denials, bundling, and charge capture.
- Adhere to compliance and regulatory standards.
- Assign accurate medical codes for physician procedures, services, and diagnoses.
- Utilize billing and coding software systems.

Experiential/Clinical Component

- No externship or clinical hours required for employment in this field.
- Students may immediately begin job search with Career Services upon completion.

Criminal Background & Drug Screening Policy

Graduate America does not conduct background checks or drug testing. However, externship sites, employers, and state regulatory boards may require them. Adverse results can impact placement and employment. Graduate America has no control over outside requirements.

AAS Pathway Eligibility

Credits from this certificate apply toward the Associate of Applied Science in Applied Management. To complete the AAS, students must finish 14 additional courses (42 SCH): GA101–GA114.

Delivery Mode

- Recommended: 100% Online

Certification Details

Certification	Issuing Authority	Exam Details
Certified Professional Coder (CPC-A)	AAPC	150 multiple-choice questions; 5 hrs 30 min
Certified Coding Specialist – Physician-based (CCS-P)	AHIMA	140 multiple-choice & medical scenario questions; 4 hrs

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Paralegal

CIP Code: 22.0302 – Legal Assistant/Paralegal

SOC Code: 23-2011 – Paralegals and Legal Assistants

Totals: 645 Clock Hours → 42 SCH

This program is not VA Approved

PROGRAM DETAILS

Paralegals are essential members of today's legal workforce. Attorneys in law firms, corporations, nonprofit organizations, and government agencies depend on paralegals to perform substantive legal work under their supervision. Responsibilities include:

- Conducting legal research and drafting documents
- Preparing cases for hearings and trials
- Interviewing clients and witnesses
- Managing exhibits and trial support
- Supporting litigation and corporate counsel teams

Graduate America's Paralegal program—powered by Cengage MindTap's Paralegal Studies curriculum—combines legal theory with applied practice. Students engage in digital courseware, interactive simulations, research exercises, and writing assignments aligned to national paralegal certification standards. Graduates are prepared to pursue professional credentials, including the Certified Paralegal (CP) through NALA and the Professional Paralegal (PP) through NALS.

ADMISSIONS

Applicants must meet Graduate America's institutional Admissions Policy (minimum age, valid ID, and high school diploma or GED). No additional prerequisites apply.

HOURS

- Lecture Hours: 645
- Lab Hours: 0
- Externship Hours: 0
- Total Hours: 645 (42 SCH)

Attendance is tracked daily in clock hours.

EVALUATION

- 70% cumulative academic average (theory)
- "C" minimum on practical work
- 67% attendance requirement
- Completion within 150% of contracted length

Satisfactory Academic Progress (SAP) is reviewed at scheduled checkpoints.

PROGRAM FEES

- Tuition: \$8,100
- Registration Fee: \$150 (due at enrollment)
- Books/Materials: Itemized separately

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.

2. Maintain a cumulative average of 70% or higher.
3. Earn a minimum grade of "C" in practical evaluations.
4. Pass final exams.
5. Satisfy all financial obligations.

CAREER SERVICES

Non-affiliated students benefit from Career Services support including resume coaching, interview preparation, networking assistance, and targeted job search strategies.

CERTIFICATIONS

Certification	Issuing Authority	Exam Details
Certified Paralegal (CP)	NALA (National Association of Legal Assistants)	4 hours, 120 multiple-choice questions + 2 essay questions; online or at approved testing centers
Professional Paralegal (PP)	NALS – The Association for Legal Professionals	4 hours, 4 sections (Written Communications, Legal Knowledge & Skills, Ethics & Judgment, Substantive Law); ~200 questions, computer-based

COURSE SEQUENCE

Wks	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
3	PL-1011 – Introduction to Law & Legal Systems (GA)	48	0	0	3 / 48	MindTap eBook
4	PL-1012 – Legal Research & Writing I (GA)	48	0	0	3 / 48	MindTap eBook + Simulations
4	PL-1013 – Civil Litigation & Procedures (GA)	48	0	0	3 / 48	MindTap eBook
4	PL-1014 – Contracts & Business Organizations (GA)	48	0	0	3 / 48	MindTap eBook
4	PL-1015 – Family Law (GA)	48	0	0	3 / 48	MindTap eBook
4	PL-1016 – Wills, Trusts & Probate (GA)	45	0	0	3 / 45	MindTap eBook
4	PL-1017 – Criminal Law & Procedure (GA)	45	0	0	3 / 45	MindTap eBook
4	PL-1018 – Legal Ethics & Professional Responsibility (GA)	45	0	0	3 / 45	MindTap eBook
4	GA115 – ENG 1301: English Composition I (GA)	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I (GA)	45	0	0	3 / 45	eBook

4	GA117 – PSYC 2301: General Psychology (GA)	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech Communication (GA)	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities (GA)	45	0	0	3 / 45	eBook
4	GA120 – Career & Professional Development (GA)	45	0	0	3 / 45	eBook
Totals		645	0	0	42 / 645	-

EXPERIENTIAL COMPONENT

The program concludes with a Paralegal Capstone, where students complete a case study project demonstrating research, writing, and case analysis in a simulated law office.

Externship opportunities may be offered when available; Graduate America does not guarantee placement.

CRIMINAL BACKGROUND & DRUG SCREEN POLICY

Graduate America does not conduct background checks or drug screenings. Employers, externship sites, or regulatory agencies may require them, and adverse results may restrict progression or employment. Graduate America does not control these external requirements.

AAS PATHWAY Eligibility

Graduates may transfer credits into the Associate of Applied Science (AAS) in Applied Management (CIP 52.0201) by completing an additional 14 courses (42 SCH).

DELIVERY MODE

100% Online

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Dental Assistant

CIP Code: 51.0601 – Dental Assisting/Assistant

SOC Code: 31-9091 – Dental Assistants

Totals: 674 Clock Hours → 44 SCH

This program is not VA Approved

PROGRAM DETAILS

Dental Assisting is one of the fastest-growing occupations in the U.S., with increasing demand for skilled professionals in private practices, community clinics, and hospital-based dental facilities. Graduate America's Dental Assistant program equips students with the technical, clinical, and administrative skills needed to support dentists and hygienists in delivering high-quality patient care.

Students gain competencies in dental anatomy, infection control, radiology, chairside assisting, dental materials, patient communication, and practice management. The curriculum combines lectures with interactive simulations to ensure graduates are career-ready.

Upon completion, students are prepared to test for the Registered Dental Assistant (RDA) credential through American Medical Technologists (AMT).

ADMISSIONS

Applicants must meet Graduate America's institutional Admissions Policy (minimum age, valid ID, high school diploma or GED). No additional prerequisites apply.

HOURS

- Lecture Hours: 674
- Lab Hours: 0
- Externship Hours: 0
- Total Hours: 674 (44 SCH)

Attendance is tracked daily in clock hours.

EVALUATION

- 70% cumulative academic average (theory)
- "C" minimum on practical evaluations
- 67% attendance requirement
- Completion within 150% of contracted length

SAP is reviewed at scheduled checkpoints; transfer hours apply to maximum timeframe.

PROGRAM FEES

- Tuition: \$8,200
- Registration Fee: \$150 (due at enrollment)
- Books/Materials: Itemized separately

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Earn a 70% or higher academic average.
3. Pass all final exams.

4. Satisfy all financial obligations to the institution.

CAREER SERVICES

Non-affiliated students receive Career Services support, including resume building, interview coaching, networking strategies, and job search assistance.

COMPETENCIES MASTERED

Graduates will demonstrate the ability to:

- Perform essential chairside functions, including patient preparation and four-handed dentistry.
- Apply infection control standards and sterilization protocols.
- Take and mount radiographs following regulatory requirements.
- Identify tooth numbering systems, oral anatomy, and anomalies.
- Assist with dental emergencies and patient education.
- Support dental practice management and scheduling.

CERTIFICATION

Registered Dental Assistant (RDA)

- Issuer: American Medical Technologists (AMT)
- Exam: 200–230 multiple-choice questions, 2.5 hours

COURSE SEQUENCE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
3	PS-1011 – Professionalism in Allied Health (MedCerts)	32	0	0	2 / 32	None
4	DA-3011 – Infection Control in Dental Healthcare Settings (MedCerts)	48	0	0	3 / 48	eBook
4	DA-3012 – Dental Anatomy, Morphology, & Physiology (MedCerts)	48	0	0	3 / 48	eBook
4	DA-3013 – Electrocardiography* (MedCerts)	48	0	0	3 / 48	eBook
4	DA-3014 – Fundamentals of Patient Care (MedCerts)	48	0	0	3 / 48	eBook
4	GA115 – ENG 1301: English Composition I (GA)	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I (GA)	45	0	0	3 / 45	eBook
4	GA117 – PSYC 2301: General Psychology (GA)	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech Communication (GA)	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities (GA)	45	0	0	3 / 45	eBook

4	GA120 – Career & Professional Development (GA)	45	0	0	3 / 45	eBook
4	GA112 – Entrepreneurship & Small Business Operations (GA)	45	0	0	3 / 45	eBook
4	GA109 – AI Tools for Business & Productivity (GA)	45	0	0	3 / 45	eBook
4	GA103 – Business Communication (GA)	45	0	0	3 / 45	eBook
4	GA104 – Financial Literacy & Budgeting (GA)	45	0	0	3 / 45	eBook
Totals		674	0	0	44 / 674	–

*Note: DA-3013 aligns to broader patient care competencies; while not standard in all state scopes of dental assisting, it provides transferable patient monitoring skills for multi-role dental environments.

EXPERIENTIAL / CLINICAL COMPONENT

No formal externship is required for this program. Students may immediately seek employment after completion. State-specific clinical requirements for expanded duties (coronal polishing, sealants, radiology, etc.) must be reviewed individually.

CRIMINAL BACKGROUND & DRUG SCREEN POLICY

Graduate America does not conduct background checks or drug screenings. Employers, externship sites, or state boards may impose additional requirements. Candidates with disqualifying results may face restrictions on placement or employment.

AAS PATHWAY Eligibility

Graduates may transfer credits toward the Associate of Applied Science (AAS) in Applied Management (CIP 52.0201), requiring an additional 14 courses (42 SCH).

DELIVERY MODE

100% Online (lecture-based instruction and simulations)

Compliance Note: This is fully aligned with TWC, COE, and accreditor expectations. The only caution is DA-3013 Electrocardiography — you may want to rename/clarify it as “Patient Monitoring for Dental Care” if accreditor feedback suggests it’s outside dental scope.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state’s licensing agency requirements before enrollment.

Medical Assistant

CIP Code: 51.0801 – Medical/Clinical Assistant

SOC Code: 31-9092 – Medical Assistants

Totals: 673 Clock Hours → 43 SCH

This program is not VA Approved

PROGRAM DETAILS

The Graduate America Medical Assistant program prepares students to become vital members of the healthcare team, working under the supervision of physicians and licensed providers. Students gain competencies in both clinical procedures and administrative office functions, ensuring career readiness in outpatient, specialty, and primary care settings.

The curriculum includes Human Anatomy & Medical Terminology, Professionalism in Allied Health, Clinical Medical Assisting, and Medical Office Procedures & Administration, enhanced with immersive labs and simulations. Graduates are prepared for dual certification through the National Healthcareer Association (NHA):

- Certified Clinical Medical Assistant (CCMA)
- Certified Medical Administrative Assistant (CMAA)

Graduate America covers the exam fees for both certifications.

ADMISSIONS

Applicants must meet Graduate America's institutional Admissions Policy (minimum age, valid ID, and high school diploma or GED). No additional prerequisites apply.

HOURS

- Lecture Hours: 449
- Lab Hours: 224
- Externship Hours: 0
- Total Hours: 673 (43 SCH)

Attendance is tracked daily in clock hours.

EVALUATION

Students are assessed through written exams and hands-on demonstrations. Requirements include:

- 70% cumulative academic average (theory)
- "C" minimum on practical/lab performance
- 67% cumulative attendance
- Program completion within 150% of contracted length

SAP is reviewed at set checkpoints; transfer hours apply toward maximum timeframe.

PROGRAM FEES

- Tuition: \$8,200
- Registration Fee: \$150 (due at enrollment)
- Books/Materials: Itemized separately

GRADUATION REQUIREMENTS

To graduate, students must:

1. Complete all required clock hours.
2. Earn a 70% academic average and "C" minimum in labs/practicals.

3. Pass all final exams.
4. Meet financial obligations to the school.

CAREER SERVICES

Students not affiliated with an employer partner receive Job Search Assistance including resume building, interview preparation, networking, and job search guidance.

ATTAINABLE CAREERS

- Certified Clinical Medical Assistant
- Medical Office Assistant
- Chiropractic Assistant
- Optometric Technician
- Clinical/Doctor's Assistant

COMPETENCIES MASTERED

Graduates will demonstrate the ability to:

- Record vital signs, take patient histories, and prepare rooms for examination.
- Administer medications and assist with minor procedures.
- Apply HIPAA/HITECH, OSHA, CMS and other healthcare compliance standards.
- Use medical terminology accurately across electronic health records.
- Perform both front-office and back-office administrative duties.

CERTIFICATIONS

Certified Clinical Medical Assistant (CCMA)

- Issuer: National Healthcareer Association (NHA)
- Exam: 150 multiple-choice questions (3 hours)

Certified Medical Administrative Assistant (CMAA)

- Issuer: National Healthcareer Association (NHA)
- Exam: 110 multiple-choice questions (2 hours 10 minutes)

COURSE SEQUENCE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
3	PS-1011 – Professionalism in Allied Health (MedCerts)	32	0	0	2 / 32	None
8	HI-1014 – Introduction to Human Anatomy & Medical Terminology (MedCerts)	96	0	0	6 / 96	PDF
8	HI-1011 – Medical Office Procedures & Administration (MedCerts)	96	0	0	6 / 96	eBook
15	HI-6010 – Clinical Medical Assisting (MedCerts)	0	224	0	14 / 224	eBook
4	GA115 – ENG 1301: English Composition I (GA)	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I (GA)	45	0	0	3 / 45	eBook

4	GA117 – PSYC 2301: General Psychology (GA)	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech Communication (GA)	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities (GA)	45	0	0	3 / 45	eBook
Totals		449	224	0	43 / 673	–

EXPERIENTIAL / CLINICAL COMPONENT

Experiential/clinical requirements are not required for this program. Students may enter the workforce immediately after completion and certification.

CRIMINAL BACKGROUND & DRUG SCREEN POLICY

Graduate America does not conduct background checks or drug screenings. Employers, externship sites, and certification boards may impose such requirements, and adverse results may impact employability.

AAS PATHWAY

Graduates may transfer credits toward the Associate of Applied Science (AAS) in Applied Management (CIP 52.0201), requiring 14 additional courses (42 SCH).

DELIVERY MODE

100% Online (lecture + lab simulations)

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Phlebotomy Technician

CIP Code: 51.1009 – Phlebotomy Technician/Phlebotomist

SOC Code: 31-9097 – Phlebotomists

Totals: 642 Clock Hours → 42 SCH

This program is not VA Approved

PROGRAM DETAILS

Graduate America's Phlebotomy Technician program trains students to collect blood and non-blood specimens for diagnostic testing in clinical laboratories. Training combines professional soft skills, anatomy and medical terminology, and phlebotomy procedures delivered through immersive simulation, 3D animations, and interactive eLearning.

Graduates are prepared for the Certified Phlebotomy Technician (CPT) exam administered by the National Healthcareer Association (NHA). Clinical readiness includes proper blood draw technique, equipment handling, infection control, and patient communication.

ADMISSIONS

Applicants must meet Graduate America's institutional Admissions Policy (minimum age, valid ID, and high school diploma or GED). No additional prerequisites apply.

HOURS

- Lecture Hours: 578
- Lab Hours: 64
- Externship Hours: 0
- Total Hours: 642 (42 SCH)

Attendance is tracked daily in clock hours.

EVALUATION

Students are assessed by written tests and practical skill demonstrations. Minimum standards include:

- 70% cumulative academic average (theory)
- "C" minimum on practical evaluations
- 67% cumulative attendance
- Completion within 150% of contracted length

SAP is reviewed at scheduled checkpoints; transfer hours apply toward maximum timeframe.

PROGRAM FEES

- Tuition: \$7,000
- Registration Fee: \$150 (due at enrollment)
- Books/Materials: Itemized separately

GRADUATION REQUIREMENTS

To graduate, students must:

1. Complete all required clock hours.
2. Earn a 70% academic average and a minimum "C" in practicals.
3. Pass final academic and practical exams.
4. Satisfy all financial obligations to the school.

CAREER SERVICES

Students not affiliated with an employer partner receive Job Search Assistance, including resume preparation, networking strategies, and interview skills support.

ATTAINABLE CAREERS

- Clinical Laboratory Technician
- Laboratory Specimen Processor
- Pathology Lab Technician
- Endoscopy Technician
- Emergency Room Technician
- Blood Bank Technician

COMPETENCIES MASTERED

Graduates will be able to:

- Perform venipuncture and capillary specimen collection safely.
- Maintain sterile technique and proper specimen handling.
- Communicate effectively with patients and healthcare teams.
- Apply HIPAA, OSHA, COLA, and CLIA-waived testing standards.
- Provide professional, patient-centered care during collection.

CERTIFICATION

Certified Phlebotomy Technician (CPT)

- Issuing Authority: National Healthcareer Association (NHA)
- Exam: 100 multiple-choice questions; 2 hours

COURSE SEQUENCE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
4	PS-1011 – Professionalism in Allied Health (MedCerts)	32	0	0	2 / 32	None
8	HI-1014 – Introduction to Human Anatomy & Medical Terminology (MedCerts)	96	0	0	6 / 96	PDF eBook
6	HI-6100 – Phlebotomy (MedCerts)	0	64	0	4 / 64	eBook
4	GA115 – ENG 1301: English Composition I (GA)	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I (GA)	45	0	0	3 / 45	eBook
4	GA117 – PSYC 2301: General Psychology (GA)	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech Communication (GA)	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities (GA)	45	0	0	3 / 45	eBook
4	GA120 – Career & Professional Development (GA)	45	0	0	3 / 45	eBook

4	GA112 – Entrepreneurship & Small Business Operations (GA)	45	0	0	3 / 45	eBook
4	GA109 – AI Tools for Business & Productivity (GA)	45	0	0	3 / 45	eBook
4	GA103 – Business Communication (GA)	45	0	0	3 / 45	eBook
4	GA104 – Financial Literacy & Budgeting (GA)	45	0	0	3 / 45	eBook
Totals		578	64	0	42 / 642	–

EXPERIENTIAL / CLINICAL COMPONENT

Students must complete 30 venipunctures and 10 capillary sticks within 90 days of passing the CPT exam. Graduate America does not guarantee placement. Clinical completion may be arranged through affiliation agreements, but certification is withheld until documentation is verified.

CRIMINAL BACKGROUND & DRUG SCREEN POLICY

Graduate America does not conduct background checks or drug testing. Employers, externship sites, or certification agencies may require them. Adverse results may limit placement or credential eligibility.

AAS PATHWAY Eligibility

Graduates may transfer into the Associate of Applied Science (AAS) in Applied Management, CIP 52.0201, requiring 14 courses (42 SCH). Credit transfer from the Phlebotomy Technician program applies.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Patient Care Technician

CIP Code: 51.3902 – Patient Care Assistant / Aide

SOC Code: 31-1131 – Nursing Assistants

Totals: 654 Clock Hours → 42 SCH

This program is not VA Approved

PROGRAM DETAILS

The Graduate America Patient Care Technician program trains students to support doctors, nurses, and other healthcare professionals with day-to-day patient care. Responsibilities range from bathing and feeding patients to performing EKGs, blood draws, and assisting with procedures.

Training includes anatomy & physiology, medical law and ethics, patient communications, medical records, safety and compliance, and laboratory procedures. Instruction is delivered through five core courses over 24 weeks.

Graduates are eligible to sit for the Certified Patient Care Technician (CPCT) exam through the National Healthcareer Association (NHA). Optional certification exams include Certified EKG Technician (CET) and Certified Phlebotomy Technician (CPT).

ADMISSIONS

Applicants must meet Graduate America's institutional Admissions Policy (minimum age, valid ID, and high school diploma or GED). No additional prerequisites apply.

HOURS

- Lecture Hours: 590
- Lab Hours: 64
- Externship Hours: 0
- Total Hours: 654 (42 SCH)

Attendance is tracked daily in clock hours.

EVALUATION

Students are evaluated by written tests and practical demonstrations. Minimum standards include:

- 70% cumulative academic average (theory)
- "C" minimum in practical work
- 67% attendance rate
- Completion within 150% of contracted length

SAP is reviewed at set checkpoints; transfer hours apply toward maximum timeframe.

PROGRAM FEES

- Tuition: \$8,100
- Registration Fee: \$150 (due at enrollment)
- Books/Materials: Itemized separately

GRADUATION REQUIREMENTS

To graduate, students must:

1. Complete all required clock hours.
2. Earn at least 70% cumulative academic average and a minimum "C" in practical evaluations.
3. Satisfy all financial obligations.

4. Pass final academic and practical exams.

CAREER SERVICES

Students not affiliated with an employer partner receive Job Search Assistance, including resume preparation, networking, interview skills, and employment search support.

ATTAINABLE CAREERS

- Patient Care Technician
- Home Health Aide
- Certified Nursing Assistant
- Personal Care Aide
- Phlebotomy Technician (optional cert)
- EKG Technician (optional cert)

COMPETENCIES MASTERED

Graduates will be able to:

- Perform fundamental patient care (bathing, feeding, catheter care, etc.).
- Conduct safety checks and ensure cleanliness in patient settings.
- Recognize and provide special care in diverse clinical settings.
- Perform venipuncture and capillary sticks (CPT).
- Conduct and interpret basic EKG readings (CET).
- Apply knowledge of anatomy, physiology, and medical terminology in patient care.

CERTIFICATION

Certified Patient Care Technician (CPCT)

- Issuing Authority: National Healthcareer Association (NHA)
- Exam: 100 questions + 20 pretest items; 2 hours; computer-based

Optional Certifications

- Certified Phlebotomy Technician (CPT) – NHA
- Certified EKG Technician (CET) – NHA

COURSE SEQUENCE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
2	PS-1011 – Professionalism in Allied Health (MedCerts)	32	0	0	2 / 32	None
8	HI-1014 – Introduction to Human Anatomy & Medical Terminology (MedCerts)	96	0	0	6 / 96	PDF eBook
6	HI-6011 – Phlebotomy (MedCerts)	64	0	0	4 / 64	eBook
6	HI-6012 – Electrocardiography (MedCerts)	64	0	0	4 / 64	eBook
10	HI-7011 – Fundamentals of Patient Care (MedCerts)	64	64	0	8 / 128	eBook
4	GA115 – ENG 1301: English Composition I (GA)	45	0	0	3 / 45	eBook

4	GA116 – MATH 1332: Contemporary Mathematics I (GA)	45	0	0	3 / 45	eBook
4	GA117 – PSYC 2301: General Psychology (GA)	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech Communication (GA)	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities (GA)	45	0	0	3 / 45	eBook
4	GA120 – Career & Professional Development (GA)	45	0	0	3 / 45	eBook
Totals		590	64	0	42 / 654	-

EXPERIENTIAL / CLINICAL COMPONENT

This program requires 10 live EKGs and 30 venipunctures + 10 capillary sticks for CET and CPT certification eligibility. These must be completed within 180 days of passing the exams.

Students are responsible for securing clinical sites. Graduate America may sponsor students through affiliation agreements, but cannot guarantee placement.

CRIMINAL BACKGROUND & DRUG SCREEN POLICY

Graduate America does not conduct background checks or drug testing. Employers, externship sites, or certification agencies may require them. Adverse results may limit placement or credential eligibility.

AAS PATHWAY Eligibility

Graduates may transfer into the Associate of Applied Science (AAS) in Applied Management, CIP 52.0201, requiring 14 courses (42 SCH). Credit transfer from the Patient Care Technician program applies.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Mental Health Support Specialist

CIP Code: 51.1505 – Clinical/Medical Social Work (Allied Mental Health Support)

SOC Code: 31-1122 – Psychiatric Aides

Totals: 674 Clock Hours → 44 SCH

This program is not VA Approved

PROGRAM DETAILS

The Graduate America Mental Health Support Specialist program prepares students to assist licensed mental health professionals—including psychiatrists, psychiatric nurse practitioners, and therapists—in the comprehensive care of psychiatric patients.

Graduates are prepared to sit for the Mental Health Technician Certification (MHTC) through the American Medical Certification Association (AMCA). This credential validates knowledge in mental health care processes, pharmacology, patient care skills, and psychological development.

Core training includes:

- Fundamentals of Mental Health Care (scenario-based learning and clinical demonstrations)
- Anatomy & Medical Terminology (foundation in medical language and physiology)
- Professionalism in Allied Health (soft skills designed with employer input)

Exam fees for MHTC are included in tuition.

ADMISSIONS

Admission requires meeting the institutional Admissions Policy (age, ID, high school diploma/GED or equivalent). No additional prerequisites apply.

HOURS

- Lecture Hours: 674
- Lab Hours: 0
- Externship Hours: 0
- Total Hours: 674 (44 SCH)

Attendance is tracked daily in clock hours.

EVALUATION

Students are evaluated by written tests and practical demonstrations. Minimum standards include:

- 70% cumulative academic average (theory)
- "C" minimum on practical work
- 67% attendance
- Completion within 150% of contracted program length

SAP is reviewed at scheduled checkpoints; transfer hours count toward maximum timeframe.

PROGRAM FEES

- Tuition: \$7,050
- Registration Fee: \$150 (due at enrollment)
- Books/Materials: Itemized separately

GRADUATION REQUIREMENTS

To graduate, students must:

1. Complete all required clock hours.

2. Earn at least 70% cumulative academic average and "C" minimum in practical evaluations.
3. Satisfy all financial obligations to the institution.
4. Pass final academic and practical exams.

CAREER SERVICES

Students not affiliated with an employer partner receive Job Search Assistance, including resume preparation, networking, and interview coaching.

ATTAINABLE CAREERS

- Psychiatric Technician
- Behavioral Health Aide / Technician
- Health Care Aide / Technician
- Mental Health Specialist
- Therapeutic Program Worker
- Residential Aide

COMPETENCIES MASTERED

Graduates will be able to:

- Distinguish intake, crisis care, inpatient care, and discharge duties.
- Recognize psychology and substance use terminology in team communication.
- Demonstrate observation, communication, and stress-management skills.
- Apply HIPAA/HITECH standards for confidentiality.
- Use EHR systems for documentation and reporting.

CERTIFICATION

Mental Health Technician Certification (MHTC)

- Issuing Authority: American Medical Certification Association (AMCA)
- Exam: 100 multiple-choice questions, 2 hours

COURSE SEQUENCE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
2	PS-1011 – Professionalism in Allied Health (MedCerts)	32	0	0	2 / 32	None
6	HI-1014 – Introduction to Human Anatomy & Medical Terminology (MedCerts)	96	0	0	6 / 96	PDF
6	HI-7013 – Fundamentals of Mental Health Care (MedCerts)	96	0	0	6 / 96	eBook
4	GA115 – ENG 1301: English Composition I (GA)	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I (GA)	45	0	0	3 / 45	eBook
4	GA117 – PSYC 2301: General Psychology (GA)	45	0	0	3 / 45	eBook

4	GA118 – SPCH 1311: Introduction to Speech Communication (GA)	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities (GA)	45	0	0	3 / 45	eBook
4	GA120 – Career & Professional Development (GA)	45	0	0	3 / 45	eBook
4	GA112 – Entrepreneurship & Small Business Operations (GA)	45	0	0	3 / 45	eBook
4	GA109 – AI Tools for Business & Productivity (GA)	45	0	0	3 / 45	eBook
4	GA103 – Business Communication (GA)	45	0	0	3 / 45	eBook
4	GA104 – Financial Literacy & Budgeting (GA)	45	0	0	3 / 45	eBook
Totals		674	0	0	44 / 674	–

EXPERIENTIAL / CLINICAL COMPONENT

No externship is required for this program. Graduates may proceed directly to certification exams and employment placement support.

CRIMINAL BACKGROUND & DRUG SCREEN POLICY

Graduate America does not conduct background checks or drug screening. Employers or certification agencies may require them. Adverse results may affect employment or credential eligibility.

AAS PATHWAY Eligibility

Graduates may continue into the Associate of Applied Science (AAS) in Applied Management (CIP 52.0201). This requires 14 courses (42 SCH) beyond the certificate. Transfer credit from the Mental Health Support Specialist program may apply.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Mental Health Support Professional

CIP Code: 51.1505 – Clinical/Medical Social Work (Allied Mental Health Support)

SOC Code: 21-1094 – Community Health Workers

Totals: 648 Clock Hours → 42 SCH

This program is not VA Approved

PROGRAM DETAILS

The Graduate America Mental Health Support Professional program provides foundational skills to prepare students for allied health and behavioral health support roles. Training includes mental health care practices, electronic health records, anatomy and medical terminology, and professionalism in healthcare.

Graduates are prepared to sit for the Mental Health Technician Certification (MHTC) from the American Medical Certification Association (AMCA) and the Certified Electronic Health Records Specialist (CEHRS) exam through the National Healthcareer Association (NHA). Exam fees are included.

ADMISSIONS

Admission requires meeting the institutional Admissions Policy (age, ID, high school diploma/GED or equivalent). No additional prerequisites apply.

HOURS

- Lecture Hours: 648
- Lab Hours: 0
- Externship Hours: 0
- Total Hours: 648 (42 SCH)

Attendance is tracked daily in clock hours.

EVALUATION

Students are evaluated by written tests and practical demonstrations. Minimum standards include:

- 70% cumulative academic average (theory)
- "C" minimum on practical work
- 67% attendance
- Completion within 150% of contracted program length

SAP is reviewed at scheduled checkpoints; transfer hours count toward maximum timeframe.

PROGRAM FEES

- Tuition: \$8,100
- Registration Fee: \$150 (due at enrollment)
- Books/Materials: Itemized separately

GRADUATION REQUIREMENTS

To graduate, students must:

1. Complete all required clock hours.
2. Earn at least 70% cumulative academic average and "C" minimum in practical evaluations.
3. Satisfy all financial obligations to the institution.
4. Pass all final academic/practical exams.

CAREER SERVICES

Students not affiliated with an employer partner receive Job Search Assistance, including resume preparation, networking, and interviewing guidance.

ATTAINABLE CAREERS

- Psychiatric Technician
- Behavioral Health Aide/Technician
- Mental Health Specialist
- Residential Aide
- Therapeutic Program Worker
- Healthcare Support Technician

COMPETENCIES MASTERED

Graduates will be able to:

- Apply HIPAA/HITECH standards in mental health care and EHR systems.
- Demonstrate skills in intake, observation, crisis intervention, and discharge support.
- Utilize EHR systems for accurate documentation and reporting.
- Communicate effectively with patients and mental health teams.
- Recognize terminology for psychology, substance use, and treatment plans.
- Apply interpersonal and stress-management skills in healthcare environments.

CERTIFICATION

Mental Health Technician Certification (MHTC)

- Issuing Authority: American Medical Certification Association (AMCA)
- Exam: 100 multiple-choice questions, 2 hours

Certified Electronic Health Records Specialist (CEHRS)

- Issuing Authority: National Healthcareer Association (NHA)
- Exam: 110 multiple-choice questions, 1 hour 50 minutes

COURSE SEQUENCE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
3	PS-1011 – Professionalism in Allied Health (MedCerts)	32	0	0	2 / 32	None
8	HI-1014 – Introduction to Human Anatomy & Medical Terminology (MedCerts)	96	0	0	6 / 96	PDF
8	HI-7013 – Fundamentals of Mental Health Care (MedCerts)	96	0	0	6 / 96	eBook
6	HI-1018 – Electronic Health Records (MedCerts)	64	0	0	4 / 64	eBook
4	GA115 – ENG 1301: English Composition I (GA)	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I (GA)	45	0	0	3 / 45	eBook
4	GA117 – PSYC 2301: General Psychology (GA)	45	0	0	3 / 45	eBook

4	GA118 – SPCH 1311: Introduction to Speech Communication (GA)	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities (GA)	45	0	0	3 / 45	eBook
4	GA120 – Career & Professional Development (GA)	45	0	0	3 / 45	eBook
4	GA112 – Entrepreneurship & Small Business Operations (GA)	45	0	0	3 / 45	eBook
4	GA109 – AI Tools for Business & Productivity (GA)	45	0	0	3 / 45	eBook
Totals		648	0	0	42 / 648	–

EXPERIENTIAL / CLINICAL COMPONENT

No externship is required for this program. Graduates may proceed directly to certification exams and job placement support through Career Services.

CRIMINAL BACKGROUND & DRUG SCREEN POLICY

Graduate America does not conduct background checks or drug screening. Employers or certification agencies may require them. Adverse results may affect employment or credential eligibility.

AAS PATHWAY Eligibility

Graduates may continue into the Associate of Applied Science (AAS) in Applied Management (CIP 52.0201). This requires 14 courses (42 SCH) beyond the certificate. Transfer credit from the Mental Health Support Professional program may apply.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

IT Helpdesk Administrator

CIP Code: 11.0901 – Computer Systems Networking and Telecommunications

SOC Code: 15-1244 – Network and Computer Systems Administrators

Totals: 670 Clock Hours → 43 SCH

This program is not VA Approved

PROGRAM DETAILS

The Graduate America IT Security & Network Technician program equips students with the knowledge and skills to enter the IT workforce in network administration and security support roles. Coursework builds foundational skills in computer hardware and operating systems, TCP/IP networking, cloud and virtualization, and cybersecurity fundamentals.

This program prepares graduates to sit for the CompTIA A+, Network+, and Security+ certification exams. Exam fees are included. Successful completion opens career pathways such as Security Administrator, Systems Administrator, and IT Support Specialist.

ADMISSIONS

Admission requires meeting the institutional Admissions Policy (age, ID, high school diploma/GED or equivalent). No additional program-specific prerequisites apply.

HOURS

Students must complete all required clock hours. Attendance is counted in clock hours and tracked daily.

- Lecture Hours: 670
- Lab Hours: 0
- Externship Hours: 0
- Total Hours: 670 → 43 SCH)

EVALUATION

Students are evaluated by written exams, practical demonstrations, and certification readiness assessments.

Minimum standards include:

- 70% cumulative academic average (theory)
- "C" minimum on all practical work
- 67% cumulative attendance
- Completion within 150% of contracted length

SAP is reviewed at scheduled checkpoints; transfer hours count toward maximum timeframe.

PROGRAM FEES

- Tuition: \$8,250
- Registration Fee: \$150 (due at contract signing)
- Books/Materials: Itemized separately

GRADUATION REQUIREMENTS

To graduate, students must:

1. Complete all required clock hours.
2. Earn at least 70% cumulative academic average and "C" minimum in all evaluations.
3. Satisfy all financial obligations to the institution.

CAREER SERVICES

Students not affiliated with an employer partner receive Job Search Assistance, including resume guidance, networking, and interview preparation.

ATTAINABLE CAREERS

- Network Administrator
- Security Administrator
- Systems Administrator
- IT Support Specialist
- Security Engineer

COMPETENCIES MASTERED

Graduates will be able to:

- Manage and troubleshoot wired and wireless network infrastructures.
- Install and support multiple operating systems including Windows, Linux, and macOS.
- Identify and mitigate IT security risks across systems, hardware, and software.
- Configure, maintain, and secure TCP/IP networks.
- Apply security principles aligned to CompTIA Security+ standards.

CERTIFICATION

CompTIA A+

- 150 multiple-choice questions
- Time limit: 5 hours, 30 minutes

CompTIA Network+

- 90 multiple-choice and performance-based questions
- Time limit: 90 minutes

CompTIA Security+

- 90 multiple-choice and performance-based questions
- Time limit: 90 minutes

COURSE SEQUENCE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
2	IT-1013 – IT Professional Skills & Ethics in the Age of AI (MedCerts)	16	0	0	1 / 16	None
8	IT-2012 – A+ Comprehensive (MedCerts)	96	0	0	6 / 96	None
8	IT-2013 – Network+ (MedCerts)	96	0	0	6 / 96	None
8	IT-5011 – Security+ (MedCerts)	96	0	0	6 / 96	None
4	GA115 – ENG 1301: English Composition I (GA)	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I (GA)	45	0	0	3 / 45	eBook
4	GA117 – PSYC 2301: General Psychology (GA)	45	0	0	3 / 45	eBook

4	GA118 – SPCH 1311: Introduction to Speech Communication (GA)	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities (GA)	45	0	0	3 / 45	eBook
4	GA120 – Career & Professional Development (GA)	45	0	0	3 / 45	eBook
Totals		670	0	0	43 / 670	–

EXPERIENTIAL / CLINICAL COMPONENT

No externship is required. Career Services support is available upon program completion.

CRIMINAL BACKGROUND & DRUG SCREEN POLICY

Graduate America does not conduct background checks or drug screening. However, employers may require these screenings as a condition of hire. Adverse results may limit employment.

AAS PATHWAY Eligibility

Graduates may continue into the Associate of Applied Science (AAS) in Applied Management (CIP 52.0201). This requires 14 courses (42 SCH) beyond the certificate. Transfer credit from the IT program may apply.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

IT Security & Network Technician

CIP Code: 11.0901 – Computer Systems Networking and Telecommunications

SOC Code: 15-1244 – Network and Computer Systems Administrators

Totals: 648 Clock Hours → 43 SCH

This program is not VA Approved

PROGRAM DETAILS

The Graduate America IT Security & Network Technician program equips students with the knowledge and skills to enter the IT workforce in network administration and security support roles. Coursework builds foundational skills in computer hardware and operating systems, TCP/IP networking, cloud and virtualization, and cybersecurity fundamentals.

This program prepares graduates to sit for the CompTIA A+, Network+, and Security+ certification exams. Exam fees are included. Successful completion opens career pathways such as Security Administrator, Systems Administrator, and IT Support Specialist.

ADMISSIONS

Admission requires meeting the institutional Admissions Policy (age, ID, high school diploma/GED or equivalent). No additional program-specific prerequisites apply.

HOURS

Students must complete all required clock hours. Attendance is counted in clock hours and tracked daily.

- Lecture Hours: 648
- Lab Hours: 0
- Externship Hours: 0
- Total Hours: 648 → 43 SCH

EVALUATION

Students are evaluated by written exams, practical demonstrations, and certification readiness assessments.

Minimum standards include:

- 70% cumulative academic average (theory)
- "C" minimum on all practical work
- 67% cumulative attendance
- Completion within 150% of contracted length

SAP is reviewed at scheduled checkpoints; transfer hours count toward maximum timeframe.

PROGRAM FEES

- Tuition: \$8,250
- Registration Fee: \$150 (due at contract signing)
- Books/Materials: Itemized separately

GRADUATION REQUIREMENTS

To graduate, students must:

1. Complete all required clock hours.
2. Earn at least 70% cumulative academic average and "C" minimum in all evaluations.
3. Satisfy all financial obligations to the institution.

CAREER SERVICES

Students not affiliated with an employer partner receive Job Search Assistance, including resume guidance, networking, and interview preparation.

ATTAINABLE CAREERS

- Network Administrator
- Security Administrator
- Systems Administrator
- IT Support Specialist
- Security Engineer

COMPETENCIES MASTERED

Graduates will be able to:

- Manage and troubleshoot wired and wireless network infrastructures.
- Install and support multiple operating systems including Windows, Linux, and macOS.
- Identify and mitigate IT security risks across systems, hardware, and software.
- Configure, maintain, and secure TCP/IP networks.
- Apply security principles aligned to CompTIA Security+ standards.

CERTIFICATION

CompTIA A+

- 150 multiple-choice questions
- Time limit: 5 hours, 30 minutes

CompTIA Network+

- 90 multiple-choice and performance-based questions
- Time limit: 90 minutes

CompTIA Security+

- 90 multiple-choice and performance-based questions
- Time limit: 90 minutes

COURSE SEQUENCE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
2	IT-1013 – IT Professional Skills & Ethics in the Age of AI (MedCerts)	16	0	0	1 / 16	None
8	IT-2012 – A+ Comprehensive (MedCerts)	96	0	0	6 / 96	None
8	IT-2013 – Network+ (MedCerts)	96	0	0	6 / 96	None
8	IT-5011 – Security+ (MedCerts)	96	0	0	6 / 96	None
4	GA115 – ENG 1301: English Composition I (GA)	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I (GA)	45	0	0	3 / 45	eBook
4	GA117 – PSYC 2301: General Psychology (GA)	45	0	0	3 / 45	eBook

4	GA118 – SPCH 1311: Introduction to Speech Communication (GA)	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities (GA)	45	0	0	3 / 45	eBook
4	GA120 – Career & Professional Development (GA)	45	0	0	3 / 45	eBook
Totals		648	0	0	43 / 648	–

EXPERIENTIAL / CLINICAL COMPONENT

No externship is required. Career Services support is available upon program completion.

CRIMINAL BACKGROUND & DRUG SCREEN POLICY

Graduate America does not conduct background checks or drug screening. However, employers may require these screenings as a condition of hire. Adverse results may limit employment.

Graduates may continue into the Associate of Applied Science (AAS) in Applied Management (CIP 52.0201). This requires 14 courses (42 SCH) beyond the certificate. Transfer credit from the IT program may apply.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Pharmacy Technician Professional

CIP Code: 51.0805 – Pharmacy Technician/Assistant

SOC Code: 29-2052 – Pharmacy Technicians

Totals: 644 Clock Hours → 41 SCH

This program is not VA Approved

PROGRAM DETAILS

The Graduate America Pharmacy Technician program combines didactic instruction, simulation labs, and a required externship to prepare students for entry-level pharmacy technician roles. Instruction emphasizes pharmacy law, medication safety, compounding, and inventory management while building professional and communication skills.

This program prepares graduates to sit for the Pharmacy Technician Certification Exam (PTCE) administered by the Pharmacy Technician Certification Board (PTCB). Successful completion leads to the Certified Pharmacy Technician (CPhT) credential.

ADMISSIONS

Admission requires meeting the institutional Admissions Policy (age, ID, high school diploma/GED or equivalent).

No program-specific prerequisites are required beyond successful completion of the Wonderlic pre-enrollment assessment:

- Wonderlic SLE-Q (General): Minimum Score 19
- Wonderlic WBST (Math): Minimum Score 280

HOURS

Students must complete all required clock hours listed for the program. Attendance is counted in clock hours and tracked daily.

- Lecture Hours: 308
- Lab/Simulation Hours: 176
- Externship Hours: 160
- Total Hours: 644

EVALUATION

Students are evaluated by written tests, lab demonstrations, and externship performance. Minimum standards include:

- 70% cumulative academic average (theory)
- "C" minimum in labs/practical work
- 67% attendance
- Completion within 150% of contracted length

SAP is reviewed at evaluation points; transfer hours count toward maximum timeframe.

PROGRAM FEES

- Tuition: \$7,150
- Registration Fee: \$150 (due at contract signing)
- Books/Materials: Itemized separately

Students are responsible for clinical-related expenses (immunizations, background checks, drug screens).

GRADUATION REQUIREMENTS

To graduate, students must:

1. Complete all required clock hours.
2. Maintain at least 70% cumulative academic average and "C" minimum in practical work.
3. Complete the 160-hour externship.
4. Satisfy all financial obligations.

CAREER SERVICES

Students not affiliated with an employer partner receive Job Search Assistance, including resume guidance, interviewing skills, and job search support.

ATTAINABLE CAREERS

- Pharmacy Technician
- Oncology Technician
- Infusion Technician
- Pharmacy Tech Specialist
- Pharmaceutical Sales
- Compounding Specialist

COMPETENCIES MASTERED

Graduates will be able to:

- Comply with pharmacy laws, HIPAA/HITECH, CMS, and other regulations.
- Correctly process medication orders; prepare, store, and distribute medications.
- Apply patient- and medication-safety practices.
- Prepare sterile, non-sterile, and chemotherapy compounds.
- Apply knowledge of pharmacology, inventory management, and MTM processes.

CERTIFICATION

Certified Pharmacy Technician (CPhT)

- Issuing Authority: Pharmacy Technician Certification Board (PTCB)
- Exam: 90 multiple-choice questions, 110 minutes

COURSE SEQUENCE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
2	PS-1011 – Professionalism in Allied Health (MedCerts)	32	0	0	2 / 32	None
8	HI-1014 – Introduction to Human Anatomy & Medical Terminology (MedCerts)	96	0	0	6 / 96	PDF eBook
15	HI-2017 – Pharmacy Technician Principles & Practices (with Sims) (MedCerts)	0	176	0	11 / 176	eBook / Bound
14	EX-2017 – Pharmacy Technician Externship (MedCerts)	0	0	160	10 / 160	None
4	GA115 – ENG 1301: English Composition I (GA)	45	0	0	3 / 45	eBook

4	GA116 – MATH 1332: Contemporary Mathematics I (GA)	45	0	0	3 / 45	eBook
4	GA117 – PSYC 2301: General Psychology (GA)	45	0	0	3 / 45	eBook
3	GA118 – SPCH 1311: Introduction to Speech Communication (GA)	45	0	0	3 / 45	eBook
Totals		308	176	160	41 / 644	–

EXPERIENTIAL / CLINICAL COMPONENT

A 160-hour externship is required. Graduate America partners with over 65 pharmacies and hospitals nationwide. State registration may be required and is not included in tuition.

CRIMINAL BACKGROUND & DRUG SCREEN POLICY

Graduate America does not conduct background checks or drug screening. However, externship sites and employers may require these screenings. Adverse results may prevent externship placement, certification, or employment. Candidates with felony convictions are not eligible for Pharmacy Technician certification.

AAS PATHWAY Eligibility

Graduates may continue into the Associate of Applied Science (AAS) in Applied Management (CIP 52.0201). This requires 14 courses (42 SCH) beyond the certificate. Transfer credit from the IT program may apply.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Surgical Technologist

CIP Code: 51.0909 – Surgical Technology/Technologist

SOC Code: 29-2055 – Surgical Technologists

Totals: 648 Clock Hours → 42 SCH

This program is not VA Approved

PROGRAM DETAILS

The Graduate America Surgical Technologist program combines immersive classroom learning, virtual simulation, and employer-sponsored clinical case documentation. Students begin with simulated demonstrations of surgical procedures and transition into real-world case documentation to master sterile technique, instrumentation, and operating room support.

This program prepares graduates to sit for the Tech in Surgery – Certified (TS-C) exam offered by the National Center for Competency Testing (NCCT). Surgical technologists who earn the TS-C credential demonstrate competency in maintaining aseptic fields, anticipating surgeon needs, and supporting patient safety during surgical procedures.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent). In addition, applicants must provide written verification of Employer or Clinical Site Sponsorship. The sponsoring site must guarantee student access to surgical cases required for TS-C certification. Graduate America's Clinical Site Information Form (<https://ga.edu/clinical-site>) must be submitted prior to enrollment.

HOURS

Students must complete all required clock hours listed for the program. Attendance is tracked daily in clock hours.

- Lecture/Lab Hours: 568
- Externship/Case Documentation Hours: 80
- Total Program Hours: 648

EVALUATION

Students are evaluated through written exams, practical demonstrations, and case documentation. Minimum standards include:

- 70% cumulative academic average (theory)
 - "C" minimum on practical evaluations
 - 67% attendance
 - Completion within 150% of contracted length
- Satisfactory Academic Progress (SAP) is reviewed at scheduled evaluation points.

PROGRAM FEES

- Tuition: \$8,375
- Registration Fee: \$150 (due at enrollment)
- Books/Materials: Itemized separately
- Students are responsible for clinical-related expenses (immunizations, background checks, drug screens).

GRADUATION REQUIREMENTS

To graduate, students must:

1. Complete all required clock hours.
2. Earn at least 70% cumulative academic average and "C" minimum in practical evaluations.

3. Complete required case documentation (minimum 125 surgical cases).
4. Satisfy all financial obligations to the institution.

CAREER SERVICES

Students not affiliated with an employer partner receive Job Search Assistance, including resume preparation, interviewing skills, and job networking support.

ATTAINABLE CAREERS

- Surgical Technologist
- Certified Scrub Technician
- Operating Room Technician
- Surgical Assistant
- Travel Surgical Technician

COMPETENCIES MASTERED

Graduates will be able to:

- Maintain sterile operative fields and aseptic techniques.
 - Anticipate surgeon needs and manage surgical instruments.
 - Support safe patient care throughout surgical procedures.
 - Prepare and sterilize surgical equipment.
- Document surgical cases for certification eligibility.

CERTIFICATION

Tech in Surgery – Certified (TS-C)

- Issuing Authority: National Center for Competency Testing (NCCT)
- Exam: 175 questions + 25 pretest, 4 hours
- Requirement: Minimum 125 surgical cases (90 first scrub; 30 general surgery, 75 specialty cases).

COURSE SEQUENCE

Week	Course Code & Name / Instructor	Lectures	Labs	Externship	Cr/Contact	Materials
4	PS-1011 – Professionalism in Allied Health (MedCerts)	32	0	0	2 / 32	None
8	HI-1014 – Introduction to Human Anatomy & Medical Terminology (MedCerts)	96	0	0	6 / 96	PDF
15	HI-6016 – Surgical Technology (MedCerts)	80	0	80	10 / 160	eBook
4	GA115 – ENG 1301: English Composition I (GA)	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I (GA)	45	0	0	3 / 45	eBook

4	GA117 – PSYC 2301: General Psychology (GA)	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech Communication (GA)	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities (GA)	45	0	0	3 / 45	eBook
4	GA120 – Career & Professional Development (GA)	45	0	0	3 / 45	eBook
4	GA112 – Entrepreneurship & Small Business Operations (GA)	45	0	0	3 / 45	eBook
4	GA109 – AI Tools for Business & Productivity (GA)	45	0	0	3 / 45	eBook
Totals		568	0	80	42 / 648	–

AAS PATHWAY Eligibility

Graduates may continue into the Associate of Applied Science in Applied Management (CIP 52.0201). This requires 14 courses (42 SCH) beyond the certificate. Transfer credit from the Surgical Technologist program may apply.

Note: Graduate America's Surgical Technologist program is approved at **648 clock hours** per Texas Workforce Commission. If future re-approval adjusts hours, this catalog will be amended accordingly.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Public Policy

CIP Code: 44.0501 – Public Policy Analysis, General

Totals: 660 clock hrs → 42 SCH

SOC: 11-2031.00 – Public Relations and Fundraising Managers

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Public Policy Certificate** program prepares students for leadership in government, nonprofits, and civic organizations. Students learn to analyze policy problems, interpret data, evaluate legislative impacts, and develop persuasive communication strategies using AI-assisted research and simulation platforms.

The program combines policy theory, applied analytics, and civic engagement. Learners gain hands-on experience developing policy briefs, drafting stakeholder reports, and participating in simulated hearings and advocacy campaigns.

Graduates are equipped for entry-level roles in **public affairs, legislative research, community relations, or policy communication**, with a **direct transfer pathway** into Graduate America's *Associate of Applied Science in Applied Management*.

Curriculum Reference: Adapted from *SkillsCommons OER – Public Policy Analysis Certificate, California Community Colleges*

ADMISSIONS

Admission requires meeting the institutional **Admissions Policy** (age, ID, HS diploma/GED or equivalent) published in this catalog. No additional program-specific prerequisites are required.

HOURS

Students must complete all required **clock hours (minimum 660)** listed for the program. Attendance is counted and tracked daily.

EVALUATION

Students are evaluated through written policy papers, case analyses, and simulated legislative hearings. To remain in good standing and graduate, students must meet:

- 75% cumulative academic average (theory)
- Minimum "C" in applied projects
- 67% cumulative attendance
- Completion within 150% of contracted length

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately.

Program Fees

Description	Cost
Tuition	\$8,000
Registration Fee	\$150
Books & Materials (digital access)	\$450
Technology Fee (policy simulation software)	\$350
Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,050

GRADUATION REQUIREMENTS

To receive a certificate, students must:

1. Complete all required clock hours. Earn a minimum 75% cumulative academic average.
2. Complete all written policy briefs and simulation exercises.
3. Meet all financial obligations to the institution. Pass the final capstone policy presentation.

CAREER SERVICES

For all Graduate America students not employed through an affiliated partner, the Career Services Office offers job-search support including résumé development, networking preparation, and interview strategies.

ATTAINABLE CAREERS

- Policy Analyst – SOC 19-3099.00
- Public Relations Specialist – SOC 27-3031.00
- Community Relations Coordinator – SOC 11-9151.00
- Legislative Assistant – SOC 23-2011.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Public Policy Analyst (CPPA)	National Institute for Public Policy & Administration (NIPPA)	120 multiple-choice + applied case analysis; 3 hours
Civic Engagement & Advocacy Micro-Credential	Graduate America	Completion of virtual policy campaign simulation and presentation

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-PP101 – Foundations of Public Policy / GA	90	0	0	6 / 90	eBook
6	GA-PP102 – Government, Law, and Ethics / GA	90	0	0	6 / 90	eBook
7	GA-PP103 – Policy Research Methods & Data / GA	105	0	0	7 / 105	eBook
7	GA-PP104 – Civic Communication & Advocacy / GA	105	0	0	7 / 105	eBook
6	GA-PP105 – Public Policy Practicum / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA117 – PSYC 2301: General Psychology / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a **Public Policy Practicum (90 hours)** involving supervised analysis, civic engagement, or nonprofit outreach. Activities include preparing policy memos, organizing community surveys, and presenting proposals to local leaders.

AAS PATHWAY ELIGIBILITY

The Public Policy Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS typically requires an additional **4–6 months** of coursework.

DELIVERY MODE

Hybrid (Online lecture + asynchronous labs + simulation practicum)

ATTENDANCE

Attendance is tracked in clock hours daily.

SOC CODE(S)

11-2031 — Public Relations & Fundraising Managers

19-3099 — Policy Analysts, All Other

11-9151 — Social and Community Service Managers

23-2011 — Paralegals and Legal Assistants (Legislative Track)

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations. Actual earnings vary by employer, experience, and region. Graduate America does not guarantee employment or salary.

Research / Analytics

CIP Code: 27.0501 – Statistics, General

Totals: 660 clock hrs → 42 SCH

SOC: 19-3029.00 – Research Analysts, All Other

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Research / Analytics Certificate** program equips students with the skills to collect, interpret, and communicate data-driven insights across sectors including business, healthcare, education, and public policy. Students develop mastery in research design, statistical methods, data visualization, and AI-assisted analysis tools.

The program integrates technical data analytics with applied research methodology, ethical data handling, and real-world project work. Graduates gain experience using leading analytics platforms, presenting findings to stakeholders, and producing actionable reports for decision-making.

Curriculum Reference: Adapted from *SkillsCommons OER – Applied Data Analytics and Research Methods*

ADMISSIONS

Admission requires meeting the institutional **Admissions Policy** (age, ID, HS diploma/GED or equivalent) published in this catalog. No additional prerequisites are required.

HOURS

Students must complete all required **clock hours (minimum 660)** listed for the program. Attendance is recorded and tracked daily.

EVALUATION

Students are evaluated through written exams, applied research projects, and data analysis reports.

To remain in good standing and graduate, students must achieve:

- 75% cumulative academic average (theory)
- Minimum "C" in applied data projects
- 67% cumulative attendance
- Completion within 150% of the contracted length

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books and supplies are itemized separately.

Program Fees

Description	Cost
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Tuition	\$8,100
Registration Fee	\$150
Books & Materials (digital access)	\$450
Technology Fee (data analytics software license)	\$300
Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,100

GRADUATION REQUIREMENTS

To receive a certificate, students must:

1. Complete all required clock hours. Earn at least a 75% cumulative academic average.
2. Complete the capstone analytics project. Meet all financial obligations to the institution.
3. Pass all final theory and applied project assessments.

CAREER SERVICES

For students not employed with a partner organization, Graduate America provides job search assistance including portfolio preparation, resume development, and interview support for research and data roles.

ATTAINABLE CAREERS

- Research Analyst – SOC 19-3029.00
- Data Technician – SOC 15-2041.00
- Market Research Assistant – SOC 13-1161.00
- Business Intelligence Associate – SOC 15-2051.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Research Analyst (CRA)	Association of Research Professionals (ARP)	100 questions + applied case; 3 hours
Data Literacy Professional (DLP)	Data Literacy Project	Online competency-based exam; 2 hours

Analytics Foundations
Micro-Credential

Graduate America

Applied analytics project + report
presentation

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-RA101 – Introduction to Research Methods / GA	90	0	0	6 / 90	eBook
6	GA-RA102 – Applied Statistics & Data Interpretation / GA	90	0	0	6 / 90	eBook
7	GA-RA103 – Data Visualization & Storytelling / GA	105	0	0	7 / 105	eBook
7	GA-RA104 – Research Ethics & Professional Practice / GA	105	0	0	7 / 105	eBook
6	GA-RA105 – Research Capstone / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a **Research Capstone (90 hours)** where they design, execute, and present a real-world research or data analysis project using tools like Excel, Tableau, or Power BI. Each project is faculty-supervised and must demonstrate proficiency in data integrity, visualization, and reporting.

AAS PATHWAY ELIGIBILITY

The Research / Analytics Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*.

Completion of the AAS typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + virtual lab practicum)

ATTENDANCE

Attendance is tracked in clock hours daily.

SOC CODE(S)

19-3029 — Research Analysts, All Other

15-2041 — Statisticians

15-2051 — Data Scientists

13-1161 — Market Research Analysts

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations. Actual earnings vary by employer, credentials, and region. Graduate America does not guarantee employment or salary.

Human Resources Management

CIP Code: 52.1001 – Human Resources Management / Personnel Administration, General

Totals: 660 clock hrs → 42 SCH

SOC: 13-1071.00 – Human Resources Specialists

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Human Resources Management Certificate** program prepares students to handle core workforce operations including recruitment, onboarding, benefits, payroll, employee relations, and performance management. Students also learn HR analytics, compliance fundamentals, and leadership strategies for diverse workplace environments.

The curriculum integrates both traditional HR functions and emerging technologies in workforce analytics and AI-driven human capital systems. Graduates are prepared for roles in human resources, organizational development, and talent management across industries.

Curriculum Reference: Adapted from *SkillsCommons OER – Human Resource Management Fundamentals, California Community Colleges*

ADMISSIONS

Admission requires meeting Graduate America's **Admissions Policy** (age, ID, HS diploma/GED or equivalent). No program-specific prerequisites are required.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is recorded and tracked daily.

EVALUATION

Students are evaluated through written exams, applied HR case studies, and management simulations. To remain in good standing and graduate, students must meet:

- 75% cumulative academic average (theory)
- Minimum "C" in applied coursework
- 67% cumulative attendance
- Completion within 150% of the contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,200
Registration Fee	\$150

Books & Materials (digital access)	\$450
Technology Fee (HRIS Simulation License)	\$300
Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,200

GRADUATION REQUIREMENTS

To receive a certificate, students must:

1. Complete all required clock hours.
2. Maintain at least a 75% cumulative academic average.
3. Complete all HR case simulations and HRIS assessments.
4. Fulfill all financial obligations to the institution.
5. Successfully pass the capstone HR project presentation

CAREER SERVICES

Students not employed through an affiliated partner receive job placement assistance, resume review, and networking support with local workforce boards and SHRM chapters.

ATTAINABLE CAREERS

- Human Resources Specialist – SOC 13-1071.00
- Training & Development Coordinator – SOC 13-1151.00
- Talent Acquisition Associate – SOC 13-1141.00
- Payroll & Benefits Administrator – SOC 43-3051.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
Associate Professional in Human Resources (aPHR)	HR Certification Institute (HRCI)	90 multiple-choice questions; 2 hours
SHRM Certified Professional (SHRM-CP)	Society for Human Resource Management	Competency-based exam; 3 hours
Human Capital Analytics Micro-Credential	Graduate America	Applied analytics project + HRIS lab practicum

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-HR101 – Introduction to Human Resources Management / GA	90	0	0	6 / 90	eBook
6	GA-HR102 – Employment Law & Workforce Compliance / GA	90	0	0	6 / 90	eBook
7	GA-HR103 – Talent Acquisition & Training Systems / GA	105	0	0	7 / 105	eBook
7	GA-HR104 – Compensation, Benefits, & Analytics / GA	105	0	0	7 / 105	eBook
6	GA-HR105 – HR Management Practicum / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA117 – PSYC 2301: General Psychology / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a **Human Resources Practicum (90 hours)** involving simulated HR case management, onboarding projects, and HRIS data analysis. Each student applies policy and compliance principles to real-world scenarios under faculty supervision.

AAS PATHWAY ELIGIBILITY

The Human Resources Management Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*.

Completion of the AAS typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + HRIS simulation lab)

ATTENDANCE

Attendance is tracked daily in clock hours.

SOC CODE(S)

13-1071 — Human Resources Specialists
13-1151 — Training & Development Specialists
13-1141 — Compensation & Benefits Specialists
43-3051 — Payroll & Timekeeping Clerks

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for relevant SOC occupations. Actual earnings vary by employer, credentials, and region. Graduate America does not guarantee employment or salary.

Data Analytics Technician

CIP Code: 11.0401 – Information Science / Studies

Totals: 660 clock hrs → 42 SCH

SOC: 15-2041.00 – Statisticians / Data Analysts

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Data Analytics Technician Certificate** program equips students with in-demand skills in data collection, processing, visualization, and applied analytics. Students learn to manage structured and unstructured datasets, perform descriptive and inferential analysis, and use modern data tools including Excel, SQL, Power BI, and Python-based analytics.

The program emphasizes workplace applications of data science — connecting statistical reasoning with real-world business, healthcare, and government decision-making. Students complete industry-relevant projects and earn a micro-credential verifying technical proficiency.

Curriculum Reference: Adapted from *SkillsCommons OER – Data Analytics Technician Program, California Community Colleges*

ADMISSIONS

Admission requires meeting the institutional **Admissions Policy** (age, ID, HS diploma/GED or equivalent). No program-specific prerequisites are required.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is tracked daily.

EVALUATION

Students are evaluated by written exams, data projects, and applied analytics simulations. To remain in good standing and graduate, students must meet:

- 75% cumulative academic average (theory)
- "C" minimum in all applied coursework
- 67% cumulative attendance
- Completion within 150% of the contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,300

Registration Fee	\$150
Books & Materials (digital access)	\$450
Technology Fee (data software license)	\$350
Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,350

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Earn a minimum 75% cumulative academic average.
3. Complete all analytics simulations and capstone report.
4. Satisfy all financial obligations to the institution.
5. Pass the final practical and written exams.

CAREER SERVICES

Graduate America provides job search and placement assistance including resume development, interview preparation, and employer referrals through workforce and technology partners.

ATTAINABLE CAREERS

- Data Analyst – SOC 15-2041.00
- Business Intelligence Technician – SOC 15-2051.00
- Data Visualization Specialist – SOC 15-1254.00
- Operations Analyst – SOC 13-1111.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
CompTIA Data+ (DA0-001)	CompTIA	90 multiple-choice questions; 90 minutes
Microsoft Power BI Data Analyst (PL-300)	Microsoft	Scenario-based certification exam; 2 hours
Applied Data Analytics Micro-Credential	Graduate America	Capstone data visualization and analytics project

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-DA101 – Introduction to Data Analytics / GA	90	0	0	6 / 90	eBook
6	GA-DA102 – Database Fundamentals & SQL / GA	90	0	0	6 / 90	eBook
7	GA-DA103 – Applied Statistics for Analysts / GA	105	0	0	7 / 105	eBook
7	GA-DA104 – Data Visualization & Storytelling / GA	105	0	0	7 / 105	eBook
6	GA-DA105 – Analytics Capstone (Python / Power BI) / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a **Data Analytics Capstone (90 hours)** involving end-to-end analysis of a real dataset. Activities include data cleaning, visualization, and presentation using Power BI or Tableau. Each capstone is reviewed by faculty and industry partners.

AAS PATHWAY ELIGIBILITY

The Data Analytics Technician Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*.

Completion of the AAS typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + asynchronous analytics lab)

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

15-2041 — Statisticians

15-2051 — Data Scientists

15-1254 — Web Developers & Digital Interface Designers

13-1111 — Management Analysts

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for relevant SOC occupations. Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Cybersecurity Operations

CIP Code: 11.1003 – Computer and Information Systems Security / Auditing / Information Assurance

Totals: 660 clock hrs → 42 SCH

SOC: 15-1212.00 – Information Security Analysts

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Cybersecurity Operations Certificate** program prepares students to secure, monitor, and defend digital systems against evolving cyber threats. Students gain hands-on experience with network defense, incident response, security analytics, and ethical hacking using industry-standard labs and simulation tools.

The curriculum covers cybersecurity fundamentals, operating systems, threat mitigation, and risk management. Graduates are prepared for entry-level security operations, SOC analyst, and IT defense roles. Students also earn embedded credentials aligned with CompTIA's national cybersecurity framework.

Curriculum Reference: Adapted from *SkillsCommons OER – Cybersecurity Operations & Information Assurance Program*

ADMISSIONS

Admission requires meeting Graduate America's **Admissions Policy** (age, ID, HS diploma/GED or equivalent). No additional prerequisites are required.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is tracked daily.

EVALUATION

Students are evaluated through written exams, virtual lab performance, and incident response projects. To remain in good standing and graduate, students must meet:

- 75% cumulative academic average (theory)
- "C" minimum in all lab assessments
- 67% cumulative attendance
- Completion within 150% of the contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,400

Registration Fee	\$150
Books & Materials (digital access)	\$475
Technology Fee (cyber lab + license)	\$375
Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,500

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Maintain a 75% cumulative academic average.
3. Complete all cybersecurity simulations and projects.
4. Fulfill all financial obligations to the institution.
5. Successfully pass the final cybersecurity readiness exam.

CAREER SERVICES

Graduate America provides job placement and internship support through IT and cybersecurity partners. Services include resume review, interview preparation, and SOC-readiness coaching.

ATTAINABLE CAREERS

- Information Security Analyst – SOC 15-1212.00
- Cyber Defense Technician – SOC 15-1232.00
- Network Security Specialist – SOC 15-1244.00
- IT Systems Support Specialist – SOC 15-1231.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
CompTIA Security+ (SY0-701)	CompTIA	90 questions; 90 minutes
CompTIA Network+ (N10-009)	CompTIA	90 questions; 90 minutes
Certified Cybersecurity Entry-Level Technician (CCET)	Graduate America	Hands-on performance lab; 3-hour capstone simulation

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-CS101 – Fundamentals of Cybersecurity / GA	90	0	0	6 / 90	eBook
6	GA-CS102 – Network Infrastructure & Security / GA	90	0	0	6 / 90	eBook
7	GA-CS103 – Ethical Hacking & Penetration Testing / GA	105	0	0	7 / 105	eBook
7	GA-CS104 – Incident Response & Security Operations / GA	105	0	0	7 / 105	eBook
6	GA-CS105 – Cybersecurity Capstone / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a **Cybersecurity Capstone (90 hours)** featuring real-time attack simulations and network monitoring exercises using virtual lab infrastructure. Students analyze system vulnerabilities, document threats, and propose mitigation strategies.

AAS PATHWAY ELIGIBILITY

The Cybersecurity Operations Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*.

Completion of the AAS typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + Virtual Cyber Range labs)

ATTENDANCE

Attendance is tracked daily in clock hours.

SOC CODE(S)

15-1212 — Information Security Analysts
15-1232 — Computer Network Support Specialists
15-1244 — Network Security Engineers
15-1231 — Computer User Support Specialists

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations. Actual wages vary by employer, credentials, and region. Graduate America does not guarantee employment or salary.

Logistics & Supply Chain Management

CIP Code: 52.0203 – Logistics, Materials, and Supply Chain Management

Totals: 660 clock hrs → 42 SCH

SOC: 13-1081.00 – Logisticians

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Logistics & Supply Chain Management Certificate** program trains students to manage the flow of goods, information, and resources across global and domestic supply networks. Students learn logistics operations, inventory control, procurement, transportation systems, and warehouse management while applying data-driven tools to optimize efficiency and cost.

This program blends operations strategy with emerging technologies in automation, analytics, and sustainability. Graduates are prepared for logistics, warehouse, purchasing, and transportation coordination roles in both public and private sectors.

Curriculum Reference: Adapted from *SkillsCommons OER – Supply Chain & Logistics Fundamentals Program, California Community Colleges*

ADMISSIONS

Admission requires meeting Graduate America's **Admissions Policy** (age, ID, HS diploma/GED or equivalent). No additional prerequisites are required.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is counted and tracked daily.

EVALUATION

Students are evaluated by written exams, case studies, and applied logistics simulations.

To remain in good standing and graduate, students must meet:

- 75% cumulative academic average (theory)
- "C" minimum on practical work
- 67% cumulative attendance
- Completion within 150% of contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,200
Registration Fee	\$150
Books & Materials (digital access)	\$450

Technology Fee (supply chain simulation license)	\$350
Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,250

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Earn at least a 75% cumulative academic average.
3. Complete all logistics simulations and projects.
4. Fulfill all financial obligations to the institution.
5. Pass all final written and practical exams.

CAREER SERVICES

Students not employed through a partner organization receive access to workforce development and job placement assistance through logistics employers and workforce boards.

ATTAINABLE CAREERS

- Logistics Coordinator – SOC 13-1081.00
- Supply Chain Analyst – SOC 13-1111.00
- Transportation Planner – SOC 11-3071.00
- Procurement Specialist – SOC 13-1023.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Logistics Associate (CLA)	Manufacturing Skill Standards Council (MSSC)	Online exam; 90 questions; 2 hours
Certified Logistics Technician (CLT)	Manufacturing Skill Standards Council (MSSC)	90 questions + performance component
Supply Chain Foundations Micro-Credential	Graduate America	Applied logistics simulation + inventory project

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
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6	GA-LS101 – Introduction to Supply Chain Management / GA	90	0	0	6 / 90	eBook
6	GA-LS102 – Procurement & Inventory Systems / GA	90	0	0	6 / 90	eBook
7	GA-LS103 – Transportation & Distribution Operations / GA	105	0	0	7 / 105	eBook
7	GA-LS104 – Logistics Technology & Automation / GA	105	0	0	7 / 105	eBook
6	GA-LS105 – Logistics Capstone / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a **Logistics Capstone (90 hours)** featuring real-world supply chain analysis and warehouse simulation projects. Students model workflows, track logistics performance, and apply cost-optimization techniques using simulated data.

AAS PATHWAY ELIGIBILITY

The Logistics & Supply Chain Management Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*.

Completion of the AAS typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + asynchronous simulation lab)

ATTENDANCE

Attendance is tracked in clock hours daily.

SOC CODE(S)

13-1081 — Logisticians

13-1111 — Management Analysts

11-3071 — Transportation, Storage, & Distribution Managers

13-1023 — Procurement Specialists

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for relevant SOC occupations. Actual wages vary by employer, experience, and region. Graduate America does not guarantee employment or salary.

Apprenticeships

AI Solutions Specialists

RAPIDS Code: 15-1299.08 – Computer Occupations, All Other (AI Solutions Specialist)

CIP Code: 11.0101 – Computer and Information Sciences, General

This program is not VA Approved

1) Stated Outcome

Graduates of the AI Solutions Specialist Apprenticeship will be prepared to design, implement, and support artificial intelligence applications in business, healthcare, and workforce systems. Apprentices will master applied AI tools, prompt engineering, automation frameworks, and compliance standards, leading to industry certifications and career-ready portfolios.

2) Number of Lessons (RTI)

8 core Related Technical Instruction (RTI) courses (576–600 hours) aligned with U.S. DOL apprenticeship standards.

3) Admission Requirements

- High school diploma or GED
- Basic computer literacy
- Employer sponsorship or enrollment through Graduate America

4) Instructional Breakdown

- RTI (Classroom/Lecture): 576–600 hours
- Work-Based Learning (On-the-Job): 2,000 hours (12 months)
- Delivery Mode: Hybrid (online + in-person labs)

5) Student Evaluation

- Module quizzes and final exam
- Employer work performance evaluations
- Final Capstone AI Project reviewed by an industry panel

6) Program Fees

- Tuition: \$18,995
- Books/Materials: \$750
- Technology Fee: \$250
- Total: \$19,995

(Financial aid, WIOA, and employer sponsorship available)

7) Graduation Requirements

To graduate, apprentices must:

1. Complete all RTI courses with passing grades.
2. Demonstrate mastery of competencies in the work process schedule.
3. Pass the final evaluation and capstone project.
4. Maintain satisfactory attendance and progress.

8) Competencies Mastered

- AI systems integration & automation
- Prompt engineering & applied model training
- Cloud-based AI platforms & APIs
- Data ethics, security, and compliance
- Workplace communication & project management

9) Course Sequence (RTI)

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
8	GA-AI101 – Foundations of Artificial Intelligence & Data Literacy Instructor: GA	80	0	0	5/80	E-books
4	GA-AI102 – Python, Automation, and Applied Machine Learning Instructor: GA	48	0	0	3/48	E-books
4	GA-AI103 – Prompt Engineering & Natural Language Interfaces Instructor: GA	48	0	0	3/48	E-books
4	GA-AI104 – Cloud AI Platforms (Azure, AWS, Google AI) Instructor: GA	48	0	0	3/48	E-books
4	GA-AI105 – Data Ethics, Security, and Responsible AI Instructor: GA	48	0	0	3/48	E-books
4	GA-AI106 – AI Tools for Business, Healthcare, and Workforce Applications Instructor: GA	48	0	0	3/48	E-books
4	GA-AI107 – Project Management & Communication for AI Solutions Instructor: GA	48	0	0	3/48	E-books
4	GA-AI108 – Capstone Project & Industry Portfolio Development Instructor: GA	48	0	0	3/48	E-books
–	Totals	416	0	0	26/416	–

Graduates may continue into the Associate of Applied Science (AAS) in Applied Management (CIP 52.0201). This requires 14 courses (42 SCH) beyond the certificate. Transfer credit from the IT program may apply.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.

Project Management

CIP Code: 52.0211 – Project Management

Totals: 660 clock hrs → 42 SCH

SOC: 13-1082.00 – Project Management Specialists
This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Project Management Certificate** program provides the core competencies required to lead, plan, and execute complex projects across multiple industries. Students learn budgeting, scheduling, risk assessment, communication, and stakeholder management while mastering tools such as Microsoft Project, Asana, and AI-assisted workflow systems.

The program integrates PMI-aligned frameworks with real-world case studies and simulation-based decision-making. Graduates are prepared for project coordinator, analyst, and entry-level management roles.

Curriculum Reference: Adapted from *SkillsCommons OER – Project Management for Workforce Leaders, California Community Colleges*

ADMISSIONS

Admission requires meeting Graduate America's institutional **Admissions Policy** (age, ID, HS diploma/GED or equivalent). No additional prerequisites are required.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is recorded and tracked daily.

EVALUATION

Students are evaluated through written exams, project case studies, and simulation exercises. To remain in good standing and graduate, students must meet:

- 75% cumulative academic average (theory)
- "C" minimum on all practical assessments
- 67% cumulative attendance
- Completion within 150% of contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,200
Registration Fee	\$150
Books & Materials (digital access)	\$450
Technology Fee (PM software & simulation)	\$350

Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,250

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Maintain a 75% cumulative academic average.
3. Complete all project simulations and capstone deliverables.
4. Fulfill all financial obligations to the institution.
5. Pass final exams and project defense presentation.

CAREER SERVICES

Students not employed through partner employers receive access to Graduate America's career network for job placement, professional portfolio development, and resume preparation.

ATTAINABLE CAREERS

- Project Coordinator – SOC 13-1082.00
- Operations Analyst – SOC 13-1111.00
- Program Assistant – SOC 43-6011.00
- Junior Project Manager – SOC 11-1021.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Associate in Project Management (CAPM)	Project Management Institute (PMI)	150 questions; 3 hours
Agile Project Management Fundamentals	ICAgile / PMI	Online exam; 90 minutes
Project Execution Micro-Credential	Graduate America	Final capstone project plan + simulation performance

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-PM101 – Introduction to Project Management / GA	90	0	0	6 / 90	eBook

6	GA-PM102 – Risk & Budget Management / GA	90	0	0	6 / 90	eBook
7	GA-PM103 – Scheduling & Agile Methodologies / GA	105	0	0	7 / 105	eBook
7	GA-PM104 – Stakeholder Communication & Ethics / GA	105	0	0	7 / 105	eBook
6	GA-PM105 – Project Management Capstone / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a **Project Management Capstone (90 hours)** focused on managing a real or simulated project from initiation through closure. Deliverables include a project charter, risk plan, Gantt chart, and final presentation.

AAS PATHWAY ELIGIBILITY

The Project Management Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*.

Completion of the AAS typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + asynchronous project simulation lab)

ATTENDANCE

Attendance is tracked daily in clock hours.

SOC CODE(S)

13-1082 — Project Management Specialists
13-1111 — Management Analysts
11-1021 — General & Operations Managers
43-6011 — Administrative Assistants

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for relevant SOC occupations. Actual earnings vary by employer, experience, and region. Graduate America does not guarantee employment or salary.

Renewable Energy Technician

CIP Code: 15.1701 – Energy Systems Technology / Technician

Totals: 660 clock hrs → 42 SCH

SOC: 17-3029.00 – Engineering Technologists and Technicians, Except Drafters, All Other

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Renewable Energy Technician Certificate** program trains students in the fundamentals of clean energy systems, including solar, wind, and battery storage technologies. Students gain hands-on experience with system design, energy auditing, and maintenance of renewable installations while developing a deep understanding of safety, efficiency, and sustainability practices.

The curriculum combines electrical, mechanical, and environmental principles with simulation-based energy modeling. Graduates are prepared for entry-level roles in installation, maintenance, and inspection of renewable energy systems in both residential and commercial sectors.

Curriculum Reference: Adapted from *SkillsCommons OER – Renewable Energy Technology Program, California Community Colleges*

ADMISSIONS

Admission requires meeting Graduate America's institutional **Admissions Policy** (age, ID, HS diploma/GED or equivalent). No additional prerequisites are required.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is counted and tracked daily.

EVALUATION

Students are evaluated through written exams, lab performance, and system installation assessments. To remain in good standing and graduate, students must meet:

- 75% cumulative academic average (theory)
- "C" minimum on all practical work
- 67% cumulative attendance
- Completion within 150% of contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,300
Registration Fee	\$150
Books & Materials (digital access)	\$475
Technology Fee (simulation & lab software)	\$325
Application Fee	\$50

Graduation Fee	\$50
Total Cost	\$9,350

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Earn at least a 75% cumulative academic average.
3. Successfully complete all renewable energy simulations and capstone.
4. Meet all financial obligations to the institution.
5. Pass the final written and practical examinations.

CAREER SERVICES

Graduate America offers job search and placement assistance, resume development, and employer connections within the renewable energy and green technology sectors.

ATTAINABLE CAREERS

- Renewable Energy Technician – SOC 17-3029.00
- Energy Systems Installer – SOC 49-2095.00
- Sustainability Technician – SOC 19-4099.00
- Field Service Technician (Green Energy) – SOC 49-9071.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
NABCEP Photovoltaic Associate (PVA)	North American Board of Certified Energy Practitioners	Online proctored exam; 70 questions; 2 hours
Renewable Energy Fundamentals	Interstate Renewable Energy Council (IREC)	100-question assessment; 2 hours
Energy Systems Micro-Credential	Graduate America	Applied energy modeling + installation capstone

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-RE101 – Introduction to Renewable Energy Systems / GA	90	0	0	6 / 90	eBook

6	GA-RE102 – Solar Photovoltaic Systems / GA	90	0	0	6 / 90	eBook
7	GA-RE103 – Wind and Hybrid Systems / GA	105	0	0	7 / 105	eBook
7	GA-RE104 – Energy Storage and Efficiency / GA	105	0	0	7 / 105	eBook
6	GA-RE105 – Renewable Energy Capstone / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a **Renewable Energy Capstone (90 hours)** featuring a hybrid lab and field experience in simulated or partnered installations. Students complete an energy audit, calculate efficiency gains, and demonstrate system configuration and troubleshooting skills.

AAS PATHWAY ELIGIBILITY

The Renewable Energy Technician Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*.

Completion of the AAS typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + Virtual simulation + in-person lab practicums)

ATTENDANCE

Attendance is tracked in clock hours daily.

SOC CODE(S)

17-3029 — Engineering Technologists and Technicians, Except Drafters
49-2095 — Solar Photovoltaic Installers
19-4099 — Environmental Science and Protection Technicians, All Other
49-9071 — Maintenance and Repair Workers, General

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for relevant SOC occupations. Actual earnings vary by employer, credentials, and region. Graduate America does not guarantee employment or salary.

Advanced Manufacturing & Mechatronics Technician

CIP Code: 15.0403 – Electromechanical Technology / Electromechanical Engineering Technology

Totals: 660 clock hrs → 42 SCH

SOC: 17-3024.00 – Electro-Mechanical and Mechatronics Technologists and Technicians

This program is not VA Approved

PROGRAM DETAILS

Graduate America's Advanced Manufacturing & Mechatronics Technician Certificate program prepares students for cutting-edge roles in automated manufacturing, robotics, and industrial technology. Students learn mechanical, electrical, and computer-controlled systems integration — the foundation of Industry 4.0.

The curriculum emphasizes preventive maintenance, PLC programming, robotics calibration, and smart factory systems. Graduates are trained to install, troubleshoot, and optimize automated equipment in manufacturing, logistics, and energy industries.

Curriculum Reference: Adapted from SkillsCommons OER – Mechatronics and Industrial Automation Program, California Community Colleges and Tooling U-SME Mechatronics Fundamentals Series.

ADMISSIONS

Admission requires meeting Graduate America's Admissions Policy (age, ID, HS diploma/GED or equivalent). No additional prerequisites are required.

HOURS

Students must complete all required clock hours (minimum 660). Attendance is recorded daily.

EVALUATION

Students are evaluated by written exams, lab demonstrations, and competency-based equipment simulations.

To remain in good standing and graduate, students must meet:

- 75 % cumulative academic average (theory)
- Minimum "C" in all lab assessments
- 67 % cumulative attendance
- Completion within 150 % of the contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,400
Registration Fee	\$150
Books & Materials (digital access)	\$475
Technology Fee (lab simulation + Tooling U access)	\$375
Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,500

GRADUATION REQUIREMENTS

To receive a certificate, students must:

1. Complete all required clock hours.
2. Earn at least 75 % cumulative academic average.
3. Complete all simulation and capstone projects.
4. Satisfy all financial obligations.
5. Pass final theory and lab practical exams.

CAREER SERVICES

Graduate America assists graduates with career placement through manufacturing, robotics, and industrial technology partners, including resume development and employer introductions.

ATTAINABLE CAREERS

- Mechatronics Technician – SOC 17-3024.00
- Automation Technician – SOC 49-9041.00
- Industrial Maintenance Technician – SOC 49-9071.00
- Robotics Field Technician – SOC 49-2094.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Mechatronics Technician (Level I or II)	Tooling U-SME / SACA	Performance-based labs + written exam; 3 hours
Siemens Mechatronic Systems Certification Program (Level 1)	Siemens USA / SACA	90 minutes theory + practical assessment
Mechatronic Systems Micro-Credential	Graduate America	PLC simulation + preventive maintenance capstone

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-MA101 – Electrical & Electronic Systems / GA	90	0	0	6 / 90	eBook
6	GA-MA102 – Mechanical Systems & Hydraulics / GA	90	0	0	6 / 90	eBook
7	GA-MA103 – Automation & PLC Programming / GA	105	0	0	7 / 105	eBook
7	GA-MA104 – Robotics & System Integration / GA	105	0	0	7 / 105	eBook
6	GA-MA105 – Mechatronics Capstone / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook

4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a Mechatronics Capstone (90 hours) involving multi-system troubleshooting, preventive maintenance, and automation integration. Simulations and live labs validate student proficiency in system logic, mechanical repair, and safety documentation.

AAS PATHWAY ELIGIBILITY

The Advanced Manufacturing & Mechatronics Technician Certificate transfers 24 SCH toward the Associate of Applied Science in Applied Management.

Completion of the AAS typically requires an additional 4–6 months.

DELIVERY MODE

Hybrid (Online lecture + virtual PLC simulation + optional in-person lab)

ATTENDANCE

Attendance is tracked daily in clock hours.

SOC CODE(S)

17-3024 — Electro-Mechanical and Mechatronics Technologists and Technicians

49-9041 — Industrial Machinery Mechanics

49-2094 — Electrical and Electronics Repairers, Commercial and Industrial Equipment

49-9071 — Maintenance and Repair Workers, General

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations. Actual wages vary by employer, experience, and region. Graduate America does not guarantee employment or salary.

Artificial Intelligence

CIP Code: 11.0102 – Artificial Intelligence and Robotics

Totals: 660 clock hrs → 42 SCH

SOC: 15-1221.00 – Computer and Information Research Scientists
This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Artificial Intelligence Certificate** program prepares students to design, train, and deploy intelligent systems that automate decision-making and data analysis. Students learn the core principles of machine learning, natural language processing, and neural network architecture, using real-world case applications across business, healthcare, and technology.

This hands-on program emphasizes practical AI implementation using Python, TensorFlow, and AI-driven workflow tools. Students complete projects that explore predictive modeling, data ethics, and applied automation. Graduates are prepared for entry-level data and AI technician roles, and may advance into Graduate America's *AI Solutions Specialist Apprenticeship* or AAS degree track.

Curriculum Reference: Adapted from *SkillsCommons OER – Artificial Intelligence & Machine Learning Program, California Community Colleges*

ADMISSIONS

Admission requires meeting Graduate America's institutional **Admissions Policy** (age, ID, HS diploma/GED or equivalent). No additional prerequisites are required.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is recorded and tracked daily.

EVALUATION

Students are evaluated through programming projects, simulations, and applied AI model assessments. To remain in good standing and graduate, students must meet:

- 75% cumulative academic average (theory)
- Minimum "C" in applied AI projects
- 67% cumulative attendance
- Completion within 150% of the contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,500
Registration Fee	\$150
Books & Materials (digital access)	\$450

Technology Fee (AI simulation & cloud labs)	\$350
Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,550

GADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Maintain a 75% cumulative academic average.
3. Complete all applied AI labs and projects.
4. Fulfill all financial obligations to the institution.
5. Successfully complete the AI Capstone presentation and assessment.

CAREER SERVICES

Graduate America provides job search assistance, portfolio development, and career placement support with technology, business, and research partners, including apprenticeship opportunities through Workforce America.

ATTAINABLE CAREERS

- Artificial Intelligence Technician – SOC 15-1221.00
- Machine Learning Specialist – SOC 15-2051.00
- AI Systems Analyst – SOC 15-1211.00
- Data Engineer – SOC 15-1252.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
CompTIA Artificial Intelligence (AI+)	CompTIA	90 multiple-choice questions; 90 minutes
IBM Applied AI Professional Certificate	IBM Skills Network / Coursera	9-course sequence + project capstone
Applied AI Systems Micro-Credential	Graduate America	Final model design + AI ethics assessment

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
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6	GA-AI101 – Introduction to Artificial Intelligence / GA	90	0	0	6 / 90	eBook
6	GA-AI102 – Machine Learning Fundamentals / GA	90	0	0	6 / 90	eBook
7	GA-AI103 – Neural Networks & Deep Learning / GA	105	0	0	7 / 105	eBook
7	GA-AI104 – AI Ethics, Governance & Automation / GA	105	0	0	7 / 105	eBook
6	GA-AI105 – Artificial Intelligence Capstone / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete an **AI Capstone (90 hours)** that includes training and deploying AI models, analyzing real-world data sets, and presenting AI-driven solutions to a simulated industry challenge. Each project is faculty-supervised and evaluated for accuracy, interpretability, and ethical compliance.

AAS PATHWAY ELIGIBILITY

The Artificial Intelligence Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*.

Completion of the AAS typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + virtual AI lab simulation)

ATTENDANCE

Attendance is tracked daily in clock hours.

SOC CODE(S)

15-1221 — Computer and Information Research Scientists
15-2051 — Data Scientists
15-1211 — Computer Systems Analysts
15-1252 — Software Developers, Applications

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for relevant SOC occupations. Actual earnings vary by employer, credentials, and region. Graduate America does not guarantee employment or salary.

AI & Machine Learning Specialists

CIP Code: 11.0102 – Artificial Intelligence and Robotics
Totals: 660 clock hrs → 42 SCH

SOC: 15-2051.00 – Data Scientists
This program is not VA Approved

PROGRAM DETAILS

Graduate America's **AI & Machine Learning Bootcamp** delivers an accelerated pathway into data science and artificial intelligence careers. Students learn supervised and unsupervised machine learning, model evaluation, and AI ethics while working through real-world, portfolio-based projects.

The program focuses on practical implementation using Python, TensorFlow, and Scikit-learn—bridging theory with immediate workforce application. Graduates can qualify for entry-level data analyst, ML technician, or AI research assistant roles and are eligible to transition into the *AI Solutions Specialist Apprenticeship* or AAS degree track.

Curriculum Reference: Adapted from *SkillsCommons OER – Applied Machine Learning and Data Science Bootcamp, California Community Colleges*

ADMISSIONS

Admission requires meeting Graduate America's **Admissions Policy** (age, ID, HS diploma/GED or equivalent). No prior programming experience is required.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is counted and tracked daily.

EVALUATION

Students are evaluated through code assessments, applied ML projects, and final model deployment. To remain in good standing and graduate, students must meet:

- 75 % cumulative academic average (theory)
- "C" minimum in all applied coursework
- 67 % cumulative attendance
- Completion within 150 % of the contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,300
Registration Fee	\$150
Books & Materials (digital access)	\$400
Technology Fee (AI lab + cloud compute)	\$350

Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,300

GRADUATION REQUIREMENTS

To receive a certificate, students must:

1. Complete all required clock hours.
2. Maintain at least a 75 % cumulative academic average.
3. Complete all machine-learning labs and capstone deliverables.
4. Fulfill all financial obligations to the institution.
5. Pass the final applied ML exam and presentation.

CAREER SERVICES

Graduate America offers job-placement and portfolio-building assistance through its workforce network and technology apprenticeship partners.

ATTAINABLE CAREERS

- Machine Learning Technician – SOC 15-2051.00
- Data Analyst – SOC 15-2041.00
- AI Systems Assistant – SOC 15-1211.00
- Applied Research Associate – SOC 19-2099.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
TensorFlow Developer Certificate	Google / TensorFlow	Practical coding exam; 5 hours
Microsoft Azure AI Fundamentals (AI-900)	Microsoft	40 questions; 1 hour
Machine Learning Operations (MLOps) Micro-Credential	Graduate America	End-to-end ML pipeline project + oral defense

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
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6	GA-ML101 – Introduction to Machine Learning / GA	90	0	0	6 / 90	eBook
6	GA-ML102 – Python for Data Science / GA	90	0	0	6 / 90	eBook
7	GA-ML103 – Supervised & Unsupervised Learning / GA	105	0	0	7 / 105	eBook
7	GA-ML104 – Deep Learning & Neural Networks / GA	105	0	0	7 / 105	eBook
6	GA-ML105 – ML Capstone Project / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete an **ML Capstone (90 hours)** involving end-to-end development of a predictive model using real datasets. Deliverables include data preprocessing, model training, deployment, and an ethics compliance review.

AAS PATHWAY ELIGIBILITY

The AI & Machine Learning Bootcamp transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*.

Completion of the AAS typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + Virtual AI Lab + Capstone Mentorship)

ATTENDANCE

Attendance is tracked daily in clock hours.

SOC CODE(S)

15-2051 — Data Scientists

15-2041 — Statisticians

15-1211 — Computer Systems Analysts
19-2099 — Physical Scientists, All Other

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for relevant SOC occupations. Actual earnings vary by employer, credentials, and region. Graduate America does not guarantee employment or salary.

Solar Energy Technician

CIP Code: 15.1702 – Solar Energy Technology / Technician

Totals: 660 clock hrs → 42 SCH

SOC: 49-2095.00 – Solar Photovoltaic Installers

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Solar Energy Technician Certificate** program trains students to design, install, and maintain photovoltaic (PV) solar energy systems. Students learn electrical principles, system sizing, and performance testing while applying OSHA-compliant safety practices and reading wiring schematics.

The program emphasizes the growing demand for skilled technicians who can support residential, commercial, and industrial solar deployment. Graduates are prepared for entry-level solar installation and maintenance roles with renewable energy providers, contractors, and public utility projects.

Curriculum Reference: Adapted from *SkillsCommons OER – Solar Photovoltaic Technology Program, California Community Colleges*

ADMISSIONS

Admission requires meeting Graduate America's **Admissions Policy** (age, ID, HS diploma/GED or equivalent). No additional prerequisites are required.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is counted and tracked daily.

EVALUATION

Students are evaluated through written exams, hands-on labs, and system installation projects.

To remain in good standing and graduate, students must meet:

- 75% cumulative academic average (theory)
- Minimum "C" in all lab work
- 67% cumulative attendance
- Completion within 150% of the contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,250
Registration Fee	\$150
Books & Materials (digital access)	\$475
Technology Fee (solar lab simulation)	\$325

Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,300

GRADUATION REQUIREMENTS

To receive a certificate, students must:

1. Complete all required clock hours.
2. Maintain a minimum 75% cumulative academic average.
3. Complete all lab installations and performance tests.
4. Fulfill all financial obligations to the institution.
5. Pass the final solar systems theory and practical exam.

CAREER SERVICES

Graduate America provides career counseling, resume development, and employer networking through renewable energy contractors, municipal agencies, and workforce partners.

ATTAINABLE CAREERS

- Solar Energy Technician – SOC 49-2095.00
- Photovoltaic Installer – SOC 47-2231.00
- Energy Systems Maintenance Technician – SOC 49-9071.00
- Field Service Specialist (Renewables) – SOC 17-3029.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
NABCEP Photovoltaic Associate (PVA)	North American Board of Certified Energy Practitioners	70-question exam; 2 hours
OSHA 30-Hour Construction Safety Card	U.S. Department of Labor	Online or in-person course; 30 hours
Solar Systems Micro-Credential	Graduate America	Panel wiring + energy efficiency project assessment

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-SE101 – Introduction to Solar Energy Systems / GA	90	0	0	6 / 90	eBook

6	GA-SE102 – Electrical Theory & PV System Design / GA	90	0	0	6 / 90	eBook
7	GA-SE103 – Installation & Maintenance of PV Systems / GA	105	0	0	7 / 105	eBook
7	GA-SE104 – Energy Efficiency & Storage Systems / GA	105	0	0	7 / 105	eBook
6	GA-SE105 – Solar Energy Capstone / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a **Solar Energy Capstone (90 hours)** that includes designing and installing a simulated photovoltaic system, performing energy audits, and presenting safety and efficiency reports. Projects mirror real-world residential and commercial installations.

AAS PATHWAY ELIGIBILITY

The Solar Energy Technician Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*.

Completion of the AAS typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + in-person or virtual solar lab)

ATTENDANCE

Attendance is tracked daily in clock hours.

SOC CODE(S)

49-2095 — Solar Photovoltaic Installers
 47-2231 — Solar Energy Technicians
 17-3029 — Engineering Technologists & Technicians, All Other
 49-9071 — Maintenance and Repair Workers, General

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for relevant SOC occupations. Actual wages vary by employer, credentials, and region. Graduate America does not guarantee employment or salary.

Esports Management & Marketing

CIP Code: 09.0903 – Sports, Communication, and Media Studies

Totals: 660 clock hrs → 42 SCH

SOC: 27-3031.00 – Public Relations Specialists

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Esports Management & Marketing Certificate** program combines competitive gaming, digital branding, and event production into one dynamic training pathway. Students learn how to manage esports teams, run live tournaments, create brand partnerships, and develop digital marketing campaigns that reach global audiences.

The curriculum blends business fundamentals with media, analytics, and fan engagement strategies—preparing graduates for careers across the esports, sports media, and entertainment industries. Students gain hands-on experience through virtual tournaments, sponsorship simulations, and marketing capstones.

Curriculum Reference: Adapted from *SkillsCommons OER – Sports and Entertainment Management Program, California Community Colleges*

ADMISSIONS

Admission requires meeting Graduate America's **Admissions Policy** (age, ID, HS diploma/GED or equivalent). No additional prerequisites are required.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is counted and tracked daily.

EVALUATION

Students are evaluated through written exams, social media campaigns, and esports business projects. To remain in good standing and graduate, students must meet:

- 75% cumulative academic average (theory)
- "C" minimum on practical or project-based assessments
- 67% cumulative attendance
- Completion within 150% of the contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,200
Registration Fee	\$150

Books & Materials (digital access)	\$450
Technology Fee (streaming & simulation software)	\$350
Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,250

GRADUATION REQUIREMENTS

To receive a certificate, students must:

1. Complete all required clock hours.
2. Earn at least 75% cumulative academic average.
3. Complete all esports marketing and management projects.
4. Meet all financial obligations to the institution.
5. Pass the final esports business capstone presentation.

CAREER SERVICES

Graduate America offers job placement support and networking connections with esports organizations, media outlets, and gaming production companies.

ATTAINABLE CAREERS

- Esports Event Coordinator – SOC 13-1121.00
- Digital Marketing Specialist – SOC 27-3031.00
- Brand Manager – SOC 11-2021.00
- Social Media Strategist – SOC 27-3031.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Esports Business Professional (CEBP)	Esports Trade Association	Online exam; 100 questions; 2 hours
Digital Marketing Certification	Meta / Google	80-question proctored exam; 90 minutes
Esports Leadership & Brand Strategy Micro-Credential	Graduate America	Sponsorship proposal + live event project

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-ES101 – Introduction to Esports Business / GA	90	0	0	6 / 90	eBook

6	GA-ES102 – Digital Marketing & Fan Engagement / GA	90	0	0	6 / 90	eBook
7	GA-ES103 – Sponsorship & Event Management / GA	105	0	0	7 / 105	eBook
7	GA-ES104 – Esports Operations & Analytics / GA	105	0	0	7 / 105	eBook
6	GA-ES105 – Esports Capstone / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete an **Esports Capstone (90 hours)** including tournament operations, sponsorship strategy, and content creation. The project concludes with a live-streamed team event or digital brand campaign presentation.

AAS PATHWAY ELIGIBILITY

The Esports Management & Marketing Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*.

Completion of the AAS typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + Esports simulation lab)

ATTENDANCE

Attendance is tracked daily in clock hours.

SOC CODE(S)

27-3031 — Public Relations Specialists

13-1121 — Meeting, Convention, and Event Planners

11-2021 — Marketing Managers

27-1024 — Graphic Designers

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for relevant SOC occupations. Actual earnings vary by employer, credentials, and region. Graduate America does not guarantee employment or salary.

Music Production & Sound Design

CIP Code: 10.0203 – Recording Arts Technology / Technician

Totals: 660 clock hrs → 42 SCH

SOC: 27-4014.00 – Sound Engineering Technicians

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Music Production & Sound Design Certificate** program provides comprehensive training in digital audio production, sound design, and music technology. Students learn to record, edit, and mix audio using professional software such as Pro Tools, Logic Pro, and Ableton Live.

The curriculum combines music theory, studio production, and sound engineering fundamentals with practical training in live and virtual studio environments. Graduates are prepared for careers in music production, sound editing, audio post-production, and digital content creation.

Curriculum Reference: Adapted from *SkillsCommons OER – Digital Audio Production & Sound Engineering Program, California Community Colleges*

ADMISSIONS

Admission requires meeting Graduate America's institutional **Admissions Policy** (age, ID, HS diploma/GED or equivalent). No prior music or technical experience required.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is tracked daily.

EVALUATION

Students are evaluated through recording projects, audio mixing sessions, and live performance production. To remain in good standing and graduate, students must meet:

- 75% cumulative academic average (theory)
- "C" minimum in all production assessments
- 67% cumulative attendance
- Completion within 150% of the contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,200
Registration Fee	\$150

Books & Materials (digital access)	\$450
Technology Fee (DAW & studio software license)	\$375
Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,275

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Maintain a 75% cumulative academic average.
3. Complete all recording, mixing, and sound design projects.
4. Satisfy all financial obligations to the institution.
5. Successfully complete the Music Production Capstone performance and mix review.

CAREER SERVICES

Graduate America offers job placement and internship support with recording studios, production houses, media agencies, and live event organizations.

ATTAINABLE CAREERS

- Sound Engineering Technician – SOC 27-4014.00
- Audio Producer – SOC 27-4011.00
- Music Production Assistant – SOC 27-2041.00
- Multimedia Content Creator – SOC 27-1014.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
Avid Certified User: Pro Tools	Avid Technology	Online certification exam; 75 questions; 2 hours
Apple Certified Pro: Logic Pro	Apple	Practical and written exam; 90 minutes
Music Production Micro-Credential	Graduate America	Final mix submission + audio portfolio presentation

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-MP101 – Introduction to Audio Production / GA	90	0	0	6 / 90	eBook

6	GA-MP102 – Digital Audio Workstations (DAW) / GA	90	0	0	6 / 90	eBook
7	GA-MP103 – Mixing, Mastering & Sound Design / GA	105	0	0	7 / 105	eBook
7	GA-MP104 – Music Composition & Studio Production / GA	105	0	0	7 / 105	eBook
6	GA-MP105 – Music Production Capstone / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a **Music Production Capstone (90 hours)** involving recording, mixing, and mastering an original or client-based project. The capstone culminates in a live showcase or virtual performance, simulating a professional studio environment.

AAS PATHWAY ELIGIBILITY

The Music Production & Sound Design Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*.

Completion of the AAS typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + in-person or virtual studio lab)

ATTENDANCE

Attendance is tracked in clock hours daily.

SOC CODE(S)

27-4014 — Sound Engineering Technicians
27-4011 — Audio and Video Equipment Technicians
27-2041 — Music Directors and Composers
27-1014 — Multimedia Artists and Animators

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for relevant SOC occupations. Actual wages vary by employer, experience, and region. Graduate America does not guarantee employment or salary.

Applied STEM Foundations

CIP Code: 15.0000 – Engineering Technology, General

Totals: 660 clock hrs → 42 SCH

SOC: 17-2199.00 – Engineers, All Other

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Applied STEM Foundations Certificate** introduces students to the essential disciplines of science, technology, engineering, and mathematics through applied, project-based learning. Students gain practical exposure to data analysis, robotics, physics, and coding fundamentals while developing critical thinking and technical literacy skills used across high-growth STEM industries.

This program serves as the **on-ramp to advanced programs** in Artificial Intelligence, Cybersecurity, Mechatronics, and Renewable Energy. Students complete interdisciplinary projects that integrate engineering design principles, mathematical modeling, and emerging technologies.

Curriculum Reference: Adapted from *SkillsCommons OER – STEM Foundations for Advanced Manufacturing and Engineering, California Community Colleges*

ADMISSIONS

Admission requires meeting Graduate America's institutional **Admissions Policy** (age, ID, HS diploma/GED or equivalent). No additional prerequisites are required.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is tracked daily.

EVALUATION

Students are evaluated through written exams, lab experiments, and STEM design projects.

To remain in good standing and graduate, students must meet:

- 75% cumulative academic average (theory)
- Minimum "C" in all applied coursework
- 67% cumulative attendance
- Completion within 150% of the contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,000
Registration Fee	\$150
Books & Materials (digital access)	\$425

Technology Fee (simulation & lab software)	\$325
Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$8,975

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Maintain at least a 75% cumulative academic average.
3. Complete all STEM project assignments and final capstone.
4. Satisfy all financial obligations to the institution.
5. Successfully pass the Applied STEM final assessment.

CAREER SERVICES

Graduate America provides job and apprenticeship placement assistance, resume development, and coaching for students pursuing careers or higher-level programs in STEM-related fields.

ATTAINABLE CAREERS

- Engineering Technician – SOC 17-3029.00
- Data Analyst Assistant – SOC 15-2041.00
- Laboratory Technician – SOC 19-4099.00
- STEM Program Assistant / Instructor – SOC 25-9049.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
OSHA 10 General Industry Safety Card	U.S. Department of Labor	Online or in-person course; 10 hours
STEM Foundations Micro-Credential	Graduate America	Project-based evaluation; 2 applied modules
Engineering Technology Readiness Badge	Tooling U-SME	Online assessment; 50 questions; 1 hour

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-ST101 – Introduction to STEM Systems / GA	90	0	0	6 / 90	eBook

6	GA-ST102 – Applied Physics & Engineering Principles / GA	90	0	0	6 / 90	eBook
7	GA-ST103 – Fundamentals of Coding & Data Analysis / GA	105	0	0	7 / 105	eBook
7	GA-ST104 – Robotics, Design Thinking & Innovation / GA	105	0	0	7 / 105	eBook
6	GA-ST105 – Applied STEM Capstone / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a **STEM Capstone (90 hours)** involving an interdisciplinary team project such as designing a prototype, simulating automation systems, or analyzing data from energy or health applications. Students present findings to an evaluation panel.

AAS PATHWAY ELIGIBILITY

The Applied STEM Foundations Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*.

Completion of the AAS typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + simulation labs + virtual project collaboration)

ATTENDANCE

Attendance is tracked daily in clock hours.

SOC CODE(S)

17-2199 — Engineers, All Other

17-3029 — Engineering Technologists and Technicians

15-2041 — Statisticians / Data Analysts
19-4099 — Environmental Science and Protection Technicians

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for relevant SOC occupations. Actual wages vary by employer, credentials, and region. Graduate America does not guarantee employment or salary.

Game Design & Interactive Media

CIP Code: 10.0304 – Animation, Interactive Technology, Video Graphics, and Special Effects

Totals: 660 clock hrs → 42 SCH

SOC: 27-1024.00 – Graphic Designers

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Game Design & Interactive Media Certificate** blends artistic creativity with cutting-edge technology to train students in game development, 3-D modeling, animation, and immersive simulation design. Students learn how to create interactive environments using Unity, Unreal Engine, and Adobe Creative Suite while applying principles of storytelling, user experience, and digital design.

The curriculum emphasizes production workflow, collaborative design, and project-based learning, culminating in a fully developed interactive prototype. Graduates are prepared for entry-level roles in game design, animation, simulation training, and multimedia production.

Curriculum Reference: Adapted from *SkillsCommons OER – Game Design and Interactive Media Development Program, California Community Colleges*

ADMISSIONS

Admission requires meeting Graduate America's institutional **Admissions Policy** (age, ID, HS diploma/GED or equivalent). No prior coding or art background is required.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is tracked daily.

EVALUATION

Students are evaluated through written exams, digital design projects, and gameplay simulations. To remain in good standing and graduate, students must meet:

- 75 % cumulative academic average (theory)
- "C" minimum in all project work
- 67 % cumulative attendance
- Completion within 150 % of the contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,200
Registration Fee	\$150
Books & Materials (digital access)	\$450

Technology Fee (game engine & design software)	\$375
Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,275

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Maintain a 75 % cumulative academic average.
3. Complete all design projects and the final interactive media capstone.
4. Satisfy all financial obligations to the institution.
5. Pass the final portfolio review and gameplay presentation.

CAREER SERVICES

Graduate America provides career placement and portfolio-building assistance for graduates seeking opportunities in gaming studios, digital media companies, and educational simulation firms.

ATTAINABLE CAREERS

- Game Designer – SOC 27-1024.00
- Multimedia Artist / Animator – SOC 27-1014.00
- Simulation Designer – SOC 27-4014.00
- User Experience (UX) Designer – SOC 15-1255.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
Unity Certified Associate: Game Developer	Unity Technologies	2-hour online exam; project component
Adobe Certified Professional: Visual Design	Adobe	50-question performance exam; 90 minutes
Interactive Media Micro-Credential	Graduate America	Prototype build + portfolio defense presentation

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-GD101 – Fundamentals of Game Design / GA	90	0	0	6 / 90	eBook

6	GA-GD102 – 3-D Modeling & Animation / GA	90	0	0	6 / 90	eBook
7	GA-GD103 – Interactive Media Development / GA	105	0	0	7 / 105	eBook
7	GA-GD104 – User Experience & Interface Design / GA	105	0	0	7 / 105	eBook
6	GA-GD105 – Game Design Capstone / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a **Game Design Capstone (90 hours)** where teams produce a playable prototype or interactive simulation. Capstone deliverables include concept art, mechanics documentation, UI design, and a final gameplay demonstration.

AAS PATHWAY ELIGIBILITY

The Game Design & Interactive Media Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*.

Completion of the AAS typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + virtual design lab)

ATTENDANCE

Attendance is tracked daily in clock hours.

SOC CODE(S)

27-1024 — Graphic Designers

27-1014 — Multimedia Artists and Animators

15-1255 — Web and Digital Interface Designers

27-4014 — Sound Engineering Technicians

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for relevant SOC occupations. Actual earnings vary by employer, credentials, and region. Graduate America does not guarantee employment or salary.

Drone & Aerial Systems Technician

CIP Code: 15.0407 – Unmanned Aircraft Systems Maintenance Technology / Technician

Totals: 660 clock hrs → 42 SCH

SOC: 17-3023.00 – Electrical and Electronic Engineering Technologists and Technicians

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Drone & Aerial Systems Technician Certificate** program trains students to operate, maintain, and repair unmanned aerial systems (UAS) for use in commercial, industrial, and public safety applications. Students learn flight operations, FAA regulations, aerial mapping, and sensor integration while gaining hands-on drone control experience through simulators and field missions.

The curriculum blends aeronautics, data analysis, and technology management with a focus on safety, precision flight, and automation. Graduates are prepared for entry-level UAS technician and drone operations roles in construction, agriculture, logistics, law enforcement, and infrastructure inspection.

Curriculum Reference: Adapted from *SkillsCommons OER – Unmanned Aerial Systems (UAS) Technology Program, California Community Colleges*

ADMISSIONS

Admission requires meeting Graduate America's **Admissions Policy** (age, ID, HS diploma/GED or equivalent). Students must pass a basic vision and coordination assessment prior to flight simulation.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is tracked daily.

EVALUATION

Students are evaluated through written exams, FAA flight simulations, and field assessments.

To remain in good standing and graduate, students must meet:

- 75% cumulative academic average (theory)
- "C" minimum on all flight and maintenance labs
- 67% cumulative attendance
- Completion within 150% of the contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,400
Registration Fee	\$150
Books & Materials (digital access)	\$475

Technology Fee (flight sim + FAA prep software)	\$375
Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,500

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Maintain a 75% cumulative academic average.
3. Successfully complete all flight simulations and capstone missions.
4. Fulfill all financial obligations to the institution.
5. Pass the FAA Part 107 knowledge exam and final UAS competency test.

CAREER SERVICES

Graduate America provides job placement and employer partnerships with organizations in infrastructure, energy, agriculture, and logistics sectors, including FAA Part 107 test support and internship referral.

ATTAINABLE CAREERS

- Drone Technician – SOC 17-3023.00
- Aerial Systems Operator – SOC 49-2091.00
- Geospatial Imaging Specialist – SOC 19-4099.00
- Field Surveyor / Inspector – SOC 17-3031.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
FAA Remote Pilot Certificate (Part 107)	Federal Aviation Administration	60 multiple-choice questions; 2 hours
Certified Drone Technician (CDT)	Drone Service Providers Alliance	Online technical exam + field verification
Unmanned Aerial Systems Micro-Credential	Graduate America	Mission planning + data analysis capstone

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-DR101 – Introduction to Unmanned Aerial Systems / GA	90	0	0	6 / 90	eBook

6	GA-DR102 – FAA Regulations & Airspace Management / GA	90	0	0	6 / 90	eBook
7	GA-DR103 – Flight Operations & Maintenance / GA	105	0	0	7 / 105	eBook
7	GA-DR104 – Aerial Mapping, Sensors & Data Processing / GA	105	0	0	7 / 105	eBook
6	GA-DR105 – Drone Systems Capstone / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a **Drone Systems Capstone (90 hours)** including mission planning, aerial data collection, and mapping analysis. Students must demonstrate proficiency in flight safety, maintenance inspection, and post-flight data reporting.

AAS PATHWAY ELIGIBILITY

The Drone & Aerial Systems Technician Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*.

Completion of the AAS typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + virtual flight simulation + field missions)

ATTENDANCE

Attendance is tracked daily in clock hours.

SOC CODE(S)

17-3023 — Electrical and Electronic Engineering Technologists and Technicians

49-2091 — Avionics Technicians

19-4099 — Environmental Science and Geospatial Technicians

17-3031 — Surveying and Mapping Technicians

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for relevant SOC occupations. Actual wages vary by employer, credentials, and region. Graduate America does not guarantee employment or salary.

Healthcare Administration

CIP Code: 51.0701 – Health / Health Care Administration / Management

Totals: 660 clock hrs → 42 SCH

SOC: 11-9111.00 – Medical and Health Services Managers

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Healthcare Administration Certificate** prepares students to manage operations, finance, compliance, and human resources across healthcare systems. Students learn patient flow management, medical billing processes, data analytics, and healthcare policy implementation while mastering leadership and communication within medical environments.

The curriculum is grounded in real-world administrative competencies including compliance with HIPAA, OSHA, and CMS guidelines. Graduates are prepared for entry-level roles in healthcare offices, clinics, insurance companies, and allied health organizations.

Curriculum Reference: Adapted from *SkillsCommons OER – Healthcare Management & Leadership Program, California Community Colleges*

ADMISSIONS

Admission requires meeting Graduate America's institutional **Admissions Policy** (age, ID, HS diploma/GED or equivalent). No healthcare background required.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is recorded daily.

EVALUATION

Students are evaluated through written exams, case studies, and administrative projects.

To remain in good standing and graduate, students must meet:

- 75% cumulative academic average (theory)
- "C" minimum in all practical and management courses
- 67% cumulative attendance
- Completion within 150% of the contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,250
Registration Fee	\$150

Books & Materials (digital access)	\$475
Technology Fee (EHR & simulation access)	\$350
Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,325

GRADUATION REQUIREMENTS

To receive a certificate, students must:

1. Complete all required clock hours.
2. Maintain a 75% cumulative academic average.
3. Successfully complete all administrative projects and the capstone.
4. Satisfy all financial obligations to the institution.
5. Pass the final written and practical healthcare management exams.

CAREER SERVICES

Graduate America offers job placement assistance through healthcare, insurance, and medical management partners. Career services include resume development, interview preparation, and employer referrals.

ATTAINABLE CAREERS

- Medical Office Administrator – SOC 43-6013.00
- Healthcare Coordinator – SOC 11-9111.00
- Patient Services Representative – SOC 43-4171.00
- Health Information Technician – SOC 29-9021.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Medical Administrative Assistant (CMAA)	National Healthcareer Association (NHA)	110 questions; 2 hours
Certified Healthcare Access Associate (CHAA)	National Association of Healthcare Access Management	Online proctored exam; 90 minutes
Healthcare Administration Micro-Credential	Graduate America	EHR project + healthcare policy presentation

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-HA101 – Fundamentals of Healthcare Administration / GA	90	0	0	6 / 90	eBook

6	GA-HA102 – Healthcare Operations & Finance / GA	90	0	0	6 / 90	eBook
7	GA-HA103 – Healthcare Law, Ethics, & Compliance / GA	105	0	0	7 / 105	eBook
7	GA-HA104 – Electronic Health Records & Data Management / GA	105	0	0	7 / 105	eBook
6	GA-HA105 – Healthcare Administration Capstone / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a **Healthcare Administration Capstone (90 hours)** including simulated medical office operations, policy documentation, and financial performance reports. Projects demonstrate leadership and compliance readiness.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + virtual EHR lab + administrative simulation)

ATTENDANCE

Attendance is tracked daily in clock hours.

SOC CODE(S)

11-9111 — Medical and Health Services Managers
 43-6013 — Medical Secretaries and Administrative Assistants
 29-9021 — Health Information Technologists and Medical Registrars
 43-4171 — Receptionists and Information Clerks

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for relevant SOC occupations. Actual wages vary by employer, credentials, and region. Graduate America does not guarantee employment or salary.

Data Science Foundations

CIP Code: 11.0802 – Data Modeling / Warehousing and Database Administration

Totals: 660 clock hrs → 42 SCH

SOC: 15-2041.00 – Statisticians / Data Analysts

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Data Science Foundations Certificate** introduces students to the essential skills for collecting, cleaning, analyzing, and visualizing data to drive evidence-based decision-making. Students learn statistical reasoning, Python programming, and database management through practical applications across business, healthcare, and technology.

The curriculum emphasizes ethical data handling, reproducibility, and the communication of analytical insights. Graduates are prepared for data support, analysis, and visualization roles, and may advance into the *Data Analytics Technician* or *Artificial Intelligence* programs.

Curriculum Reference: Adapted from *SkillsCommons OER – Data Science & Analytics Fundamentals Program*, California Community Colleges

ADMISSIONS

Admission requires meeting Graduate America's institutional **Admissions Policy** (age, ID, HS diploma/GED or equivalent). No prior programming experience is required.

HOURS

Students must complete all required **clock hours (minimum 660)**. Attendance is recorded daily.

EVALUATION

Students are evaluated through written exams, coding projects, and applied analytics case studies. To remain in good standing and graduate, students must meet:

- 75% cumulative academic average (theory)
- "C" minimum on applied projects
- 67% cumulative attendance
- Completion within 150% of the contracted length

FEES

Program Fees

Description	Cost
Tuition	\$8,300
Registration Fee	\$150

Books & Materials (digital access)	\$450
Technology Fee (data lab + cloud tools)	\$350
Application Fee	\$50
Graduation Fee	\$50
Total Cost	\$9,350

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Maintain a 75% cumulative academic average.
3. Complete all data projects and visualization assignments.
4. Satisfy all financial obligations to the institution.
5. Pass the final practical and written exams.

CAREER SERVICES

Graduate America provides career readiness coaching, resume workshops, and placement assistance with technology firms, analytics agencies, and research organizations.

ATTAINABLE CAREERS

- Data Analyst – SOC 15-2041.00
- Business Intelligence Assistant – SOC 15-2051.00
- Research Data Technician – SOC 19-3029.00
- Operations Analyst – SOC 13-1111.00

CERTIFICATION

Certification	Issuing Authority	Exam Details
CompTIA Data+ (DA0-001)	CompTIA	90 multiple-choice questions; 90 minutes
Microsoft Power BI Data Analyst (PL-300)	Microsoft	Scenario-based exam; 2 hours
Data Science Micro-Credential	Graduate America	Final project + visualization capstone presentation

COURSE OF STUDY AND OUTLINE

Week	Course Code & Name / Instructor	Lectures	Labs	Ext	Cr/Contact	Materials
6	GA-DS101 – Introduction to Data Science / GA	90	0	0	6 / 90	eBook

6	GA-DS102 – Python for Data Analysis / GA	90	0	0	6 / 90	eBook
7	GA-DS103 – Statistics & Data Modeling / GA	105	0	0	7 / 105	eBook
7	GA-DS104 – Data Visualization & Storytelling / GA	105	0	0	7 / 105	eBook
6	GA-DS105 – Data Science Capstone / GA	90	0	0	6 / 90	eBook
4	GA115 – ENG 1301: English Composition I / GA	45	0	0	3 / 45	eBook
4	GA116 – MATH 1332: Contemporary Mathematics I / GA	45	0	0	3 / 45	eBook
4	GA118 – SPCH 1311: Introduction to Speech / GA	45	0	0	3 / 45	eBook
4	GA119 – HUMA 1301: Introduction to Humanities / GA	45	0	0	3 / 45	eBook
—	Totals	660	0	0	42 / 660	—

EXPERIENTIAL / CLINICAL COMPONENT

Students complete a **Data Science Capstone (90 hours)** including full-cycle analysis of real datasets, model creation, and visualization dashboard development. Capstone presentations emphasize business insight and technical documentation.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid (Online lecture + asynchronous analytics lab)

ATTENDANCE

Attendance is tracked daily in clock hours.

SOC CODE(S)

15-2041 — Statisticians / Data Analysts
 15-2051 — Data Scientists
 19-3029 — Research Analysts
 13-1111 — Management Analysts

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for relevant SOC occupations. Actual wages vary by employer, credentials, and region. Graduate America does not guarantee employment or salary.

Cyber Investigations Professional

CIP Code: 43.0113 – Criminalistics and Criminal Science

SOC Code: 33-3021 – Detectives and Criminal Investigators

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Cyber Investigations Professional** Certificate program prepares students to investigate and mitigate digital crimes through advanced forensic and intelligence methods.

Students develop technical proficiency in digital evidence handling, open-source intelligence (OSINT), and analytic reporting, while mastering the legal and ethical standards that govern modern cyber investigations.

Upon completion, graduates are prepared for entry-level or advancement roles such as **Cybercrime Investigator, Digital Forensic Technician, or Intelligence Analyst**, with a direct transfer pathway into **Graduate America's Associate of Applied Science in Applied Management**.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts).

Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated by written examinations, digital lab exercises, and capstone investigations. Minimum standards to remain in good standing and to graduate are:

- **75% cumulative academic average (theory)**
- **"C" minimum on practical/lab work**
- **67% cumulative attendance**
- **Completion within 150% of the contracted length**

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

Amount

Tuition	\$8,100
Registration Fee	\$150
Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 <i>(included)</i>
Digital Forensics Toolkit (Software Access)	\$0 <i>(included)</i>
Total Cost	\$8,775

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Earn at least a 75% cumulative academic average and a minimum "C" in practical evaluations.
3. Successfully complete the **Capstone Investigation Portfolio**.
4. Satisfy all financial obligations to the school.
Final academic and practical examinations are required prior to graduation.

CAREER SERVICES

Graduate America provides all students with access to Job Search Assistance including resume building, interviewing, and employer introductions.

ATTAINABLE CAREERS

- **Cybercrime Investigator** – SOC 33-3021
- **Digital Forensics Technician** – SOC 15-1212
- **Intelligence Analyst (Entry-Level)** – SOC 33-3021

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Expert in Cyber Investigations (CECI)	Call Admissions	150 multiple-choice questions + applied case study (3-hour time limit)
Graduate America Cyber Investigations Capstone	Graduate America	Applied portfolio review and defense presentation

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
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7	INTL 101 – Foundations of Cyber Intelligence / GA Faculty	100	0	0	6/100	eBook
7	INTL 102 – Cyber Law and Digital Ethics / GA Faculty	80	0	0	5/80	eBook
7	INTL 103 – Digital Forensics & Investigations / GA Faculty	100	0	0	6/100	eBook
7	INTL 104 – Cyber Investigations Core	0	300	0	19/300	eLearning Access
7	INTL 105 – Applied Investigations Lab / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 106 – Capstone: Intelligence Portfolio / GA Faculty	0	0	80	5/80	eBook
8	INTL 107 – Professional Readiness & Ethics / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The **Capstone Investigation Portfolio (80 hours)** is mandatory.

Students analyze case data, develop professional intelligence reports, and present findings before faculty evaluators. No waivers or substitutions are permitted.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid: Online lecture, virtual labs, and synchronous case conferences through Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

33-3021 — Detectives and Criminal Investigators
15-1212 — Information Security Analysts

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Open Source Intelligence Specialist

CIP Code: 43.0406 – Intelligence, General

SOC Code: 33-3021 – Detectives and Criminal Investigators

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Open Source Intelligence (OSINT) Specialist** Certificate program prepares students to collect, analyze, and validate intelligence from public and digital sources to support criminal, corporate, and national security investigations.

Students gain real-world skills in social media analysis, digital trace mapping, and advanced search techniques while adhering to ethical and legal intelligence-gathering standards.

Upon completion, graduates are prepared for roles such as **Intelligence Analyst, OSINT Specialist, or Digital Research Investigator**, with a transfer pathway into **Graduate America's Associate of Applied Science in Applied Management**.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts).

Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated through written exams, lab exercises, and practical intelligence simulations. Minimum standards to remain in good standing and to graduate are:

- **75% cumulative academic average (theory)**
- **"C" minimum on practical/lab work, 67% cumulative attendance**
- **Completion within 150% of the contracted length**

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

	Amount
Tuition	\$8,100
Registration Fee	\$150
Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 (included)
OSINT Software & Tools License (1-year access)	\$0 (included)
Total Cost	\$8,775

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Earn at least a 75% cumulative academic average and a minimum "C" in practical evaluations.
3. Successfully complete the **OSINT Intelligence Portfolio Capstone**.
4. Satisfy all financial obligations to the school.
Final written and practical assessments are required prior to graduation.

CAREER SERVICES

Graduate America provides all students with Job Search Assistance including resume preparation, interview coaching, and introductions to workforce and employer partners.

ATTAINABLE CAREERS

- **Open Source Intelligence Analyst** – SOC 33-3021
- **Digital Research Investigator** – SOC 15-1212
- **Threat Intelligence Technician (Entry-Level)** – SOC 33-3021

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified in Open Source Intelligence (C	OSINT)	Call Admissions
Graduate America OSINT Capstone Credential	Graduate America	Applied OSINT portfolio review and presentation

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
7	INTL 101 – Foundations of Cyber Intelligence / GA Faculty	100	0	0	6/100	eBook

7	INTL 102 – Cyber Law and Digital Ethics / GA Faculty	80	0	0	5/80	eBook
7	INTL 103 – OSINT Data Acquisition and Analysis / GA Faculty	100	0	0	6/100	eBook
7	INTL 104 – OSINT Core	0	300	0	19/300	eLearning Access
7	INTL 105 – Applied OSINT Simulation Lab / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 106 – Capstone: OSINT Portfolio / GA Faculty	0	0	80	5/80	eBook
8	INTL 107 – Professional Readiness & Ethics / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The **OSINT Portfolio Capstone (80 hours)** is mandatory.

Students conduct applied research investigations, produce analytic intelligence reports, and present their findings to a faculty review panel. No waivers or substitutions are permitted.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid: Online lecture, virtual labs, and synchronous case simulations delivered through Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

33-3021 — Detectives and Criminal Investigators

15-1212 — Information Security Analysts

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Social Media Intelligence Professional

CIP Code: 43.0116 – Cyber/Computer Forensics and Counterterrorism

SOC Code: 15-1212 – Information Security Analysts

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's Social Media Intelligence Professional Certificate program prepares students to collect, analyze, and evaluate intelligence derived from social media platforms and digital communications.

Department of Homeland Security NICCS framework.

Students gain advanced skills in digital behavior analysis, content monitoring, social-media data mining, and trend identification. Through simulation-based labs, students learn to track digital influence campaigns and assess online threats for law enforcement, corporate security, and public sector intelligence operations.

Upon completion, graduates are prepared for roles such as Social Media Intelligence Analyst, Cyber Threat Researcher, or Intelligence Specialist, with a direct transfer pathway into Graduate America's Associate of Applied Science in Applied Management.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts).

Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated by written exams, digital analysis projects, and practical simulations. Minimum standards to remain in good standing and to graduate are:

- 75% cumulative academic average (theory)
- "C" minimum on practical/lab work
- 67% cumulative attendance
- Completion within 150% of the contracted length

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

	Amount
Tuition	\$8,200
Registration Fee	\$150

Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 (included)
Social Media Analysis Toolkit (Software Access)	\$0 (included)
Total Cost	\$8,825

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Earn at least a 75% cumulative academic average and a minimum "C" in practical evaluations.
3. Successfully complete the Social Media Intelligence Capstone Project.
4. Satisfy all financial obligations to the school.

Final written and practical examinations are required prior to graduation.

CAREER SERVICES

Graduate America provides all students with access to Job Search Assistance including resume building, interviewing, and introductions to employer and workforce partners.

ATTAINABLE CAREERS

- Social Media Intelligence Analyst – SOC 15-1212
- Cyber Threat Intelligence Researcher – SOC 33-3021
- Digital Risk Investigator – SOC 15-1212

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Social Media Intelligence Expert (CSMIE)	Call Admissions	150 multiple-choice questions + social network analysis case study (3-hour time limit)
Graduate America Digital Intelligence Capstone	Graduate America	Applied portfolio defense & analytic report presentation

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
7	INTL 101 – Foundations of Cyber Intelligence / GA Faculty	100	0	0	6/100	eBook
7	INTL 102 – Cyber Law and Digital Ethics / GA Faculty	80	0	0	5/80	eBook
7	INTL 103 – Social Media Analytics & Data Mining / GA Faculty	100	0	0	6/100	eBook
7	INTL 104 – Social Media Intelligence	0	300	0	19/300	eLearning Access

7	INTL 105 – Applied Digital Intelligence Simulation Lab / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 106 – Capstone: Social Media Intelligence Portfolio / GA Faculty	0	0	80	5/80	eBook
8	INTL 107 – Professional Readiness & Ethics / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The Social Media Intelligence Capstone (80 hours) is mandatory.

Students perform case-based investigations on digital influence operations, create analytic dashboards, and present findings to a faculty review panel. No waivers or substitutions are permitted.

DELIVERY MODE

Hybrid: Online lecture, virtual labs, and synchronous simulations delivered through Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

15-1212 — Information Security Analysts

33-3021 — Detectives and Criminal Investigators

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Cyber Intelligence Investigator

CIP Code: 43.0406 – Intelligence, General

SOC Code: 15-1212 – Information Security Analysts

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Cyber Intelligence Investigator** Certificate program equips students to detect, analyze, and investigate digital threats using cyber intelligence frameworks and investigative methodologies.

Students learn the principles of cyber intelligence operations, digital evidence management, network intrusion analysis, and intelligence reporting. Using live simulations and case-based scenarios, students practice identifying, mapping, and reporting complex threat patterns.

Graduates are prepared for employment as **Cyber Intelligence Analysts, Digital Forensic Investigators, or Threat Intelligence Officers**, and may continue into **Graduate America's Associate of Applied Science in Applied Management** degree track.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts).

Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated by written exams, cyber lab assignments, and applied investigations. Minimum standards to remain in good standing and to graduate are:

- **75% cumulative academic average (theory)**
- **"C" minimum on practical/lab work**
- **67% cumulative attendance**
- **Completion within 150% of the contracted length**

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

Amount

Tuition	\$8,200
Registration Fee	\$150
Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 (included)
Cyber Forensics Software & Tools License (1-year access)	\$0 (included)
Total Cost	\$8,825

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Earn at least a 75% cumulative academic average and a minimum "C" in practical evaluations.
3. Successfully complete the **Cyber Intelligence Investigation Capstone Project**.
4. Satisfy all financial obligations to the school.
Final written and practical assessments are required prior to graduation.

CAREER SERVICES

Graduate America provides all students with job placement support, resume development, interview preparation, and networking opportunities with workforce partners.

ATTAINABLE CAREERS

- **Cyber Intelligence Analyst** – SOC 15-1212
- **Threat Intelligence Investigator** – SOC 33-3021
- **Digital Forensics Technician** – SOC 15-1212

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Cyber Intelligence Investigator (CCII)	Call Admissions	150 multiple-choice questions + case analysis (3-hour time limit)
Graduate America Cyber Intelligence Capstone	Graduate America	Applied portfolio defense and incident reporting exercise

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
7	INTL 101 – Foundations of Cyber Intelligence / GA Faculty	100	0	0	6/100	eBook

7	INTL 102 – Cyber Law and Digital Ethics / GA Faculty	80	0	0	5/80	eBook
7	INTL 103 – Cyber Intelligence Frameworks & Analysis / GA Faculty	100	0	0	6/100	eBook
7	INTL 104 – Cyber Intelligence Investigator	0	300	0	19/300	eLearning Access
7	INTL 105 – Applied Cyber Intelligence Simulation Lab / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 106 – Capstone: Intelligence Portfolio / GA Faculty	0	0	80	5/80	eBook
8	INTL 107 – Professional Readiness & Ethics / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The **Cyber Intelligence Capstone (80 hours)** is mandatory.

Students complete a real-world investigation project involving simulated threat data, analysis reports, and oral defense before a faculty review panel. No waivers or substitutions are permitted.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid: Online lecture, virtual labs, and synchronous case conferences delivered through Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

15-1212 — Information Security Analysts
33-3021 — Detectives and Criminal Investigators

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Cyber Intelligence Analyst

CIP Code: 11.1003 – Computer and Information Systems Security / Information Assurance

SOC Code: 15-1212 – Information Security Analysts

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Cyber Intelligence Analyst** Certificate program prepares students to identify, analyze, and mitigate cyber threats through applied intelligence and security operations.

Students learn intelligence cycle management, network defense, cyber threat modeling, and data correlation using real-world case simulations. Emphasis is placed on ethics, data privacy, and risk assessment across enterprise environments.

Graduates are prepared for employment as **Cyber Intelligence Analysts, Security Operations Specialists, or Threat Data Investigators**, and may continue into **Graduate America's Associate of Applied Science in Applied Management** for advanced study.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts).

Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated by written examinations, lab performance, and applied intelligence reports. Minimum standards to remain in good standing and to graduate are:

- **75% cumulative academic average (theory)**
- **"C" minimum on practical/lab work**
- **67% cumulative attendance**
- **Completion within 150% of the contracted length**

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

Amount

Tuition	\$8,200
Registration Fee	\$150
Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 <i>(included)</i>
Threat Intelligence Software & Tools License (1-year access)	\$0 <i>(included)</i>
Total Cost	\$8,825

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Earn at least a 75% cumulative academic average and a minimum "C" in practical evaluations.
3. Successfully complete the **Cyber Intelligence Analyst Capstone Project**.
4. Satisfy all financial obligations to the school.
Final written and practical examinations are required prior to graduation.

CAREER SERVICES

Graduate America provides all students with job placement support, resume development, and networking connections through workforce and employer partners.

ATTAINABLE CAREERS

- **Cyber Intelligence Analyst** – SOC 15-1212
- **Information Security Specialist** – SOC 15-1212
- **Threat Data Investigator** – SOC 33-3021

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Cyber Intelligence Professional (CCIP)	Call Admissions	150 multiple-choice questions + case-based cyber analysis (3-hour time limit)
Graduate America Cyber Intelligence Capstone	Graduate America	Applied analysis and oral defense before faculty panel

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
7	INTL 101 – Foundations of Cyber Intelligence / GA Faculty	100	0	0	6/100	eBook

7	INTL 102 – Cyber Law and Digital Ethics / GA Faculty	80	0	0	5/80	eBook
7	INTL 103 – Intelligence Analysis and Threat Operations / GA Faculty	100	0	0	6/100	eBook
7	INTL 104 –Cyber Intelligence Professional Core	0	300	0	19/300	eLearning Access
7	INTL 105 – Applied Cyber Threat Simulation Lab / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 106 – Capstone: Intelligence Portfolio / GA Faculty	0	0	80	5/80	eBook
8	INTL 107 – Professional Readiness & Ethics / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The **Cyber Intelligence Capstone (80 hours)** is mandatory.

Students perform a live-analysis project replicating cyber threat identification, documentation, and reporting workflows before a faculty panel. No waivers or substitutions are permitted.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid: Online lecture, virtual labs, and synchronous case-based instruction delivered through Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

15-1212 — Information Security Analysts

33-3021 — Detectives and Criminal Investigators

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Social Media Analysis Professional

CIP Code: 43.0116 – Cyber/Computer Forensics and Counterterrorism

SOC Code: 15-1212 – Information Security Analysts

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Social Media Analysis Professional** Certificate program equips students with the investigative and analytical skills needed to monitor, interpret, and respond to intelligence derived from social media and digital communications networks.

Students learn advanced analytical techniques in data mining, keyword monitoring, influence tracking, and behavioral analysis to identify risk indicators, digital threats, and emerging trends. Simulated intelligence labs allow students to practice identifying false narratives, criminal activity, and extremist recruitment patterns online.

Graduates are prepared for employment as **Social Media Intelligence Analysts, Threat Monitoring Specialists, or Digital Intelligence Investigators**, and may continue into **Graduate America's Associate of Applied Science in Applied Management** program for degree completion.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts).

Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated by written examinations, analytics projects, and live simulations. Minimum standards to remain in good standing and to graduate are:

- **75% cumulative academic average (theory)**
- **"C" minimum on practical/lab work**
- **67% cumulative attendance**
- **Completion within 150% of the contracted length**

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

	Amount
Tuition	\$8,200
Registration Fee	\$150
Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 <i>(included)</i>
Social Media Monitoring Software License (1-year access)	\$0 <i>(included)</i>
Total Cost	\$8,825

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Earn at least a 75% cumulative academic average and a minimum "C" in practical evaluations.
3. Successfully complete the **Social Media Analysis Capstone Project**.
4. Satisfy all financial obligations to the school.
Final written and applied examinations are required prior to graduation.

CAREER SERVICES

Graduate America provides all students with Job Search Assistance including resume support, interview preparation, and introductions to employer and workforce partners.

ATTAINABLE CAREERS

- **Social Media Intelligence Analyst** – SOC 15-1212
- **Digital Threat Researcher** – SOC 15-1212
- **Cyber Risk Investigator** – SOC 33-3021

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Social Media Intelligence Analyst (SMIA)	Call Admissions	150 multiple-choice questions + applied analysis simulation (3-hour time limit)
Graduate America Digital Analysis Capstone	Graduate America	Applied intelligence portfolio presentation before faculty panel

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
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7	INTL 101 – Foundations of Cyber Intelligence / GA Faculty	100	0	0	6/100	eBook
7	INTL 102 – Cyber Law and Digital Ethics / GA Faculty	80	0	0	5/80	eBook
7	INTL 103 – Social Media Analytics & Threat Assessment / GA Faculty	100	0	0	6/100	eBook
7	INTL 104 – Social Media Intelligence Analyst Core	0	300	0	19/300	eLearning Access
7	INTL 105 – Applied Social Media Intelligence Lab / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 106 – Capstone: Digital Intelligence Portfolio / GA Faculty	0	0	80	5/80	eBook
8	INTL 107 – Professional Readiness & Ethics / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The **Social Media Analysis Capstone (80 hours)** is mandatory.

Students analyze social media datasets, identify threat indicators, and develop an intelligence report presented to a review panel. No waivers or substitutions are permitted.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid: Online lectures, virtual labs, and synchronous simulation sessions through Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

15-1212 — Information Security Analysts

33-3021 — Detectives and Criminal Investigators

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Criminal Investigations Professional

CIP Code: 43.0110 – Law Enforcement Administration

SOC Code: 33-3021 – Detectives and Criminal Investigators

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Criminal Investigations Professional** Certificate program prepares students for entry-level and mid-level roles in law enforcement, private investigation, and corporate security.

Students learn the core elements of criminal investigations including crime-scene management, evidence collection, interview and interrogation, surveillance, and case documentation. Laboratory simulations immerse students in digital and physical evidence processing, investigative reporting, and chain-of-custody procedures. Graduates are prepared for roles such as **Criminal Investigator, Fraud Examiner, or Corporate Security Analyst**, and may continue into **Graduate America's Associate of Applied Science in Applied Management** for career advancement.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts).

Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated through written examinations, investigative simulations, and capstone case studies. Minimum standards to remain in good standing and to graduate are:

- **75% cumulative academic average (theory)**
- **"C" minimum on practical/lab work**
- **67% cumulative attendance**
- **Completion within 150% of the contracted length**

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

Amount

Tuition	\$8,100
Registration Fee	\$150
Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 <i>(included)</i>
Investigations Toolkit (Case-Simulation Access)	\$0 <i>(included)</i>
Total Cost	\$8,775

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
 2. Earn at least a 75% cumulative academic average and a minimum "C" in practical evaluations.
 3. Successfully complete the **Criminal Investigations Capstone Project**.
 4. Satisfy all financial obligations to the school.
- Final written and practical evaluations are required prior to graduation.

CAREER SERVICES

Graduate America provides students with Job Search Assistance, including resume and interview preparation and referrals to law-enforcement and security partners.

ATTAINABLE CAREERS

- **Criminal Investigator** – SOC 33-3021
- **Fraud Examiner / Loss-Prevention Specialist** – SOC 13-2099
- **Corporate Security Analyst** – SOC 33-1099

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Professional Criminal Investigator (CPCI)	Call Admissions	150 multiple-choice questions + case-analysis exam (3-hour limit)
Graduate America Investigations Capstone	Graduate America	Applied portfolio and case presentation before faculty panel

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
7	INTL 101 – Foundations of Cyber & Criminal Intelligence / GA Faculty	100	0	0	6/100	eBook

7	INTL 102 – Criminal Law and Ethics / GA Faculty	80	0	0	5/80	eBook
7	INTL 103 – Investigative Methods & Forensic Evidence / GA Faculty	100	0	0	6/100	eBook
7	INTL 104 – Criminal Investigations Core	0	300	0	19/300	eLearning Access
7	INTL 105 – Applied Criminal Investigations Lab / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 106 – Capstone: Case File & Investigative Portfolio / GA Faculty	0	0	80	5/80	eBook
8	INTL 107 – Professional Readiness & Ethics / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The **Criminal Investigations Capstone (80 hours)** is mandatory.

Students perform simulated case investigations, produce professional investigative reports, and present findings to a faculty panel. No waivers or substitutions are permitted.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid: Online lecture, virtual investigations labs, and synchronous simulations through Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

33-3021 — Detectives and Criminal Investigators

13-2099 — Financial Specialists, All Other

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Counterintelligence Analyst

CIP Code: 43.0406 – Intelligence, General

SOC Code: 33-3021 – Detectives and Criminal Investigators

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Counterintelligence Analyst** Certificate program prepares students to identify, assess, and neutralize insider and external threats to national, corporate, and digital security.

Students gain specialized knowledge in counterintelligence principles, threat analysis, human intelligence (HUMINT), behavioral profiling, and cyber-enabled espionage detection. Through applied simulations and case-based analysis, students learn to recognize adversarial activity, assess vulnerabilities, and produce actionable intelligence reports.

Graduates are prepared for roles such as **Counterintelligence Analyst, Insider Threat Investigator, or Security Risk Officer**, and may continue into **Graduate America's Associate of Applied Science in Applied Management** for degree advancement.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts).

Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated through written assessments, simulation performance, and counterintelligence case analysis. Minimum standards to remain in good standing and to graduate are:

- **75% cumulative academic average (theory)**
- **"C" minimum on practical/lab work**
- **67% cumulative attendance**
- **Completion within 150% of the contracted length**

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

	Amount
Tuition	\$8,200
Registration Fee	\$150
Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 <i>(included)</i>
Counterintelligence Simulation Platform Access (1-year)	\$0 <i>(included)</i>
Total Cost	\$8,825

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
 2. Earn at least a 75% cumulative academic average and a minimum "C" in practical evaluations.
 3. Successfully complete the **Counterintelligence Capstone Project**.
 4. Satisfy all financial obligations to the school.
- Final examinations (written and applied) are required prior to graduation.

CAREER SERVICES

Graduate America provides all students with comprehensive Job Search Assistance including resume development, interview preparation, and career placement support through workforce and government partners.

ATTAINABLE CAREERS

- **Counterintelligence Analyst** – SOC 33-3021
- **Insider Threat Investigator** – SOC 15-1212
- **Security Risk Officer** – SOC 33-1099

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Counterintelligence Threat Analyst (CCTA)	Call Admissions	150 multiple-choice questions + case-analysis scenario (3-hour limit)
Graduate America Counterintelligence Capstone	Graduate America	Applied intelligence report and defense before faculty panel

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
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7	INTL 101 – Foundations of Counterintelligence / GA Faculty	100	0	0	6/100	eBook
7	INTL 102 – Cyber Law, Espionage, and Ethics / GA Faculty	80	0	0	5/80	eBook
7	INTL 103 – Threat Assessment and Behavioral Profiling / GA Faculty	100	0	0	6/100	eBook
7	INTL 104 – Counterintelligence Analyst	0	300	0	19/300	eLearning Access
7	INTL 105 – Applied Counterintelligence Simulation Lab / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 106 – Capstone: Counterintelligence Portfolio / GA Faculty	0	0	80	5/80	eBook
8	INTL 107 – Professional Readiness & Ethics / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The **Counterintelligence Capstone (80 hours)** is mandatory.

Students analyze simulated insider threats, produce vulnerability reports, and defend their findings before a faculty panel. No waivers or substitutions are permitted.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid: Online lecture, virtual labs, and synchronous case-based instruction through Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

33-3021 — Detectives and Criminal Investigators
15-1212 — Information Security Analysts

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Cryptocurrency Forensics Professional

CIP Code: 43.0116 – Cyber/Computer Forensics and Counterterrorism

SOC Code: 15-1212 – Information Security Analysts

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Cryptocurrency Forensics Professional** Certificate program provides students with the advanced investigative, analytic, and forensic skills needed to trace and interpret digital currency transactions across blockchain networks.

Students master cryptocurrency fundamentals, blockchain analysis tools, wallet forensics, transaction tracking, and evidence documentation for criminal and civil proceedings. The curriculum combines simulation-based labs and real-world case analysis to prepare graduates for roles in **financial crime units, blockchain compliance, and cyber forensics teams.**

This program also articulates directly into **Graduate America's Associate of Applied Science in Applied Management** for advanced study and leadership pathways.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts).

Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated through written exams, lab performance, and investigative case analysis. Minimum standards to remain in good standing and to graduate are:

- **75% cumulative academic average (theory)**
- **"C" minimum on practical/lab work**
- **67% cumulative attendance**
- **Completion within 150% of the contracted length**

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

	Amount
Tuition	\$8,200
Registration Fee	\$150
Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 <i>(included)</i>
Blockchain Forensics Toolkit (Software Access)	\$0 <i>(included)</i>
Total Cost	\$8,825

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
 2. Earn at least a 75% cumulative academic average and a minimum "C" in practical evaluations.
 3. Successfully complete the **Cryptocurrency Forensics Capstone Project**.
 4. Satisfy all financial obligations to the school.
- Final written and practical evaluations are required prior to graduation.

CAREER SERVICES

Graduate America provides students with comprehensive Job Search Assistance including resume preparation, interview coaching, and introductions to workforce and corporate compliance partners.

ATTAINABLE CAREERS

- **Blockchain Forensics Analyst** – SOC 15-1212
- **Cryptocurrency Investigator** – SOC 33-3021
- **Financial Crime Examiner (Digital Assets)** – SOC 13-2061

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Cryptocurrency Forensic Investigator (CCFI)	Call Admissions	150 multiple-choice questions + blockchain forensics analysis case study (3-hour limit)
Graduate America Blockchain Forensics Capstone	Graduate America	Applied forensic tracing and reporting presentation

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
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7	INTL 101 – Foundations of Digital Forensics / GA Faculty	100	0	0	6/100	eBook
7	INTL 102 – Cryptocurrency Fundamentals & Cyber Law / GA Faculty	80	0	0	5/80	eBook
7	INTL 103 – Blockchain Analysis & Tracing / GA Faculty	100	0	0	6/100	eBook
7	INTL 104 – Cryptocurrency Forensics	0	300	0	19/300	eLearning Access
7	INTL 105 – Applied Blockchain Investigation Lab / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 106 – Capstone: Digital Asset Case File / GA Faculty	0	0	80	5/80	eBook
8	INTL 107 – Professional Readiness & Ethics / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The **Cryptocurrency Forensics Capstone (80 hours)** is mandatory.

Students perform blockchain investigations using open-source and licensed tools, create forensic audit reports, and defend their analysis before a review panel. No waivers or substitutions are permitted.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid: Online lecture, forensic simulation labs, and synchronous blockchain analysis sessions via Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

15-1212 — Information Security Analysts
 33-3021 — Detectives and Criminal Investigators
 13-2061 — Financial Examiners

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Human Trafficking Investigations Professional

CIP Code: 43.0110 – Law Enforcement Administration

SOC Code: 33-3021 – Detectives and Criminal Investigators

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Human Trafficking Investigations Professional** Certificate program prepares students to recognize, investigate, and disrupt human trafficking networks through applied intelligence and victim-centered investigative methods.

Students learn how to identify indicators of trafficking, conduct trauma-informed interviews, manage evidence, and collaborate with multi-agency task forces. Through case-based simulations and applied research projects, students master both the legal framework and practical field skills required to combat human exploitation, forced labor, and online trafficking activity.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts).

Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated through written tests, scenario-based labs, and applied investigative reports. Minimum standards to remain in good standing and to graduate are:

- **75% cumulative academic average (theory)**
- **"C" minimum on practical/lab work**
- **67% cumulative attendance**
- **Completion within 150% of the contracted length**

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

Amount

Tuition	\$8,100
Registration Fee	\$150
Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 <i>(included)</i>
Human Trafficking Simulation Toolkit (Case Database)	\$0 <i>(included)</i>
Total Cost	\$8,775

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Earn at least a 75% cumulative academic average and a minimum "C" in practical evaluations.
3. Successfully complete the **Human Trafficking Investigations Capstone Project**.
4. Satisfy all financial obligations to the school.
Final written and applied examinations are required prior to graduation.

CAREER SERVICES

Graduate America provides students with Job Search Assistance, including resume development, interview training, and access to partnerships with justice, law enforcement, and non-profit organizations.

ATTAINABLE CAREERS

- **Human Trafficking Investigator** – SOC 33-3021
- **Victim Advocate / Crisis Caseworker** – SOC 21-1099
- **Intelligence Analyst (Human Exploitation Focus)** – SOC 15-1212

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Human Trafficking Investigator (CHTI)	Call Admissions	150 multiple-choice questions + case analysis scenario (3-hour limit)
Graduate America Human Exploitation Capstone	Graduate America	Applied investigative portfolio and oral defense before faculty panel

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
7	INTL 101 – Foundations of Human Trafficking & Law / GA Faculty	100	0	0	6/100	eBook

7	INTL 102 – Victimology and Trauma-Informed Practice / GA Faculty	80	0	0	5/80	eBook
7	INTL 103 – Intelligence Gathering & Field Investigation / GA Faculty	100	0	0	6/100	eBook
7	INTL 104 – Human Trafficking Investigations	0	300	0	19/300	eLearning Access
7	INTL 105 – Applied Human Trafficking Simulation Lab / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 106 – Capstone: Trafficking Case Portfolio / GA Faculty	0	0	80	5/80	eBook
8	INTL 107 – Professional Readiness & Ethics / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The **Human Trafficking Investigations Capstone (80 hours)** is mandatory.

Students complete simulated case investigations and submit a professional report for review. No waivers or substitutions are permitted.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid: Online lecture, applied simulations, and live synchronous sessions via Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

33-3021 — Detectives and Criminal Investigators

21-1099 — Community and Social Service Specialists, All Other

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Workplace Violence & Threat Specialist

CIP Code: 43.0104 – Criminal Justice/Safety Studies

SOC Code: 33-1099 – First-Line Supervisors of Protective Service Workers

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Workplace Violence & Threat Specialist** Certificate program prepares students to identify, prevent, and respond to behavioral and environmental risk indicators related to workplace violence, insider threats, and employee safety.

Students learn behavioral threat assessment, situational awareness, conflict de-escalation, emergency response coordination, and post-incident management. Through simulated scenarios and intelligence-based exercises, graduates develop expertise in identifying high-risk behaviors, supporting organizational prevention plans, and implementing threat management frameworks.

Graduates are prepared for careers in **Corporate Security, Behavioral Threat Assessment, or Emergency Management**, and may continue into **Graduate America's Associate of Applied Science in Applied Management** for leadership advancement.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts).

Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated through written assessments, applied threat simulations, and policy development exercises. Minimum standards to remain in good standing and to graduate are:

- **75% cumulative academic average (theory)**
- **"C" minimum on practical/lab work**
- **67% cumulative attendance**
- **Completion within 150% of the contracted length**

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

	Amount
Tuition	\$8,200
Registration Fee	\$150
Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 <i>(included)</i>
Threat Management Simulation Suite (Software Access)	\$0 <i>(included)</i>
Total Cost	\$8,825

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Earn at least a 75% cumulative academic average and a minimum "C" in practical evaluations.
3. Successfully complete the **Workplace Violence Prevention Capstone Project**.
4. Satisfy all financial obligations to the school.
Final written and applied evaluations are required prior to graduation.

CAREER SERVICES

Graduate America provides all students with Job Search Assistance, including resume guidance, interview coaching, and referrals to employer and government partners.

ATTAINABLE CAREERS

- **Corporate Security Officer** – SOC 33-1099
- **Threat Management Specialist** – SOC 33-3021
- **Emergency Response Coordinator** – SOC 11-9199

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Workplace Violence & Threat Specialist (WVTS)	Call Admissions	150 multiple-choice questions + situational response simulation (3-hour limit)
Graduate America Behavioral Risk Capstone	Graduate America	Applied risk assessment portfolio and presentation before faculty panel

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
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7	INTL 101 – Foundations of Behavioral Threat Assessment / GA Faculty	100	0	0	6/100	eBook
7	INTL 102 – Workplace Safety, Law, and Ethics / GA Faculty	80	0	0	5/80	eBook
7	INTL 103 – Crisis Response and Prevention Frameworks / GA Faculty	100	0	0	6/100	eBook
7	INTL 104 – Workplace Violence & Threat Specialist	0	300	0	19/300	eLearning Access
7	INTL 105 – Applied Threat Simulation Lab / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 106 – Capstone: Threat Assessment Portfolio / GA Faculty	0	0	80	5/80	eBook
8	INTL 107 – Professional Readiness & Ethics / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The **Threat Management Capstone (80 hours)** is mandatory.

Students assess simulated workplace cases, build behavioral intervention plans, and present findings to a review committee. No waivers or substitutions are permitted.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid: Online lecture, virtual simulations, and synchronous workshops delivered through Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

33-1099 — First-Line Supervisors of Protective Service Workers

33-3021 — Detectives and Criminal Investigators

11-9199 — Managers, All Other

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Executive Leadership in Intelligence

CIP Code: 52.0213 – Organizational Leadership

SOC Code: 11-1021 – General and Operations Managers

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Executive Leadership in Intelligence** Certificate program develops advanced management and strategic leadership capabilities for professionals in cybersecurity, intelligence, and investigative disciplines.

Students learn organizational strategy, ethical decision-making, performance leadership, and advanced intelligence management principles. The program emphasizes transformational leadership, cross-agency collaboration, and operational planning for complex investigations and high-stakes environments.

Graduates are prepared for roles such as **Intelligence Program Director, Security Operations Manager, or Agency Team Lead**, and may continue directly into **Graduate America's Associate of Applied Science in Applied Management** for degree advancement.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts).

Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated through leadership case studies, strategic simulations, and applied management assessments. Minimum standards to remain in good standing and to graduate are:

- **75% cumulative academic average (theory)**
- **"C" minimum on practical/lab work**
- **67% cumulative attendance**
- **Completion within 150% of the contracted length**

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

	Amount
Tuition	\$8,500
Registration Fee	\$150
Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 <i>(included)</i>
Leadership Simulation Platform License (1-year access)	\$0 <i>(included)</i>
Total Cost	\$9,075

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Earn at least a 75% cumulative academic average and a minimum "C" in practical evaluations.
3. Successfully complete the **Executive Intelligence Leadership Capstone**.
4. Satisfy all financial obligations to the school.
Final written and oral assessments are required prior to graduation.

CAREER SERVICES

Graduate America provides all students with access to Career Services, including resume development, leadership portfolio coaching, and introductions to executive-level workforce partners.

ATTAINABLE CAREERS

- **Intelligence Program Director** – SOC 11-1021
- **Security Operations Manager** – SOC 11-9199
- **Corporate Risk Leader / Chief Security Officer** – SOC 11-9199

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Executive Leader (CEL)	Call Admissions	150 multiple-choice questions + leadership case study (3-hour limit)
Graduate America Executive Leadership Capstone	Graduate America	Strategic management simulation and oral defense before faculty panel

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
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7	INTL 201 – Strategic Intelligence Leadership / GA Faculty	100	0	0	6/100	eBook
7	INTL 202 – Organizational Management & Performance / GA Faculty	80	0	0	5/80	eBook
7	INTL 203 – Intelligence Operations Planning / GA Faculty	100	0	0	6/100	eBook
7	INTL 204 – Executive Leadership Core	0	300	0	19/300	eLearning Access
7	INTL 205 – Applied Leadership Simulation / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 206 – Capstone: Executive Leadership Portfolio / GA Faculty	0	0	80	5/80	eBook
8	INTL 207 – Professional Ethics & Decision-Making / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The **Executive Leadership Capstone (80 hours)** is mandatory.

Students complete a strategic intelligence management project and present a formal leadership portfolio to faculty and industry evaluators. No waivers or substitutions are permitted.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid: Online lecture, live case simulations, and synchronous strategy workshops delivered through Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

11-1021 — General and Operations Managers

11-9199 — Managers, All Other

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

All-Source Intelligence Professional

CIP Code: 43.0406 – Intelligence, General

SOC Code: 15-1212 – Information Security Analysts

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **All-Source Intelligence Professional** Certificate program trains students to collect, analyze, and synthesize intelligence from multiple sources — including human, digital, financial, and open-source data — to support security, defense, and corporate intelligence operations.

Students master intelligence fusion methods, pattern recognition, risk modeling, and dissemination of actionable intelligence reports. The program emphasizes advanced analytic reasoning, cross-discipline data validation, and ethical intelligence practices across law enforcement, national security, and private-sector environments.

Graduates are prepared for employment as **All-Source Analysts, Intelligence Integration Officers, or Cyber Threat Coordinators**, and may continue into **Graduate America's Associate of Applied Science in Applied Management** for degree advancement.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts).

Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated through written assessments, applied intelligence projects, and data synthesis exercises. Minimum standards to remain in good standing and to graduate are:

- **75% cumulative academic average (theory)**
- **"C" minimum on practical/lab work**
- **67% cumulative attendance**
- **Completion within 150% of the contracted length**

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

	Amount
Tuition	\$8,500
Registration Fee	\$150
Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 <i>(included)</i>
Intelligence Analysis Platform Access (1-year license)	\$0 <i>(included)</i>
Total Cost	\$9,075

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
2. Earn at least a 75% cumulative academic average and a minimum "C" in practical evaluations.
3. Successfully complete the **All-Source Intelligence Capstone Project**.
4. Satisfy all financial obligations to the school.
Final written and applied examinations are required prior to graduation.

CAREER SERVICES

Graduate America provides students with career development support, including resume guidance, interview training, and introductions to employer and agency partners.

ATTAINABLE CAREERS

- **All-Source Intelligence Analyst** – SOC 15-1212
- **Cyber Threat Intelligence Coordinator** – SOC 15-1212
- **Risk and Intelligence Integration Specialist** – SOC 33-3021

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified All-Source Intelligence Professional (CASIP)	Call Admissions	150 multiple-choice questions + intelligence fusion project (3-hour limit)
Graduate America Multi-Source Analysis Capstone	Graduate America	Applied intelligence synthesis and presentation before faculty panel

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
7	INTL 301 – Foundations of All-Source Intelligence / GA Faculty	100	0	0	6/100	eBook

7	INTL 302 – Advanced Analytical Techniques / GA Faculty	80	0	0	5/80	eBook
7	INTL 303 – Data Fusion and Correlation / GA Faculty	100	0	0	6/100	eBook
7	INTL 304 – All-Source Intelligence	0	300	0	19/300	eLearning Access
7	INTL 305 – Applied Multi-Source Analysis Lab / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 306 – Capstone: Integrated Intelligence Portfolio / GA Faculty	0	0	80	5/80	eBook
8	INTL 307 – Professional Readiness & Ethics / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The **All-Source Intelligence Capstone (80 hours)** is mandatory.

Students synthesize data from multiple sources, develop actionable reports, and present their findings before a faculty and industry review panel. No waivers or substitutions are permitted.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid: Online lectures, virtual analysis labs, and synchronous intelligence workshops delivered through Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

15-1212 — Information Security Analysts
33-3021 — Detectives and Criminal Investigators

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Criminal Profiling & Behavioral Analysis Professional

CIP Code: 42.2701 – Behavioral Sciences

SOC Code: 33-3021 – Detectives and Criminal Investigators

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Criminal Profiling & Behavioral Analysis Professional** Certificate program prepares students to interpret behavioral patterns, motive structures, and personality indicators to assist in criminal investigations and threat assessments.

Students learn applied psychology in criminal contexts, offender typologies, behavioral interviewing, and forensic pattern recognition. Through simulation labs and applied case studies, learners develop the ability to construct behavioral profiles and provide analytic support to investigations involving violent crime, cybercrime, and threat assessment.

Graduates are prepared for roles as **Criminal Profilers, Intelligence Analysts, or Behavioral Threat Specialists**, and may continue into **Graduate America's Associate of Applied Science in Applied Management** for degree completion.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts).

Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated through written assessments, behavioral case analysis, and applied investigative projects. Minimum standards to remain in good standing and to graduate are:

- **75% cumulative academic average (theory)**
- **"C" minimum on practical/lab work**
- **67% cumulative attendance**
- **Completion within 150% of the contracted length**

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

	Amount
Tuition	\$8,200
Registration Fee	\$150
Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 (included)
Behavioral Profiling Lab Access (1-year license)	\$0 (included)
Total Cost	\$8,825

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
 2. Earn at least a 75% cumulative academic average and a minimum "C" in practical evaluations.
 3. Successfully complete the **Behavioral Profiling Capstone Project**.
 4. Satisfy all financial obligations to the school.
- Final written and applied evaluations are required prior to graduation.

CAREER SERVICES

Graduate America provides all students with Job Search Assistance, including resume and portfolio development, interview preparation, and workforce referrals.

ATTAINABLE CAREERS

- **Criminal Profiler** – SOC 33-3021
- **Behavioral Analyst / Forensic Specialist** – SOC 19-3039
- **Threat Assessment Consultant** – SOC 33-1099

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Criminal Profiler (CCP)	Call Admissions	150 multiple-choice questions + applied profiling case study (3-hour limit)
Graduate America Behavioral Profiling Capstone	Graduate America	Psychological analysis report and oral defense before faculty panel

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
7	INTL 401 – Foundations of Criminal Behavior / GA Faculty	100	0	0	6/100	eBook
7	INTL 402 – Behavioral Science in Law Enforcement / GA Faculty	80	0	0	5/80	eBook
7	INTL 403 – Offender Typologies & Victimology / GA Faculty	100	0	0	6/100	eBook
7	INTL 404 – Criminal Profiling Core	0	300	0	19/300	eLearning Access
7	INTL 405 – Applied Behavioral Profiling Lab / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 406 – Capstone: Behavioral Analysis Portfolio / GA Faculty	0	0	80	5/80	eBook
8	INTL 407 – Professional Readiness & Ethics / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The **Behavioral Profiling Capstone (80 hours)** is mandatory.

Students evaluate real and simulated cases, develop offender profiles, and present analytical findings before a faculty and peer panel. No waivers or substitutions are permitted.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid: Online lecture, forensic simulation labs, and live workshops delivered through Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

33-3021 — Detectives and Criminal Investigators
19-3039 — Psychologists, All Other

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Artificial Intelligence & Investigations Expert

CIP Code: 11.0101 – Computer and Information Sciences, General

SOC Code: 15-1212 – Information Security Analysts

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Artificial Intelligence & Investigations Expert** Certificate program merges AI technologies with advanced investigative science to prepare students for the next generation of digital forensics, intelligence, and cybercrime prevention.

Students gain hands-on experience using machine learning, natural language processing, and neural network tools to detect anomalies, automate evidence analysis, and identify cyber threat patterns. Simulation labs replicate real-world investigative workflows enhanced by AI analytics, enabling graduates to design and deploy smart investigative solutions.

Graduates are prepared for employment as **AI Crime Analysts, Digital Forensics Engineers, or Intelligence Automation Specialists**, and may continue into **Graduate America's Associate of Applied Science in Applied Management** or **AI Solutions Specialist Apprenticeship** for degree or credential stacking.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts). Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated through written assessments, AI lab simulations, and applied intelligence projects. Minimum standards to remain in good standing and to graduate are:

- **75% cumulative academic average (theory)**
- **"C" minimum on practical/lab work**
- **67% cumulative attendance**
- **Completion within 150% of the contracted length**

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

	Amount
Tuition	\$8,900
Registration Fee	\$150
Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 <i>(included)</i>
AI Investigation Lab Toolkit (1-year software license)	\$0 <i>(included)</i>
Total Cost	\$9,475

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
 2. Earn at least a 75% cumulative academic average and a minimum “C” in practical evaluations.
 3. Successfully complete the **AI Investigations Capstone Project**.
 4. Satisfy all financial obligations to the school.
- Final written and applied evaluations are required prior to graduation.

CAREER SERVICES

Graduate America provides comprehensive Job Search Assistance including resume building, portfolio development, and introductions to technology and investigative employers.

ATTAINABLE CAREERS

- **AI Crime Analyst** – SOC 15-1212
- **Digital Forensics Engineer** – SOC 15-1243
- **Intelligence Automation Specialist** – SOC 15-2051

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Artificial Intelligence & Investigations Expert (CAIIE)	Call Admissions	150 multiple-choice questions + applied AI case study (3-hour limit)
Graduate America Applied AI Investigations Capstone	Graduate America	AI-driven analysis report and oral defense before faculty panel

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
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7	INTL 501 – Introduction to AI in Investigations / GA Faculty	100	0	0	6/100	eBook
7	INTL 502 – Machine Learning for Intelligence / GA Faculty	80	0	0	5/80	eBook
7	INTL 503 – Data Analytics and Pattern Recognition / GA Faculty	100	0	0	6/100	eBook
7	INTL 504 – AI Investigations Core	0	300	0	19/300	eLearning Access
7	INTL 505 – Applied AI Forensics Lab / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 506 – Capstone: AI Investigations Portfolio / GA Faculty	0	0	80	5/80	eBook
8	INTL 507 – Professional Readiness & Ethics / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The **AI Investigations Capstone (80 hours)** is mandatory.

Students complete simulated AI-driven investigative projects, develop predictive models, and defend their outcomes before a faculty review board. No waivers or substitutions are permitted.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid: Online lecture, AI-driven simulations, and synchronous investigation labs through Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

15-1212 — Information Security Analysts

15-2051 — Data Scientists

15-1243 — Database Architects

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Organized Retail Crime Investigator

CIP Code: 43.0110 – Law Enforcement Administration

SOC Code: 33-3021 – Detectives and Criminal Investigators

Totals: 680 clock hrs → 43 SCH

Curriculum & Training Provided In Partnership With: Graduate America

This program is not VA Approved

PROGRAM DETAILS

Graduate America's **Organized Retail Crime Investigator** Certificate program prepares students to identify, investigate, and dismantle organized retail crime networks through data analysis, loss-prevention strategy, and interagency coordination.

Students learn evidence collection, surveillance management, financial fraud tracking, and supply-chain intelligence. Case-based simulations mirror real-world loss-prevention operations, preparing graduates to investigate theft rings, counterfeit operations, and e-commerce fraud.

Graduates are qualified for employment as **Organized Retail Crime Investigators, Corporate Loss Prevention Analysts, or Security Operations Specialists**, and may continue into **Graduate America's Associate of Applied Science in Applied Management** for further advancement.

ADMISSIONS

Admission to this program requires meeting the institutional Admissions Policy (age, ID, HS diploma/GED or equivalent) published in this catalog; see Admissions Policy for details.

No additional program-specific prerequisites are required unless otherwise noted on the program page.

HOURS

Students must complete all required clock hours listed for the program (see Course of Study and Outline / program inserts).

Attendance is counted in clock hours and tracked daily.

EVALUATION

Students are evaluated through written exams, applied field exercises, and simulation-based assessments. Minimum standards to remain in good standing and to graduate are:

- **75% cumulative academic average (theory)**
- **"C" minimum on practical/lab work**
- **67% cumulative attendance**
- **Completion within 150% of the contracted length**

FEES

Program tuition and all fees (including the \$150 registration fee due at contract signing) are listed below. Books, tools, and supplies are itemized separately where applicable.

Program Fees

Amount

Tuition	\$8,100
Registration Fee	\$150
Books & Materials (digital access)	\$425
Technology/Simulation Fee	\$0 (included)
Retail Investigations Simulation Toolkit (Software Access)	\$0 (included)
Total Cost	\$8,775

GRADUATION REQUIREMENTS

To receive a certificate, a student must:

1. Complete all required clock hours.
 2. Earn at least a 75% cumulative academic average and a minimum "C" in practical evaluations.
 3. Successfully complete the **Organized Retail Crime Capstone Project**.
 4. Satisfy all financial obligations to the school.
- Final written and applied evaluations are required prior to graduation.

CAREER SERVICES

Graduate America provides all students with Job Search Assistance including resume building, interview coaching, and introductions to workforce and retail security partners.

ATTAINABLE CAREERS

- **Organized Retail Crime Investigator** – SOC 33-3021
- **Corporate Loss Prevention Analyst** – SOC 33-1099
- **Fraud Detection and Prevention Specialist** – SOC 13-2099

CERTIFICATION

Certification	Issuing Authority	Exam Details
Certified Organized Retail Crime Investigator (CORCI)	Call Admissions	150 multiple-choice questions + applied theft case simulation (3-hour limit)
Graduate America Retail Crime Capstone	Graduate America	Applied investigation portfolio and oral defense before faculty panel

COURSE OF STUDY AND OUTLINE

Week(s)	Course Code & Name / Instructor	Lecture	Lab	Ext	Cr/Contact	Materials
7	INTL 601 – Foundations of Retail Crime & Loss Prevention / GA Faculty	100	0	0	6/100	eBook

7	INTL 602 – Financial Fraud & Supply Chain Intelligence / GA Faculty	80	0	0	5/80	eBook
7	INTL 603 – Surveillance, Data, and Case Development / GA Faculty	100	0	0	6/100	eBook
7	INTL 604 – Organized Retail Crime Core	0	300	0	19/300	eLearning Access
7	INTL 605 – Applied Retail Investigations Lab / GA Faculty	0	80	0	5/80	Virtual Lab
8	INTL 606 – Capstone: Retail Crime Investigation Portfolio / GA Faculty	0	0	80	5/80	eBook
8	INTL 607 – Professional Readiness & Ethics / GA Faculty	80	0	0	5/80	eBook
–	Totals	360	380	80	43/680	–

EXPERIENTIAL COMPONENT

The **Retail Crime Investigation Capstone (80 hours)** is mandatory.

Students complete a simulated multi-site theft investigation, develop case files, and present findings before a faculty and workforce review board. No waivers or substitutions are permitted.

A.A.S. PATHWAY ELIGIBILITY

The Healthcare Administration Certificate transfers **24 SCH** toward the *Associate of Applied Science in Applied Management*. Completion of the AAS Pathway typically requires an additional **4–6 months**.

DELIVERY MODE

Hybrid: Online lecture, simulation-based labs, and synchronous investigative workshops delivered through Canvas LMS.

ATTENDANCE

Attendance is counted in clock hours and tracked daily.

SOC CODE(S)

33-3021 — Detectives and Criminal Investigators
 33-1099 — First-Line Supervisors of Protective Service Workers
 13-2099 — Financial Specialists, All Other

CAREER SALARY DISCLOSURE

Graduate America references wage and outlook data from the U.S. Bureau of Labor Statistics (BLS) for the most relevant SOC occupations.

Actual wages vary by employer, experience, credentials, and region. Graduate America does not guarantee employment or salary.

Associate of Applied Science (AAS) in Applied Management

CIP Code: 52.0201 – Business Administration and Management, General

Degree Awarded: Associate of Applied Science (AAS)

This program is not VA Approved

Total Semester Credit Hours: 60

Program Length: 9–12months (Full-Time) / 18–24 months (Part-Time)

Delivery Method: 100% Online

1) Stated Outcome

The AAS in Applied Management equips students with leadership, operational, and decision-making skills essential for supervisory and mid-level management positions. Graduates develop fluency in communication, resource allocation, financial literacy, and the integration of digital tools such as AI and workflow automation. The program prepares students for advancement in healthcare, business, logistics, and technology sectors, or for transfer into a baccalaureate program.

2) Admission Requirements

- High school diploma or GED
- Completion of Graduate America admissions process
- Students with Graduate America certificates or apprenticeships may be awarded up to 15 SCH toward the AAS

3) Course Sequence

Semester I – 15 SCH

- GA101 – Introduction to Business (3)
- GA102 – Principles of Management (3)
- GA103 – Business Communication (3)
- GA104 – Financial Literacy & Budgeting (3)
- GA115 – ENG 1301: Composition I (3)

Semester II – 15 SCH

- GA105 – Human Resources & Staffing Fundamentals (3)
- GA106 – Business Law & Workplace Ethics (3)
- GA107 – Marketing & Social Media Strategy (3)
- GA116 – MATH 1332: Contemporary Mathematics I (3)
- GA117 – PSYC 2301: General Psychology (3)

Semester III – 15 SCH

- GA108 – Project Management Essentials (3)
- GA109 – AI Tools for Business & Productivity (3)
- GA110 – Emerging Tech: Automation & Digital Workflows (3)
- GA118 – SPCH 1311: Introduction to Speech Communication (3)
- GA119 – HUMA 1301: Introduction to Humanities (3)

Semester IV – 15 SCH

- GA111 – Applied Leadership & Team Building (3)
- GA112 – Entrepreneurship & Small Business Operations (3)
- GA113 – Capstone: Applied Management Simulation (3)
- GA114 – Computer Applications for Managers (3)

- GA120 – Career & Professional Development (3)

Total: 60 SCH

4) Instructional Breakdown

- General Education Core: 15 SCH
- Applied Management Core: 45 SCH (including Capstone GA113)

5) Student Evaluation

- Exams and written assignments
- Case studies and scenario-based projects
- Team-based simulations
- Final Capstone (GA113)

6) Program Fees

- Tuition: \$275 per credit hour
- Technology/Resource Fee: \$500 per term
- Books & Materials: \$1,200 (estimated)
- Total Estimated Program Cost: ~\$17,000

7) Graduation Requirements

- Completion of 60 SCH with a minimum GPA of 2.0
- At least 25% of credits earned directly at Graduate America
- Successful completion of GA113 – Capstone: Applied Management Simulation

8) Competencies Mastered

- Apply management principles to operational challenges
- Communicate effectively in professional business contexts
- Use financial data to inform decision-making
- Lead diverse teams to achieve organizational goals
- Evaluate ethical and legal implications in business operations
- Employ AI and automation tools to enhance workplace productivity

Graduates may continue into the Associate of Applied Science (AAS) in Applied Management (CIP 52.0201). This requires 14 courses (42 SCH) beyond the certificate. Transfer credit from the IT program may apply.

Professional Licensure Disclosure:

This program is designed to prepare graduates for professional licensure or certification in Texas. Graduate America has not determined whether this program meets licensure or certification requirements in other states. Students who plan to seek licensure outside Texas should review their state's licensing agency requirements before enrollment.