



The Millard College Catalog
2025 - 2026

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CATALOG DISCLAIMER STATEMENT

Disclaimer

This catalog is informational and is not a contract. The Millard College (also referred to College, the College, and TMC) reserves the right to change content within the catalog without notice. The Millard College reserves all rights.

PRESIDENT'S MESSAGE

Welcome,

All of us want to have some sense that we are doing what God made us to do. It goes all the way back to the Garden of Eden. Adam and Eve were put there and given the responsibility to subdue the earth and exercise dominion over it. Being fruitful, multiplying, tending the garden and filling the earth were all God-given mandates before sin entered into the world.

Part of what this means is that from the beginning, God's plan was that work would be a part of living on this earth. We were created for work. We were designed to achieve, create, and expend energy to be productive. That's why, as part of God's common grace, all human beings, even after sin entered this world, get enormous gratification from working. It gives us a sense of accomplishment and satisfaction. It's why at The Millard College we speak so much about discovering God's destiny for your life.

This sense of destiny begins with having a right relationship with God through his Son, the Lord Jesus Christ. By repenting of one's sins and trusting in Jesus Christ's work on the cross for the forgiveness of those sins, one can start to fulfill the destiny that God has for them. God's destiny for one's life is often connected to a sense of calling and vocational satisfaction. And vocational satisfaction is most often achieved by participating in some sort of vocational training and education. This is exactly what The Millard College will help you achieve: discover your calling and God-given destiny.

And while you are with us as a student, we will come alongside you with a comprehensive support system that will help you finish what you started. We will be with you every step of the way.

I look forward to serving you.

Randy Stinson, Ph.D.
President

COLLEGE PROFILE

Mission Statement

We provide world-class education with comprehensive support for people to live their God-given destiny.

Statement of Faith

The Millard College Statement of Faith is rooted in the historic Christian faith as summarized, but not entirely limited to, the following beliefs:

We believe the Bible to be the inspired, inerrant, only infallible, authoritative Word of God.

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for the salvation of the lost and sinful people, regeneration by the Holy Spirit is absolutely essential.

We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a Godly life.

We believe in the spiritual formation of believers by discipleship.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

Institutional Objectives

1. Increase the development and offering of programs of instruction based on labor market data regarding regional and national needs.
2. Improve student achievement, enhance the assessment of student learning, and utilize evidence to strengthen programs.
3. The Millard College will maintain institutional licensing through the state of Kentucky, and obtain national accreditation through a CHEA-approved accreditation agency by 2023.
4. Develop and provide leadership and training for organizations dedicated to addiction and recovery.
5. Develop and implement a comprehensive system of support programs for student success dedicated to helping students succeed by providing extensive assistance in the areas of academic and career assistance.
6. Offer programs which integrate a Christian worldview consistent with the statement of faith.

Accreditation

The Millard College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Accredited Status as a Category I institution by the TRACS Accreditation Commission on April 23, 2024. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

On January 24, 2025, TMC changed from Category I to Category II with approval to offer Certificates, Associate Degrees, and Bachelor Degrees.

ENROLLMENT SERVICES

ADMISSIONS

Prospective students and applicants shall have access to The Millard College application for admission via the College website/homepage. Applicants may apply for admission at any time during the academic calendar year. Applications will be reviewed for eligibility by the Admissions office.

PROCEDURE

The admission process for students is as follows:

1. Prospective student completes the application on The Millard College website.
2. Application is received by the Admissions Office.
3. The Admissions Office will review the application and ensure that the application is complete and that the applying student has submitted a valid photo Identification, signed Social Security card, and High School/GED transcripts.
4. Once the Admissions Office has verified that the applicant has submitted all required documents and the student is eligible for their selected program of study, the Admissions Office will notify the Registrar's office that the student meets all requirements for acceptance.
5. The Admissions Office will notify the applicant in writing by letter and/or email that they have been accepted into The Millard College. The Admissions Office will inform the student of the next start date for their selected program.
6. The Admissions Office will notify the Registrar's office, and the Director of Financial Aid that the identified student has been accepted into The Millard College.
7. The office of the Director of Financial Aid will work with and for the student to secure financial funding for the selected program of study.

The Millard College admits students of any race, color, religion or creed, national origin or ancestry, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, or veteran status to all the rights, privileges, programs, and activities generally accorded or made available to students at TMC. It does not discriminate in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Questions concerning grievances should be addressed to the Director of Admissions.

Home School Students

Home School students are eligible to apply for admission to The Millard College. Students must meet their state requirements for homeschooling. Regular admission procedures apply.

Students with Disabilities

The Millard College admits students without regard to disability status and affords equal opportunity to all students to participate in and benefit from all programs, services, and activities. Services include providing reasonable, appropriate academic adjustments and assistance for students with disabilities as defined in Section 504 of the Rehabilitation Act of 1973 as amended; the Americans with Disabilities Act of 1990; and applicable state and federal laws and regulations.

Students desiring accommodation for a qualifying disability should contact the Director of Admissions. and be prepared to provide documentation of the disability and needed accommodation. Because of the review process and the time needed to implement certain types of accommodation, students needing accommodation should start the process shortly after admission to the College or immediately after a disability is diagnosed after admission.

If Admitted

If admitted to the College, several items are required to complete the enrollment process including:

- Funding documents (scholarship applications, workforce development funding applications, payment agreement)
- Family Educational Rights and Privacy Act (FERPA) acknowledgment and release.
- Media release
- Academic Dishonesty Acknowledgement
- Any disclaimers associated with the desired program

Note: Students may decline, after review, to execute the FERPA and Media release.

REGISTRATION

Credit Hours

The Millard College uses a combination of online instruction (synchronous and asynchronous), assignments, discussion boards, practica, and internships to deliver its course content. Each credit hour is awarded based on the equivalence of 1 hour of instruction plus 2 hours of outside work per week for 15 weeks. "Credit hours" refers to the number of credits students receive for enrolling in (and successfully completing) a course.

Program Length

The Millard College offers three-credit-hour courses in both four-week and eight-week formats. Classes typically begin on Monday of the first week and conclude on Sunday of the fourth or

eighth week, depending on the format. The academic calendar for both course durations is published annually.

Courses numbered 100-199 are introductory, first-year courses with no prerequisites, designed for a four-week format. Courses numbered 200-299 are second-year courses that typically require 100-level prerequisites. Advanced undergraduate courses are numbered 400-499, while graduate-level courses are numbered 500 and above.

Most certificates can be completed in as little as 21 weeks. However, some certificates include additional hands-on components that may extend the completion time. Refer to the academic offerings for specific certificate details.

Cost and fees

Each class has a \$40.00 technology fee and a \$85.00 literature fee.

The cost of one credit hour is \$335.00

Some certificate programs at TMC require students to obtain additional certifications beyond the required courses to graduate. These external certifications are not included in tuition and the costs are the student's responsibility. For additional information, see the ***Academic Programs*** section.

Academic Advising

At TMC, each student will be assigned an academic advisor before or within the first two days of orientation. Academic advisors support students in planning a program aligned with their abilities and interests, monitoring progress toward educational and career goals, and providing guidance as needed.

Responsibilities of Academic Advisors:

1. **Assistance and Planning:** Help students understand program requirements and procedures.
2. **Regular Availability:** Maintain consistent office hours and respond to student emails by the next business day to schedule appointments.
3. **Student Support:** Address academic progress concerns and provide course registration guidance.
4. **Timely Communication:** Meet with students as requested and ensure follow-up on any academic matters.

If an advisor does not respond promptly, students may forward their requests to the Registrar's Office for resolution.

Student Responsibilities in the Advising Process:

Students are ultimately responsible for knowing and adhering to the requirements, policies, and procedures governing their progress. The following list outlines key responsibilities:

1. **Policy Awareness:** Read and follow the **Academic Catalog** and **Student Handbook** to comply with all policies and requirements.
2. **Preparation:** Review potential course options before meeting with advisors.
3. **Timely Communication:** Contact advisors promptly for registration advice and other necessary appointments.
4. **Knowledge of Requirements:** Understand and follow all College requirements for obtaining a certificate.
5. **Class Registration:** Enroll in courses based on advisor recommendations.
6. **Form Submission:** Obtain, complete, and submit required forms for course changes, graduation, and related matters by the Registrar's Office deadlines.
7. **Academic Progress:** Notify advisors immediately regarding academic progress in classes or toward certificate completion.
8. **Active Engagement:** Take responsibility for their overall College experience.

Requesting a Change of Advisor:

Students may request a different academic advisor at any time and for any reason by emailing the Registrar's Office. The request will be processed within five (5) business days, and both the student and new advisor will be notified. The new advisor will arrange a meeting with the student to discuss academic matters and concerns within five (5) business days of the change.

Questions or Concerns:

For any questions regarding academic advising, students should contact the Registrar's Office, which will forward inquiries to the appropriate academic advisor for follow-up.

RE-ENROLLMENT

Students who have not maintained enrollment for six months will be considered inactive and must reapply through the admissions process to resume their studies.

Standard Enrollment

Standard students are enrolled in traditional, grade-bearing courses. These courses also count toward the awarding of a certificate. If a student is in need of a remedial course to prepare them for the certificate program, The Millard College will utilize local resources such as The Adult Learning Center and tutors.

Auditing a Course

Auditing a course allows a student to take a course without receiving a grade or credit. A student who audits a course typically does so for the purposes of self-enrichment and

academic exploration.

A student must elect to audit a course at the time of enrollment. Once a class is being audited, the class cannot be used for credit towards a certificate. The cost per course is 150.00 (plus tech fee).

REGISTRAR'S OFFICE

Educational Records

The Family Educational Rights and Privacy Act of 1974 grants to students' certain rights of access, review, challenge, and exception to their educational records. These rights are: 1) The right to inspect and review the student's education records after submitting a written request. Such requests should specify the records to be inspected and should be submitted to the Registrar's Office 30 days in advance. 2) The right to request a correction to education records which the student believes are inaccurate or misleading. Such requests should be submitted in writing to the Registrar's Office and should identify which part of the record is inaccurate or misleading and provide documentation as to why it should be changed. 3) The right to have personally identifiable information contained in the student education record to be held as confidential and not subject to disclosure without the consent of the student.

Exceptions to this non-disclosure right include provision for school officials to perform their functions and the ability of the school to disclose "directory information". The Millard College designates the following student information as "directory information": name, address, email address, telephone number, previous institutions attended, major field of study, honors, degrees conferred, participation in recognized sports and activities, date and place of birth, height and weight of athletic team members, photographs, dates of attendance, and classifications. Students may withhold disclosure of this information by submitting written notification to the Registrar's Office. Forms to request the withholding of directory information are available in the Registrar's Office. The College assumes that the absence of such a request indicates student approval for disclosure.

FINANCIAL INFORMATION

Student Obligations

Tuition and other fees are set forth in the published fee schedule. Official transcripts will not be furnished until all debt to TMC is paid in full. All accounts must be paid in full prior to the time of graduation. Students with prior balances from previous trimesters will not be permitted to return until all balances are paid.

Tuition and Fees

Tuition and fees are current as of January 1, 2025 and are subject to change by The Millard College Board of Regents and/or President without notice. Full payment is due prior to the first week of the start of the term.

Withdrawal Procedures and Refunds

To officially withdraw from the College, students must complete the Withdrawal Form available on Populi. Once approved by the Director of Admissions, the Registrar will process the withdrawal and notify the student.

Refund Policy:

- Students who notify the Registrar's Office in writing by Friday of the first week of the course will receive a 75% refund.
- Students who notify the Registrar's Office in writing by Friday of the second week of the course will receive a 50% refund.
- No refunds will be issued after Friday of the second week of the course.

If the College cancels a course for any reason, students will receive a 100% refund.

Drop/Add Procedures and Refunds

Online students can register for courses using the Course Registration tool in the College's Learning Management System.

Students may drop a course for a full refund within 72 hours after the course start date.

Inactive Students

Students who remain inactive in their courses for six months will be withdrawn from the College by the Registrar's Office.

Existence of the Kentucky Student Protection Fund

In accordance with [KRS 165A.450](#) all licensed schools, both resident and non-resident, must contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Kentucky Student Protection Fund

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38, and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 300 Sower Boulevard, Frankfort, KY 40601. The form can be found on the website at www.kcpe.ky.gov

SUPPORT SERVICES

Expectations of Students

The College seeks to provide an environment where students may give themselves to academic pursuits and, at the same time, develop a Christ-like character. This can best be accomplished when all students feel a sincere responsibility for the welfare of each other and for the College community as a whole. Certain standards of conduct are outlined in the Student Handbook. This handbook is available online to students.

The use of drugs and alcoholic beverages is strictly prohibited on campus. Violations involving these substances may result in immediate suspension or expulsion from the College.

Students who disregard the standards of conduct as outlined in the Student Handbook may be required to withdraw from the school.

New Student Orientation

All new students are given the opportunity to take part in New Student Orientation prior to beginning their selected program. After being accepted into an academic program, students will receive an acceptance letter from the Director of Admissions that contains the date of New Student Orientation and important information regarding the day. This information is communicated again the week before orientation. Two forms of orientation are currently offered. One is an online orientation, and the other is a hybrid combining in-person and online sessions.

Members of Student Services and the Academic staff facilitate these important sessions.

Orientation covers a wide range of topics including, but not limited to:

- Prayer
- Student expectations
- Online etiquette
- Staff introductions
- President's Message
- College Overview
- Discussion of the Academic Calendar
- Class descriptions
- Chancellor's Message
- Graduate Testimony
- Overview of Student Services
- Technical Support Training
- Question and Answer Session

After the orientation session, student input is gathered and reviewed to identify areas of improvement.

Career Services

The Department for Career Services offers support to students who request assistance with job and career readiness. Some services include, but are not limited to resources on resume preparation, career readiness workshops, connections with outside employment services and job and internship opportunities lists. Any request for assistance should be directed to the Director of Admissions.

Disability Services

Millard College is committed to assisting those with disabilities. Any request for assistance should be directed to the Director of Admissions.

Individual situations will be handled on a case-by-case basis. Accommodations and services will be dependent upon disability, documented need, and the compliance requirements of Americans with Disabilities Act and Section 504 of the 1973 Rehabilitation Act.

Financial Aid Office

The Financial Aid Department is responsible for preparing and communicating information on financial aid. This office helps students apply for and receive financial assistance.

Registrar's Office

The Registrar's Office provides services to students concerning student records, registration, transcripts, graduation, and transfer. For more information, please see the section for the Registrar's Office.

Library and Technology Services

EBSCO is the online library that every student and instructor will have access to. It will help the student complete assignments by finding credible information on many different topics. All students, instructors, and library staff will have access to EBSCO. Login information and access to EBSCO are given on the day of orientation. It is located online at the following link:

<http://web.b.ebscohost.com/ehost/search/advanced?vid=0&sid=1c82ad25-db46-4ee1-897f-bf608d7e66ca%40sessionmgr101>

The Millard College website will provide information on the different educational programs offered at the College. It also will list fees associated with each program, contact information, and an application form. The website can be accessed using the following link

<http://millardcollege.org/>

Populi is the learning management software that will be used by The Millard College. All students will have access to Populi to complete assignments. Populi also offers a knowledge base that provides videos on working the Populi website and learning software. The Millard College Populi website can be accessed at the following link

<https://millardcollege.populiweb.com/>

GENERAL ACADEMIC INFORMATION

POLICIES AND PROCEDURES

Academic Assessment

Millard College utilizes assessments that ensure quality throughout the learning environment. Multiple modes of instruction and testing will be used to monitor the efficacy of teaching the material provided in each course.

All instructors must have a course map and syllabi prepared for each course.

Academic Integrity

All students at The Millard College will conduct themselves with integrity and honesty. It is the goal that students will carry integrity to all other areas of their lives.

If an instructor suspects academic dishonesty, the instructor should speak to the student individually. If the instructor deems the student not at fault, no action will be taken. If under further review the instructor believes that there is enough evidence against the student, the consequence will be decided by the instructor. Consequences can include a verbal warning, a written warning, a referral to a counselor, a failing grade on an assignment, a failing grade for the course, or forced withdrawal from the course.

If a situation arises where a student is determined to have acted with academic dishonesty, he or she will be given the right to appeal the instructor's decision. The student should first try to resolve the conflict with the faculty. If a student is still not satisfied with the outcome, then they should contact the Student Success Committee.

Transfer Credit

The Millard College generally accepts transfer of credits earned at institutions of higher education that are accredited by an accreditation organization and recognized by the U.S. Department of Education. In order to be considered for transfer of credits, the student must inform the Millard College office of admissions of the request to transfer credits and submit official college transcripts from the institution in which the credits were earned.

The Millard College will consider the following in evaluating courses for transfer of credit:

- The courses directly align with the specific subject matter.
- The educational quality of the learning experience.
- The comparability of the nature and content of the learning experience.

- The appropriateness of applicability of the learning experience in light of the student goals.

The student must present a transcript from the institution that awarded the original credits to The Millard College Office of Admissions. The preferred avenue is the electronic transcripts sent directly to The Millard College from that institution. Please ask the institution to send the electronic statement of credits directly to admissionsteam@millardcollege.org. Hard copy of official transcripts are also acceptable, and may be mailed to:

The Office of Admissions
The Millard College
Attention: Transcripts
PO Box 728, Louisa, KY 41230

The student may be required to present a copy of the course catalog description or syllabus of the course content to which the earned credits are attached.

Once the transfer of credit request has been made and official transcripts are received, the Office of Admissions shall refer the request to The Millard College Registrar's office for consideration and approval. The Registrar's office will notify the student of the credit decisions.

College Credit for Life Experience

The Millard College offers students the opportunity to earn college credits for relevant life experiences, professional work, and other non-traditional learning experiences that align with the academic programs we offer. This policy acknowledges the value of experiential learning and provides a pathway for adult learners and professionals to advance their academic progress efficiently.

Eligibility:

Students seeking to earn college credit for life experience must meet the following criteria:

1. Be admitted to The Millard College and enrolled in a degree or certificate program.
2. Demonstrate relevant life experience, professional training, or military service that is directly applicable to their academic program.
3. Submit a portfolio or other evidence of life experience for evaluation by the relevant academic department.

Process for Applying for Life Experience Credit:

1. **Initial Consultation:**
 - Students interested in life experience credit must schedule an appointment with their academic advisor. During this meeting, the advisor will assess the student's experiences and determine if they are likely to align with course outcomes.
2. **Portfolio Submission:**

- Students will be required to compile a portfolio demonstrating the knowledge, skills, and competencies gained through their experiences. The portfolio may include:
 - A personal statement reflecting on relevant experiences.
 - Documentation such as certifications, professional licenses, work samples, letters of recommendation, or other evidence of learning.
 - A resume or CV that outlines professional work experience.
 - A detailed explanation of how the experiences align with specific courses or program outcomes at Millard College.
- 3. **Assessment and Review:**
 - The portfolio will be reviewed by faculty members from the relevant academic department. Additional methods, such as interviews or proficiency exams, may be required to assess the depth and breadth of the student's knowledge.
 - Faculty will determine how many credits can be awarded based on the level and relevance of the experience to the course objectives.
- 4. **Credit Award:**
 - Students may earn up to a maximum of 30 credits through life experience. The number of credits awarded will vary based on the portfolio's evaluation.
 - Credits earned through life experience cannot exceed more than 25% of the total credits required for the student's certificate of degree program.
 - Life experience credits are awarded on a pass/fail basis and do not factor into the student's GPA.
- 5. **Fees:**
 - A non-refundable assessment fee of \$25.00 will be required for portfolio review.

Limitations:

- Life experience credit cannot be awarded for courses that require hands-on practice or clinical experiences.
- Credits will only be awarded for experiences that align with the curriculum of Millard College.
- Life experience credits cannot be transferred to other institutions.

Appeals Process:

If a student believes their portfolio was not fairly evaluated, they may appeal the decision by submitting a written request to the Associate Vice President of Academic Administration for a second review within 30 days of the initial decision.

Credit Transfer and Life Experience Evaluation Fee

The Millard College (TMC) charges a non-refundable Credit Transfer and Life Experience Evaluation Fee for the review and processing of academic transcripts or life experience documentation submitted for credit transfer consideration.

Fee Structure: Credit and Life Experience Evaluation Fee: \$30.00 per credit.

The fee must be paid at the time of submission of transcripts or life experience documentation. Payments can be made through the TMC student portal, by mail, or in person at the Office of Admissions.

The fee covers the administrative cost of the evaluation and is non-refundable, regardless of whether credits are accepted.

Credits will only be awarded if they meet the academic and accreditation standards of TMC.

For more information, students should contact the Office of Admissions or refer to the *Credit Transfer and College Credit for Life Experience* sections.

The Millard College Dual Credit Policy

1. Purpose

The Millard College Dual Credit Policy is designed to provide high school students with the opportunity to earn college credits while completing their high school education. This policy outlines the eligibility criteria, application process, and guidelines for students, parents, and high schools to ensure a successful and equitable dual credit program.

2. Eligibility Criteria

To participate in the dual credit program at The Millard College, students must meet the following criteria:

- Be currently enrolled in a participating high school.
- Be a junior or senior, or receive special approval from their high school administration and The Millard College.
- Maintain a minimum cumulative high school GPA of 3.0 on a 4.0 scale or equivalent.
- Obtain written permission from a parent or guardian and high school counselor or principal.

3. Application Process

Students interested in enrolling in dual credit courses must follow these steps:

1. **Consultation:** Meet with their high school counselor to discuss eligibility and course options.
2. **Application:** Complete The Millard College dual credit application form, available on the college website or through the high school counselor's office.
3. **Transcripts:** Submit an official high school transcript.
4. **Recommendation:** Provide a recommendation letter from a high school counselor or teacher.
5. **Approval:** Obtain signed permission from a parent or guardian.

6. **Registration:** Register for approved courses through The Millard College's enrollment services.

4. Course Availability and Selection

- Dual credit courses are offered in various subjects, including but not limited to English, Mathematics, Science, and Social Studies.
- Course availability may vary each semester based on demand and instructor availability.
- Students are advised to choose courses that align with their academic goals and future college plans.

5. Tuition and Fees

- Dual credit students may be eligible for reduced tuition rates.
- Students are responsible for any associated costs, including textbooks, materials, and lab fees.
- Financial assistance may be available for eligible students through The Millard College or external scholarships.

6. Academic Standards and Expectations

- Dual credit students are held to the same academic standards as traditional college students.
- Students must adhere to The Millard College's academic integrity policies and code of conduct.
- Failure to maintain satisfactory academic progress (a minimum GPA of 2.0 in college courses) may result in probation or removal from the dual credit program.

7. Credit Transferability

- Per the U.S. Department of Education: "Accreditation does not provide automatic acceptance by an institution of credit earned at another institution, nor does it give assurance of acceptance of graduates by employers. Students should contact the receiving institution to help determine whether credits are transferrable. Acceptance of credit or graduates is always the prerogative of the receiving institution or employer.

8. Support Services

- Dual credit students have access to The Millard College's academic support services, including tutoring, advising, and library resources.
- High school counselors and college advisors are available to assist students with course selection, academic planning, and any challenges that arise during the program.

9. Program Evaluation

- The Millard College will regularly evaluate the dual credit program to ensure it meets the needs of students and maintains high academic standards.

- Feedback from students, parents, high school administrators, and college faculty will be used to make continuous improvements to the program.

10. Compliance and Amendments

- This policy complies with state and federal regulations governing dual credit programs.
- The Millard College reserves the right to amend this policy as needed to ensure compliance and program effectiveness.

Catalog of Record

Students may not combine program requirements with that of an older catalog revision. Students must follow the requirements from the catalog given to them at the time of enrollment.

Once a student begins working on a program, they will have five years to complete that program under the same requirements.

If The Millard College discontinues a program, the student will have one year to satisfy the requirements of the program. If they cannot meet this timeline, then a different intent will be declared. A student cannot enroll in a terminated program.

Updating Student Information

Any and all changes to a student's name, address, phone number, or any other identifying information must be sent to the Registrar's office.

SATISFACTORY ACADEMIC PROGRESS

Attendance

Attendance is expected and required. Any absence is considered an academic loss and could place student success in jeopardy. Attendance at class, worksites, and scheduled training is the responsibility of the student.

If an absence is due to a College activity, verified illness, personal or family crisis, the student will be granted the ability to make up the work. Students should give the instructor ample notice of these types of absences. The definition of excessive absence is left up to the instructor and could result in failure of the course.

Verifying Attendance

To comply with U.S. Department of Education policies, attendance is measured by any submission of an assignment that can receive a grade within the enrollment dates of the course or by initiating contact with the instructor regarding a question related to the course-specific content studied in the course.

To simplify the process of verifying attendance for students, most of our online courses will contain an Attendance Test.

At the end of the first week of every course, attendance will be reviewed. Students who have not completed the Attendance Test or made any submission of an assignment that can receive a grade or initiate communication with the instructor regarding a course-specific question will be dropped from the class roster.

Examinations

All students are required to take their tests and their final exams at the time they are scheduled, unless previously excused by the professor. Tests from which a student has been excused by the professor must be taken before the week of final exams. When a professor requires that a student make up a test or quiz which was missed due to an absence allowed by school policy, it should be made up within a period of no longer than three weekdays following return to campus or school activity. If a final examination needs rescheduled, the student should contact the instructor.

Grades and Grade Points

Passing grades are recorded as A, B, C, D, and P (indicating pass); F indicates failure. An incomplete "I" is given only when there has been notification to the instructor concerning extraordinary circumstances that have made a student incapable of completing the work.

Grade points are a way to mark academic achievements. For each module hour of credit with an "A" grade, 4 points are awarded; for a "B" grade, 3 points; for a "C" grade, 2 points; for a "D" grade, 1 point; and for an "F" grade, no points will be awarded.

Grade Point Average

A student's GPA is calculated by dividing the number of grade points earned in a course by the number of credit hours attempted.

Grade Point Average: Cumulative

Cumulative grade point average (GPA) is determined by dividing the number of grade points earned in all of the student's College courses by the number of credit hours attempted. If the

student has repeated a course, only the most recent grade and grade points will be used in calculating GPA.

Academic Probation

Full-time students at The Millard College are expected to maintain satisfactory academic progress toward completing their program. This progress is primarily measured by the student's cumulative Grade Point Average (GPA).

To remain in good academic standing, students must maintain a minimum cumulative GPA of 2.0. If a student's GPA falls below this threshold, they will be placed on academic probation for the following term.

During the probationary period, students are strongly encouraged to utilize academic support services such as tutoring, academic advising, and mentoring. These resources are designed to help students overcome challenges, strengthen learning strategies, and stay aligned with their academic goals.

At the end of the probationary term, students must raise their cumulative GPA to at least 2.0 to return to good academic standing. Failure to meet this requirement may result in academic suspension or a formal review by the Student Success Committee.

Students have the right to appeal their probation status by submitting a written request to the Director of Admissions. Appeals must include a clear explanation of extenuating circumstances, such as illness or family emergencies, along with supporting documentation. If the appeal is approved, students may continue enrollment and retain financial aid eligibility under an academic improvement plan. This plan will include clearly defined GPA goals, course completion benchmarks, and required participation in support services. Progress will be monitored regularly, and failure to meet the plan's conditions may result in academic suspension or loss of financial aid.

Academic advisors are assigned to all students and are promptly notified when a student fails to meet SAP or requires an academic improvement plan. Advisors proactively reach out to provide personalized guidance, monitor progress, and support the student's path toward academic success.

Grade Scale

The Millard College follows the trimester system in its academic calendar and operates on the four-point (4.0) grade system. Grades are symbols that indicate the degree of mastery of course objectives. Grades do not necessarily reflect the degree of effort put into learning material. The numerical value of quality points are as follows:

GRADE	QUALITY POINTS
A	4.0
A-	3.6
B+	3.4
B	3.0
B-	2.6
C+	2.4
C	2.0
C-	1.6
D+	1.4
D	1.0
D-	0.6
F	0.0
XF	0.0

The following designations are also used:

Incomplete*	I
Passing	P
Audit	AUD
Failure for Absences	XF

If for some truly extenuating circumstance (e.g., serious illness, accident, death in the immediate family) students are unable to complete course work before the final day of class or are unable to take the final examination, students may petition instructors for a grade of "I"

(Incomplete). An “I” should not be given as a midterm grade. Work designated as incomplete must be completed within six weeks from the close of the incomplete term. The “I” will be calculated with 0.0 quality points until instructors officially submit new grades. If work is not completed, the incomplete grade becomes “F”.

Honors Designations

To recognize academic excellence, the following honors will be awarded based on cumulative GPA:

1. Summa Cum Laude:
 - Awarded to students with a cumulative GPA of 3.7 or higher.
2. Magna Cum Laude:
 - Awarded to students with a cumulative GPA between 3.30 and 3.69.
3. Cum Laude:
 - Awarded to students with a cumulative GPA between 3.0 and 3.29.

Academic Classification

Students will be classified according to the number of credits they have completed:

1. Freshmen:
 - 0-30 credits
2. Sophomores:
 - 31-60 credits
3. Juniors:
 - 61-90 credits
4. Seniors:
 - 91-120 credits

Academic Appeals

A student may at times substantively disagree with decisions made by professors. Substantive disagreements may relate to any aspect of the course, such as course requirements, the grading scale, teaching methods, grading procedures, etc. If such a disagreement occurs, the student should follow the following procedures:

1. Meet with the professor to discuss the issue in a pre-arranged, scheduled meeting. Unplanned meetings before or after class or in the hallway are often not effective in dealing with such issues. In most cases, discussing the issue with the professor resolves the situation.

2. If the issue is not resolved, and if the student feels the issue warrants further consideration, the student may file a formal written complaint to the instructor. The instructor will respond in writing, within one work week (5 days), to the student's written appeal.
3. If the student and instructor are unable to come to a resolution, the student may forward the written appeal, along with the instructor's written response, to the Student Success Committee. The Student Success Committee will attempt to resolve the issue.
4. If the resolution is still not achieved, the student may file a written appeal to the Associate Vice President of Academic Administration. The appeal must be submitted within 10 days of the incident in question. This written appeal should include the responses of the course instructor and the Student Success Committee. The Associate Vice President of Academic Administration will render a written recommendation to the student and instructor in question, and to the Vice President of Academic Administration. Appeals will normally be considered and responded to within two business days of the receipt of the appeal. Appeal forms and further instructions are available under the Current Students section of the TMC website.

TRANSCRIPTS

Official Transcripts

An official transcript provides a verified and accurate record of a student's academic progress at the College. Official transcripts must be requested through the Office of the Registrar and will include the College's official seal unless delivered electronically. A \$10 fee applies to each official transcript request.

Previous College Transcripts

A student must send official transcripts to TMC from any other colleges they have attended. The Registrar's Office will evaluate all credit hours from other institutions. These official transcripts must be kept on file.

Holds

A hold will be placed on a student's transcript if any amounts are due and unpaid. Until all debt is paid, a student will not be able to obtain their transcript for any reason. After the obligation is met, the student will then be able to request their transcript again.

Transcript Requests

To have an official transcript delivered to another college or an employer, the student must submit a written request and release to the Registrar. Official transcripts will be sent only upon request. Students will be charged \$10.00 for each transcript request.

GRADUATION

Graduation Check

Two Millard College graduation ceremonies will be offered per year. Progress toward completion of graduation requirements should be confirmed as needed each term. Students should contact their academic advisor to review their progress.

Participation in Ceremony

To participate in the ceremony, students must apply for graduation by submitting the graduation application provided to each potential graduate. There will be a \$75.00 non-refundable fee charged to the student to apply for graduation or to participate in the graduation ceremony.

AA Graduation Requirements

1. Credit Hours at TMC:
 - Students must complete a minimum of 15 credit hours at The Millard College (TMC) to be eligible for graduation.
2. Cumulative GPA:
 - A cumulative GPA of 2.0 or higher is required for graduation.

BA Graduation Requirements

1. Credit Hours at TMC:
 - Students must complete a minimum of 30 credit hours at The Millard College (TMC) to be eligible for graduation.
2. Cumulative GPA:
 - A cumulative GPA of 2.0 or higher is required for graduation.

INSTITUTIONAL POLICIES AND PROCEDURES

Grievances, Complaints, and Appeals

In the interest of protecting all students, the College will process written student complaints as expeditiously as possible. Students are expected to take their concerns to the faculty member, staff person, or administrative office with whom they have a grievance, before filing a formal written complaint. If satisfaction is not achieved, or if the complaint involves harassment or discrimination, the student may prepare a written complaint describing in detail the grievance and the steps taken heretofore to bring about resolution. The written complaint form can be accessed from the TMC webpage by choosing Student Services and clicking on the Student Services Written Complaint Form link under the heading Appeals Forms. Once the form has been completed and submitted, it will be given due consideration before the Student Success Committee.

Written Complaint Policy

In the interest of protecting all students, the College provides an Informal Procedure and a Formal Process to address student complaints as expeditiously as possible.

The Informal Procedure Process encourages students to initially take their concerns, both academic and non-academic, to the faculty member, staff person, or administrative office with whom they have a concern before filing a formal written complaint.

The Formal Process is suggested if satisfaction is not achieved, or if the complaint involves harassment or discrimination. Written Complaint/Incident Forms are available under the Current Students section of the TMC website. Students are encouraged to describe the complaint and submit supporting documents.

Once the form has been completed and submitted to the Chairman of the Student Success Committee, the Committee will investigate the student's concern by interviewing the student and the relevant personnel against whom the complaint is filed, or who have administrative responsibility for the area against which a complaint is filed. Committee members may be recused in cases involving conflict of interest. The immediate supervisor of the Chairman will chair the committee if the Chairman is ineligible to participate.

If the complaint is not satisfactorily resolved, the student may request in writing that the concern be elevated to the Director of Admissions for non-academic complaints. Academic complaints will be elevated to the Vice President of Academic Administration (or their designee) for consideration. The request should describe why the resolution is unsatisfactory. After reviewing the report from the Student Success Committee, the student, the Student Success Committee, and the President will be notified of the decision.

All written complaints are filed in the office of the Director of Admissions.

Injuries on College Property

If a student or guest is injured on College property or while involved in a College-related activity, the following procedures should be followed:

1. Attend to the injured person.
2. Administer proper medical attention.
3. Call 911 or emergency services if necessary.
4. Notify the administration.
5. File an incident report.

A person injured on College property or while involved in a College-related activity shall be the sole party responsible for their incurred medical expenses. Under no circumstance is a member of the College faculty or staff authorized or given permission to assume liability on behalf of the College.

Insurance

The College does not assume responsibility for the loss of or damage to a student's personal property. The College also does not retain a policy to cover the loss or damage to students' property. Students are encouraged to obtain their own insurance policies for health, prescriptions, and injuries.

Social Media Policy

Social Media communication has become very important to colleges and student bodies. While this is a great way to stay in touch around the world there is a need for responsible use of these public communication tools. Much damage can be done when thoughtless or reckless use is made in these public forums. The Millard College students are asked to follow guidelines in the use of any and all social media.

1. Refrain from posting negative or hurtful comments about others.
2. Follow College standards when posting pictures, videos, or other communications for others to see. Profanity, nudity or vulgar, hurtful, or derogatory comments should never be posted for others to see.
3. Negative and hurtful comments about the College, employees or other students should not be posted.

When these guidelines are not followed the following steps may be taken by College administrators:

1. The offending student will be contacted and will be asked to remove any and all hurtful or negative comments.
2. If the student agrees and postings are removed there will be guidance to lead to more positive use of social media.
3. If students refuse to remove offensive postings there will be action taken to correct the situation. These actions may include but are not limited to social media probation, or suspension.
4. If students are discovered to have posted offensive items for a second time, after being advised concerning their first posting, actions will be taken which could lead to suspension or expulsion of the offending student.

Medical Issues

Any student suffering a medical illness that prevents them from satisfying their responsibilities in any given class can request an extension. Directors and instructors should be sensitive to the needs of the student within reason. Instructors will work with the student to the best of their abilities. The instructor has the final decision on any extension or administrative withdrawal.

The College houses no facilities for the treatment of injuries or illnesses. The College provides no medical personnel on duty. Students are encouraged to seek appropriate medical attention when necessary and to maintain proper health insurance.

Non-Discrimination Policy

The Millard College is committed to a policy of nondiscrimination based on race, color, religion or creed, national origin or ancestry, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, or veteran status in admissions, educational programs or activities, and employment. The final responsibility for ensuring equal opportunity rests with the President and the Board of Regents.

The Director of Admissions is responsible for implementing this policy in student-related matters.

Complaint Procedures:

Complaints of discrimination are handled as follows:

1. **Filing a Complaint:**
 - Complaints must be submitted in writing and include the name and address of the complainant, along with a description of the alleged violation.
2. **Investigation Process:**
 - If appropriate, an investigation will follow the filing of a complaint.
 - If the complaint involves the President, the Board of Regents will appoint an

independent investigator.

- The investigation will be thorough yet informal. Both the complainant and the individual against whom the complaint is made will have the opportunity to provide relevant evidence, either orally or in writing.

3. Resolution and Reporting:

- Within 30 calendar days of the complaint's filing, the investigator will issue a written report detailing the findings and resolution. A copy of this report will be provided to the complainant.
- Complaint records will be maintained confidentially by the Director of Admissions.

4. Appeals:

- If dissatisfied with the resolution, the complainant may file an appeal to the President or the Board of Regents (if the complaint involves the President) within 10 days of receiving the resolution.
- The appeal decision will be reviewed, and a written response will be provided within 10 days.

Employee Complaints:

Non-discrimination complaints from employees should be directed to their supervisor or the Human Resources Department.

Student Complaints:

Non-discrimination complaints from students should be directed to the Director of Admissions.

The Millard College is dedicated to addressing all complaints promptly and maintaining a safe, inclusive environment for all.

Promotional Activities: Advertising, Sponsoring, and Soliciting

The Millard College recognizes that its activities and community provide potential sources of benefits or revenue for sponsorships, soliciting, and advertising. To maintain the academic mission of the College, regulation of these promotional activities is necessary, and any income obtained from these activities shall directly benefit the College.

All promotional information must support College policy. Information that is discriminatory or uses inappropriate language or images will not be allowed. In addition, materials and information cannot promote the use of alcohol, drugs, firearms/weapons, sexual misconduct, or harassment/hazing.

Employees, students, and recognized student organizations may display information on campus bulletin boards without prior approval for events or campus-related services. Others must seek permission.

The Millard College employees are prohibited from using College funds, equipment, vehicles, supplies, or work hours to act as an advocate for the election, nomination, or soliciting contributions from employees for candidates for public office, or for the defeat of a candidate

for public office.

Employees are encouraged to express opinions written or spoken as an individual in opposition of or support parties or causes. It is the employee's responsibility to make it clear that they are expressing their view and not that of The Millard College.

The Millard College departments or recognized student organizations may use sponsors or receive grants to fund events, services, or programs.

IRS guidelines must be met for sponsorships.

Questions concerning the IRS guidelines for sponsorship should be directed to the Finance Department.

The Millard College does not allow any form of promotion in electronic materials, print, or any Millard College domain.

Individuals must receive permission from the Library and Information Management personnel for Online Learning to post promotional information on the Populi learning management system.

The Millard College does not accept solicitation for advertising space on the official College website.

Sexual Harassment

The Millard College is committed to maintaining a positive and safe learning and working environment. The Millard College students and employees will be responsible for assuring that the College maintains a safe environment for study and work, free from sexual misconduct. All members of the Millard community are expected to represent themselves in a manner that does not infringe upon the rights of others. The Millard College prohibits sexual misconduct, specifically including sexual assault, sexual exploitation, rape (including "date" or acquaintance rape), domestic/dating violence, sexual harassment, stalking, cyber-stalking/bullying, facilitating the commission of a violation, and retaliation for reporting misconduct.

Sexual misconduct is unlawful, impedes the realization of educational goals, violates the dignity of individuals, and will not be tolerated. Sexual misconduct is considered an illegal form of discrimination in violation of The Violence Against Women Act of 1994, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual misconduct could lead to criminal prosecution.

Individuals with questions or concerns about Sexual Misconduct, or those wishing to file a complaint of Sexual Misconduct, should contact the Director of Admissions, The Millard College. In an emergency, please call 911 for immediate assistance.

Every effort will be made to protect the confidentiality of the parties during an investigation and provide for the safety and welfare of the complainant. After an

investigation is performed, any person who has been found to have violated this policy or retaliated against an individual for making a complaint will be subject to discipline, including expulsion from The Millard College and/or termination of employment.

Sexual Harassment Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with the Director of Admissions.

When possible, The Millard College encourages individuals who believe they are being subjected to unwanted conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. However, no action or inaction of any employee shall preclude that employee from following the complaint procedures set forth herein.

The Millard College encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, therefore all employees are encouraged to report any acts of harassment as soon as they occur.

Any reported allegations of harassment, discrimination, or retaliation will be promptly investigated. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent possible without hampering the ability to conduct an adequate investigation and institute appropriate corrective action. It is important to note that during an investigation of any form of harassment, it is the effect the harassing behavior has on the victim that is relevant and not the intent of the harasser.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

If a party to a complaint does not agree with its resolution, that party may appeal to The Millard College legal department.

False and malicious complaints of harassment, discrimination, or retaliation may be subject to appropriate disciplinary action, up to and including termination.

Student Conduct

If a student's conduct is detrimental to The Millard College, the student may be suspended or dismissed from the College by the Director of Admissions. If a student is placed on suspension, they may not have access to any College facilities, nor take part in any College activities or classes. The student has the opportunity to appeal in writing.

ACADEMIC PROGRAMS

The Millard College General Academic Program Information

Students must maintain satisfactory academic progress, which includes both academic performance (GPA) and attendance standards. Falling below expectations may result in academic probation or removal from programs, including dual credit options.

Students must maintain a minimum cumulative GPA of **2.0** to avoid academic probation.

The maximum timeframe for completion is 150% of the program duration.

Work Ready Program

The Work Ready Certificate Program is designed to equip students with foundational skills and knowledge for securing employment upon completion. The program offers concentrations in Welding, Carpentry, Automotive, Culinary, Building Maintenance Technician, and General Studies. Each certificate spans 5 months and 1 week, totaling 16 credit hours. To earn a certificate, students must attend, complete, and pass all courses.

Upon completion of a Work Ready Certificate Program, students should be able to demonstrate these learning outcomes—either as integrated into the capstone as a demonstrable task—or as documented by key tasks across a program.

Learning Outcomes

- Differentiate between soft and hard skills
- Demonstrate effective communication and professional writing
- Master basic grammar and enhance critical thinking
- Apply fundamental math and employ problem-solving techniques
- Utilize time management, organizational skills, and specialized skills in the chosen field

Certificate Name: Work Ready: Welding

Concentration: Welding

Total Credit Hours: 16

Duration: 21-weeks

This certificate includes a required internship, where students must complete a minimum of 180 hours of hands-on training. This immersive experience provides practical, real-world exposure, allowing students to apply their skills and knowledge in a professional setting while preparing them for success in their chosen field.

Certificate Overview:

The certificate equips students with the fundamental skills and hands-on experience needed to succeed in the welding industry. Through a combination of classroom instruction and practical training, participants will learn essential techniques in welding safety, metal fabrication, and various welding processes. Graduates will be prepared for entry-level positions in manufacturing, construction, and related fields, with the knowledge to pursue advanced certifications.

Course Sequence:**ORI 100 Orientation****0 credit hours**

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

COMP 101 Introduction to Computers**3 credit hours**

This course is designed to assist students in developing an awareness of various software programs and computer capabilities as well as enhance the student's computer literacy. During this course, the essentials of computer capabilities will be reviewed.

WOSK 101 Workplace Skills**3 credit hours**

This course introduces students to essential soft skills, including interpersonal communication, problem-solving, and teamwork. Emphasizing the importance of effective communication and collaboration, the course helps students develop key abilities that are critical for success in both professional and personal environments

WEL 101 Beginning Welding**3 credit hours**

This course introduces students to basic welding technology, safety, and the use of welding equipment. The course will use the AWS Fundamentals of Welding curriculum and be instructed by a certified welder.

WEL 102 Intermediate Welding**3 credit hours**

This course is designed for the student to learn welding skills and techniques, different types of welding, and cutting procedures. The course will use the AWS Fundamentals of Welding curriculum and be instructed by a certified welder.

WEL 103 Advanced Welding**3 credit hours**

This course is designed for the student to learn welding skills for the completion of projects in the manufacturing and mechanical industries. The course will use the AWS Fundamentals of Welding curriculum and be instructed by a certified welder.

WEL 199 Welding Capstone

1 credit hour

This capstone course is a week-long project chosen by the field supervisor who is a certified welder which consists of using welding/cutting skills along with intensive instruction for preparation for the certification exam.

Students are responsible for any fees associated with additional state or international certifications. These fees may vary depending on the state and/or licensure.

Certificate Name: Work Ready: Carpentry

Concentration: Carpentry

Total Credit Hours: 16

Duration: 21-weeks

This certificate includes a required internship, where students must complete a minimum of 180 hours of hands-on training. This immersive experience provides practical, real-world exposure, allowing students to apply their skills and knowledge in a professional setting while preparing them for success in their chosen field.

Certificate Overview:

This certificate offers a comprehensive introduction to basic carpentry technology, emphasizing safety and the use of carpentry equipment. The course leverages the Career Connections curriculum and is taught by an experienced carpenter. Designed for students aspiring to enter the residential, commercial, manufacturing, and mechanical industries, this program imparts essential carpentry skills necessary for the successful completion of various projects.

Course Sequence:

ORI 100 Orientation

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

COMP 101 Introduction to Computers

3 credit hours

This course is designed to assist students in developing an awareness of various software programs and computer capabilities as well as enhance the student's computer literacy. During this course, the essentials of computer capabilities will be reviewed.

WOSK 101 Workplace Skills

3 credit hours

This course introduces students to essential soft skills, including interpersonal communication, problem-solving, and teamwork. Emphasizing the importance of effective communication and collaboration, the course helps students develop key abilities that are critical for success in both professional and personal environments

CARP 101 Beginning Carpentry

3 credit hours

This course is designed to introduce students to basic carpentry skills. Students will review technology, safety, and equipment in carpentry utilizing the Career Connections curriculum. From this course, students will be assessed on the history of carpentry, modern carpentry, different opportunities that exist in the construction industry, internship, and apprenticeship.

CARP 102 Intermediate Carpentry

3 credit hours

This course is designed to prepare students to demonstrate carpentry math skills, explain construction concepts, demonstrate the site layout, and recognize the awareness of footing and foundation forms. Students will utilize the Career Connections curriculum for assessment in construction occupations, carpentry math, and carpentry equipment. This course prepares students to be successful in various careers in the field of carpentry.

CARP 103 Advanced Carpentry

3 credit hours

This course is designed to prepare students to learn carpentry skills for the completion of projects in the residential, commercial, manufacturing, and mechanical industries. The course will utilize the Career Connections curriculum for assessment in wall alignment and bracing, roof and ceiling framing, door and window installation, and safe use of tools and materials. This course prepares students to be successful in various careers in the carpentry industry.

CARP 199 Carpentry Capstone

1 credit hour

This capstone course is a week-long project chosen by the field supervisor who is an experienced carpenter and consists of using carpentry skills in the completion of tasks in a residential or commercial setting.

Students are responsible for any fees associated with additional state or international certifications, which may vary depending on the specific state or licensure requirements.

Certificate Name: Work Ready: Automotive

Concentration: Automotive

Total Credit Hours: 16

Duration: 21-weeks

This certificate includes a required internship, where students must complete a minimum of 180 hours of hands-on training. This immersive experience provides practical, real-world exposure, allowing students to apply their skills and knowledge in a professional setting while preparing them for success in their chosen field.

Certificate Overview:

This certificate provides a comprehensive introduction to the automotive field, equipping students with essential skills and knowledge. Throughout this certificate program, students will gain proficiency in workshop safety, the use of standard repair tools, and vehicle service preparation. The curriculum covers key areas including steering and suspension systems, battery, starting, and charging systems, manual drivetrain and axles, engine performance and repair, HVAC systems, and electrical repair. Additionally, students will receive an in-depth overview of brake systems, including techniques for repairing and replacing disc and drum brakes, as well as an introduction to steering and suspension. Upon completion, students will be well-prepared to take the Automotive Service Excellence (ASE) entry exam.

Course Sequence:

ORI 100 Orientation

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

COMP 101 Introduction to Computers

3 credit hours

This course is designed to assist students in developing an awareness of various software programs and computer capabilities as well as enhance the student's computer literacy. During this course, the essentials of computer capabilities will be reviewed.

WOSK 101 Workplace Skills

3 credit hours

This course introduces students to essential soft skills, including interpersonal communication, problem-solving, and teamwork. Emphasizing the importance of effective communication and collaboration, the course helps students develop key abilities that are critical for success in both professional and personal environments

AUTO 101 Beginning Auto**3 credit hours**

This course is designed to introduce students to the automotive field. Students will learn about workshop safety, standard tools used in the repair shop, and vehicle service preparation. In addition, this course includes an extensive overview of brake systems and methods used to replace/repair disc and drum brakes and an introduction to steering and suspension. This course prepares students for the Automotive Service Excellence (ASE) entry exam.

AUTO 102 Intermediate Auto**3 credit hours**

This course is designed to introduce students to steering and suspension, batteries, starting, and charging. Students will have the opportunity to showcase their learned skills in a professional automotive workshop. This course prepares students for the Automotive Service Excellence (ASE) entry exam.

AUTO 103 Advanced Auto**3 credit hours**

This course introduces students to manual drivetrain and axles, engine performance and repair, HVAC repair, and maintenance and repair of electrical components. Students will have the opportunity to showcase their learned skills in a professional automotive workshop. This course prepares students for the Automotive Service Excellence (ASE) entry exam.

AUTO 199 Auto Capstone**1 credit hour**

The National Institute for Automotive Service Excellence (ASE) Entry-Level certification tests are designed to indicate a satisfactory level of practical knowledge-based readiness for the workforce in candidates seeking a career in the automotive service industry. In this one-week Capstone, students will prepare for the following ASE Entry-Level certification tests: Automobile Service Technology, Brakes, and Maintenance and Light Repair. Passing scores are required to receive credit for this course.

Students are responsible for the \$51.00 fee associated with completing the ASE exam. TMC will assist with the transaction process and is also an approved testing site.

Certificate Name: Work Ready: Culinary

Concentration: Culinary

Total Credit Hours: 16

Duration: 21-weeks

This certificate includes a required internship, where students must complete a minimum of 180 hours of hands-on training. This immersive experience provides practical, real-world exposure, allowing students to apply their skills and knowledge in a professional setting while preparing them for success in their chosen field.

Certificate Overview:

This certificate is designed to introduce students to the culinary field. Students will learn about workshop safety, standard tools used in the kitchen, proper sanitation, and how to prevent foodborne illness, introduced to customer service and hospitality, measuring techniques used in the kitchen, food preparation and quality assurance, baking techniques, and exposure to preparing foods that contain meats, poultry, and seafood. This certificate program lasts five (5) months and one (1) week and prepares students for the American Culinary Federation (ACF) Certified Fundamentals Cook (CFC) and Certified Fundamentals Pastry Cook (CFPC) exams.

Course Sequence:**ORI 100 Orientation****0 credit hours**

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

COMP 101 Introduction to Computers**3 credit hours**

This course is designed to assist students in developing an awareness of various software programs and computer capabilities as well as enhance the student's computer literacy. During this course, the essentials of computer capabilities will be reviewed.

WOSK 101 Workplace Skills**3 credit hours**

This course introduces students to essential soft skills, including interpersonal communication, problem-solving, and teamwork. Emphasizing the importance of effective communication and collaboration, the course helps students develop key abilities that are critical for success in both professional and personal environments

CUL 101 Beginning Culinary**3 credit hours**

This course introduces students to various aspects of the food service industry, including food safety, sanitation, foodborne illnesses, and principles of HACCP.

CUL 102 Intermediate Culinary**3 credit hours**

This course is designed to introduce students to various aspects of the food service industry, including its history, the types of operations it includes, the types of ownership options available, and the management and job opportunities it includes. In addition, students will learn about the skills needed to be employed in the culinary field, customer service and hospitality, new technology being used, marketing, tools and equipment, measuring techniques, quality assurance, and techniques and cooking methods used in a commercial kitchen.

CUL 103 Advanced Culinary

3 credit hours

This course introduces students to various aspects of the food service industry, including desserts and baked goods, grains, legumes, pasta, meat, poultry, seafood, salads and sandwiches, and dairy products.

CUL 199 Culinary Capstone

1 credit hour

This one-week capstone course is designed to prepare students for the AMSA Food Safety and Science Certification exam. A passing score is required to earn credit for this course.

Students who have already earned their ServSafe certification during the program are exempt from taking the AMSA Food Safety and Science Certification exam. This capstone provides a comprehensive review to ensure students are well-prepared for certification and ready to apply their knowledge in professional culinary environments.

Students are responsible for the \$40.00 fees associated with the completion of the AMSA Food Safety and Science Certification exam.

For additional information regarding SafeServe certification, including cost, please visit <https://www.servsafe.com/ServSafe-Manager/Get-Certified>

Certificate Name: Work Ready: Building Maintenance Technician

Concentration: Building Maintenance

Total Credit Hours: 16

Duration: 21 - weeks

This certificate includes a required internship, where students must complete a minimum of 180 hours of hands-on training. This immersive experience provides practical, real-world exposure, allowing students to apply their skills and knowledge in a professional setting while preparing them for success in their chosen field.

Certificate Overview:

This certificate is designed to introduce students to the fundamentals of building maintenance. The program focuses on safety, tools of the trade, and occupational opportunities. In addition,

this program will cover various introductory aspects of plumbing, HVAC, and electrical. At the end of this certificate, students will be prepared to take the Home Builder Association of Alabama (HBAA) Residential Construction Skills Exam. HBAA is nationally recognized and verifies an individual has the fundamental competency necessary to work in this industry. To obtain this certification, students must score at least 70% on the HBAA exam.

Course Sequence:

ORI 100 Orientation

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

COMP 101 Introduction to Computers

3 credit hours

This course is designed to assist students in developing an awareness of various software programs and computer capabilities as well as enhance the student's computer literacy. During this course, the essentials of computer capabilities will be reviewed.

WOSK 101 Workplace Skills

3 credit hours

This course introduces students to essential soft skills, including interpersonal communication, problem-solving, and teamwork. Emphasizing the importance of effective communication and collaboration, the course helps students develop key abilities that are critical for success in both professional and personal environments

BMT 101 Beginning Building Maintenance Technician

3 credit hours

This course introduces students to the fundamentals of building maintenance. This course will focus on safety, tools of the trade, and occupational opportunities. In addition, this course will cover various aspects of plumbing. This includes basic installation, materials, repairs, and maintenance.

BMT 102 Intermediate Building Maintenance Technician

3 credit hours

This course introduces students to the fundamentals of HVAC. Students will learn about the refrigeration cycle, tools, duct fabrication, electric and gas furnaces, heat pumps and dual fuel systems, and thermostats.

BMT 103 Advanced Building Maintenance Technician

3 credit hours

This course introduces students to residential construction and prepares students to take the

Home Builders Association of Alabama Residential Construction Skills exam. The HBAA is recognized nationally and validates the student's knowledge and skills of construction principles and practices.

BMT 199 Building Maintenance Technician Capstone

1 credit hours

This one-week course prepares students to take the Home Builders Association of Alabama (HBAA) Residential Construction Skills Exam. Successful completion of the HBAA exam is a requirement to pass this course.

Students are responsible for the \$40.00 fees associated with the completion of the HBAA exam.

Certificate Name: Work Ready: General Studies

Concentration: General Studies

Total Credit Hours: 16

Duration: 21- weeks

Certificate Overview:

This certificate is designed to prepare students to enter the workplace by introducing them to basic computer skills, workplace skills, basic English, math, and leadership skills.

Course Sequence:

ORI 100 Orientation

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

COMP 101 Introduction to Computers

3 credit hours

This course is designed to assist students in developing an awareness of various software programs and computer capabilities as well as enhance the student's computer literacy. During this course, the essentials of computer capabilities will be reviewed.

WOSK 101 Workplace Skills

3 credit hours

This course introduces students to essential soft skills, including interpersonal communication, problem-solving, and teamwork. Emphasizing the importance of effective communication and collaboration, the course helps students develop key abilities that are

critical for success in both professional and personal environments

ENG 100 English for the Workplace

3 credit hours

This course introduces college students to foundational English skills that prepare them for the workforce. This course emphasizes writing, reading, speaking, and critical thinking.

MATH 100 Math for the Workplace

3 credit hours

This course teaches the fundamentals of math that are necessary skills for the workplace. Students will become well-equipped with a solid foundation of the mathematical tools required to solve more complex operations. This course will benefit any student with everyday problems and build confidence on the job. Lessons will focus on processes involving fractions, decimals, percentages, ratios, basic algebra, and geometry.

LEAD 101 Leadership for the Workplace

3 credit hours

This course has been designed to introduce students to the roles and levels of leadership within the workplace by exploring leadership styles and methods. This course emphasizes writing, speaking, and personal ethics in the workplace.

WRGS 199 General Studies Capstone

1 credit hour

The one-week capstone project serves as a tool for students to assess and appraise the knowledge and skills they have acquired throughout their academic endeavors. Under the guidance of an instructor, students will hone their abilities by undertaking two projects: the capstone trends project and the capstone portfolio. The portfolio allows students to reflect on their academic journey and highlight their most significant experiences. The capstone trends project gives students a chance to explore emerging trends and developments in their chosen fields.

Allied Health Program

The Millard College (TMC) Allied Health Certificate Program is designed to equip students with the essential knowledge and skills required for various roles in the healthcare industry. This comprehensive program combines theoretical learning with practical, hands-on training in medical terminology, anatomy and physiology, patient care techniques, medical office procedures, and basic laboratory skills. Students will also gain proficiency in communication, professionalism, and teamwork, all critical for a successful career in allied health. Upon completion, graduates will be prepared for entry-level positions in healthcare settings, such as hospitals, clinics, and long-term care facilities, or to pursue further specialized certifications in their chosen field.

Certificate Name: Certified Phlebotomy Technician (CPT)

Concentration: Phlebotomy

Total Credit Hours: 16

Duration: 21-Weeks

This certificate requires a 120-hour externship. By program completion, students must perform at least 30 venipunctures and 10 capillary sticks on live individuals under the supervision of a licensed healthcare worker to meet National Healthcareer Association (NHA) standards for CPT certification. Students are responsible for securing a clinic where they can complete their externship and record their clinical competencies.

Certificate Overview:

This certificate introduces students to the professional roles of a phlebotomist and clinical lab assistant. The program is structured into five one-month courses, followed by a one-week capstone. Course topics include medical terminology, interpersonal communication, computer skills, laboratory equipment mechanics, technical proficiency in blood draw procedures, proper specimen handling, use of personal protective equipment (PPE), and bloodborne pathogens. Upon completion, students will be well-prepared to take the NHA Certified Phlebotomy Technician (CPT) exam.

Course Sequence:

ORI 100 Orientation

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

COMP 101 Introduction to Computers

3 credit hours

This course is designed to assist students in developing an awareness of various software programs and computer capabilities as well as enhance the student's computer literacy. During this course, the essentials of computer capabilities will be reviewed.

WOSK 101 Workplace Skills

3 credit hours

This course introduces students to essential soft skills, including interpersonal communication, problem-solving, and teamwork. Emphasizing the importance of effective communication and collaboration, the course helps students develop key abilities that are critical for success in both professional and personal environments.

CLA 101 Clinical Lab Assistant I

3 credit hours

This course provides students with an introductory overview of clinical laboratory assistant work including organizational structures, regulatory standards, quality assurance practices, and basic clinical laboratory procedures.

CLA 102 Advanced Clinical Lab Assistant II

3 credit hours

This course provides students with an advanced study of clinical laboratory assistant work including organizational structures, regulatory standards, quality assurance practices, and basic clinical laboratory procedures.

PHLE 101 The Science of Phlebotomy

3 credit hours

In this course, students gain theoretical and practical skills necessary for the preparation, collection, and processing of biological specimens for laboratory testing. In addition, this course provides students with a basic understanding of medical terms and abbreviations. This includes study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and applications.

PHLE 210 Phlebotomy Capstone

1 credit hour

This one-week capstone aims to evaluate the student's comprehension of test methodology, including proper collection techniques and an awareness of complications arising from incorrect methods. In addition, the instructor will verify that all NHA requirements have been met to take the CPT exam.

Students are responsible for any fees associated with the completion of the National Healthcareer Association (NHA) CPT exam. For information about the CPT exam, including cost, please visit <https://www.nhanow.com>

Learning Outcomes for the Certified Phlebotomy Technician (CPT) Certificate:

1. Demonstrate technical proficiency in blood collection procedures, ensuring the proper use of phlebotomy equipment, techniques, and patient care.
2. Identify and apply medical terminology related to phlebotomy and laboratory work, ensuring accurate communication and documentation of specimen handling and processing.
3. Exhibit an understanding of safety protocols, including the proper use of personal protective equipment (PPE) and infection control practices, to minimize risks associated with bloodborne pathogens.
4. Develop effective interpersonal communication skills to ensure positive patient interactions, addressing concerns and fostering a professional and compassionate environment.
5. Apply knowledge of clinical laboratory operations, regulatory standards, and quality assurance practices to support efficient and accurate laboratory testing.
6. Complete a supervised externship, demonstrating real-world proficiency in phlebotomy

and clinical lab assistant tasks, and meeting National Healthcareer Association (NHA) certification requirements.

Ministry Program

The Millard College offers two Ministry certificates: *Christian Studies* and *Christian Service*. These certificates integrate foundational knowledge with practical skills, equipping students for impactful roles in Christian service and leadership. The curriculum provides an introduction to biblical studies, theology, Christian history, and discipleship, fostering both personal spiritual growth and academic understanding.

Key courses include *Basic Christian Doctrine*, *Personal Spiritual Disciplines*, *Survey of the Old and New Testaments*, and *Christian Worldview and Thought*.

Spanning five months and one week, both certificates are ideal starting points for individuals seeking to deepen their understanding of ministry.

Certificate Name: Christian Studies

Concentration: Christian Studies

Total Credit Hours: 16

Duration: 21-Weeks

Certificate Overview:

This certificate offers an introduction to biblical studies, theology, and the Christian worldview. Each course immerses students in the study of biblical texts, ethical principles, and foundational theological concepts. The certificate program is crafted to provide students with the critical knowledge necessary for advanced study or personal growth, fostering a solid biblical foundation and a well-rounded Christian perspective.

Course Sequence:

ORI 100 Orientation

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

REL 101 Introduction to Biblical Ethics

3 credit hours

This course provides an introduction to biblical ethics, offering a Christian perspective on various ethical issues.

BIB 102 History of the Bible

3 credit hours

This course explores the history, character, and structure of the Bible by studying the origin of the Bible, how the Bible takes on its present form, and what is meant by the inspiration of the Bible.

REL 103 Christian Worldview and Thought

3 credit hours

A worldview is a unique perspective through which an individual perceives the fundamental moral, theological, and societal elements of the world. It serves as a critical framework for decision-making and shapes our perception of the world. This course aims to acquaint students with the concept of worldview by contrasting Christian ideology with other worldviews. Through critical thinking exercises, students will explore key questions related to the concept of worldview.

BIB 104 Survey of the Old Testament

3 credit hours

This course lays a foundational understanding of Scripture via a historical survey of the Old Testament. Students will learn activities related to the issues interacting with biblical literature, basic hermeneutical principles, key themes and persons of the canon, and the redemptive theme of scripture.

BIB 105 Survey of the New Testament

3 credit hours

In this New Testament survey course, students will delve into the fascinating world of the Bible. Through a comprehensive exploration of the New Testament, we will gain a deeper understanding of its historical context, themes, and teachings of the New Testament.

BIB 210 Christian Studies Capstone

1 credit hour

The capstone course is a one-week program designed to prepare students for their final writing examination. The final exam consists of 100 true or false, multiple choice, and fill-in-the-blank questions and must be completed within 120 minutes. To pass the course and receive credit, students must score 70% or higher on the final exam.

Learning Outcomes for the Christian Studies Certificate:

1. Demonstrate an understanding of biblical ethics by analyzing moral principles derived from Scripture and applying them to contemporary ethical dilemmas.
2. Trace the historical development of the Bible, including its origins, structure, and the concept of divine inspiration, to appreciate its role as the foundation of Christian theology.

3. Compare and contrast the Christian worldview with other worldviews, using critical thinking to evaluate moral, theological, and societal perspectives.
 4. Develop a foundational knowledge of the Old Testament, including its historical context, key themes, figures, and its overarching redemptive narrative.
 5. Gain a comprehensive understanding of the New Testament's historical background, central teachings, and theological significance within the Christian tradition.
 6. Synthesize knowledge from biblical studies and theology through a capstone experience, demonstrating mastery of core concepts and readiness for advanced study or personal application.
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Certificate Name: Christian Service

Concentration: Christian Service

Total Credit Hours: 16

Duration: 21-weeks

Certificate Overview:

This certificate is designed to help the student understand basic Christian doctrine, history, and discipleship in order to be able to serve at very basic levels in the local church. It concludes with an opportunity to take a Chaplaincy certification exam with the International Federation of Chaplains.

Course Sequence:

ORI 100 Orientation

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

BIB 101 Basic Christian Doctrine

3 credit hours

This course is designed to introduce the basic tenets of Christianity. Students will explore the meaning of the Bible, God's nature, the Trinity, creation, and the relationship between man and sin. In addition, this course will explain who Jesus Christ is according to scripture, and what Jesus means to Christians and the rest of the world.

BIB 103 How to Read the Bible

3 credit hours

This course is designed to introduce students to how to read the Bible through observation, interpretation, and application. Students will explore the art and science behind reading the Bible and discover why it is important to study scripture. In addition, this course teaches reading

strategies and observation techniques which will heighten the student's awareness and understanding of concepts taught in the Bible.

BIB 201 Personal Spiritual Disciplines

3 credit hours

This course is designed to introduce students to spiritual disciplines found in the Bible that promote spiritual growth among believers in the gospel of Jesus Christ. Students will learn how to meditate, memorize scripture, and develop habits of devotion and experiential Christianity that have been practiced by people of God since biblical times.

BIB 202 Survey of Christian History

3 credit hours

This course is designed to introduce students to the history of Christianity. Students will be exposed to major events that took place during the early conception of the church, historical facts, and biblical timelines.

BIB 203 Introduction to Christian Discipleship

3 credit hours

This course is designed to introduce students to the different components of Christian discipleship. Throughout this course, students will be exposed to the basics of discipleship, what discipleship is and why it is important, scriptures on discipleship, and the model for disciplining others.

BIB 199 Christian Service Capstone

This online chaplaincy class offered by the International Fellowship of Chaplains is designed to provide practical knowledge, skills, and tools relevant to the area of chaplaincy and serving those in need and in crisis. To successfully complete this course, students will need to complete all the training modules assigned in the course and attend a live 4-hour webinar after concluding all of the training modules. The last quiz in the training class acknowledges you have attended the webinar. Your certification will be available once all modules are completed and the instructor has confirmed (graded the quiz) your attendance in that session.

Students are responsible for any fees associated with the completion of the Federation of Chaplains (IFOC) online modules. For more information, including cost to register, please visit [I.F.O.C. Chaplaincy Course - Online Learning Path \(litmos.com\)](http://litmos.com)

Learning Outcomes for the Christian Service Certificate:

1. Demonstrate an understanding of basic Christian doctrine, including the nature of God, the Trinity, and the relationship between humanity and sin, as a foundation for Christian service.
2. Develop skills in reading, interpreting, and applying biblical texts to enhance personal and communal spiritual growth.
3. Practice personal spiritual disciplines, such as meditation, scripture memorization, and devotional habits, to foster a deeper relationship with God and spiritual maturity.

4. Analyze the historical development of Christianity, identifying key events, figures, and movements that shaped the church's role in society.
 5. Apply principles of Christian discipleship to effectively mentor and support others in their spiritual journeys.
 6. Complete the requirements for certification with the International Federation of Chaplains (IFOC), demonstrating readiness to serve in chaplaincy and other Christian service roles.
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Business Program

TMC offers one specialized certificate in Business:

Certificate Name: General Business

Concentration: Business

Total Credit Hours: 16

Duration: 21-weeks

Certificate Overview:

The General Business Certificate introduces students to foundational business concepts, career pathways, and workplace leadership. The curriculum covers key business terminology, management principles, ethical decision-making, and computer applications, providing students with the skills needed for entry-level business roles or further education.

Course Sequence:

ORI 100 Orientation

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

BUS 101 Introduction to Business

3 credit hours

Introduces business careers, terminology, and the interrelationships of business topics. Presents the complexities of business and its impact on communities and their economies.

LEAD 101 Leadership for the Workplace

3 credit hours

This course has been designed to introduce students to the roles and levels of

leadership within the workplace by exploring leadership styles and methods. This course emphasizes writing, speaking, and personal ethics in the workplace.

BUS 102 Introduction to Computers and Computer Applications

3 credit hours

Introduces students to computer concepts and terminology related to operating systems, file management, and cloud computing. Teaches basic competencies in searching, locating, and evaluating information on the Internet, using email and other online tools, and demonstrating responsible and ethical online and offline behavior. Teaches beginning skills in word processing electronic spreadsheets, presentations, databases, and integration as well as how to keep up with emerging technologies and use computer skills to enhance quality of life and employability.

BUS 103 Principles of Management

3 credit hours

Examines the functional framework of planning, organizing, leading, and controlling as it is utilized to introduce the management process. Introduces the interdisciplinary nature of management with the inclusion of relevant aspects of human behavior and rational decision making.

BUS 104 Business Ethics & Society

3 credit hours

This course presents ethical theories and techniques of moral reasoning used to analyze moral issues in business management. In addition, this course applies ethics and reasoning to current issues of management, healthcare, employees, government, public safety, and the environment.

BUS 210 – General Business Capstone

1 credit hours

The General Business Capstone is the final course in the Business Certificate Program, providing students with an opportunity to integrate and apply key business concepts in a real-world scenario. Over the course of one week, students will work independently to develop a comprehensive business proposal that addresses a specific challenge faced by a company or startup. This project will require students to incorporate elements of management, marketing, finance, and business ethics into a cohesive strategic plan. The final proposal will be submitted at the end of the week and will demonstrate the student's ability to think critically, solve business problems, and communicate professionally.

Learning Outcomes for the General Business Certificates:

1. Demonstrate Business Proficiency: Accurately define and apply key business,

financial, and computer-related terminology.

2. Analyze Business Ownership Structures: Evaluate different business ownership models to make informed recommendations.

3. Develop Marketing and Pricing Strategies: Apply marketing concepts to create effective business strategies.

4. Apply Supply Chain Management Principles: Assess supply chain processes to optimize business operations.

5. Interpret Business Financial Data: Analyze financial statements and ratios to inform business decisions.

6. Communicate Professionally: Develop well-structured business documents, presentations, and reports.

7. Apply Management Principles: Implement management and leadership strategies to enhance organizational effectiveness.

8. Integrate Ethical and Social Responsibility Considerations: Evaluate ethical business practices and corporate social responsibility in decision-making.

9. Develop a Business Proposal: Synthesize knowledge from the program to create a strategic business plan.

Human Services Program

TMC offers five specialized certificates and one degree within its Human Services Program:

Certificates

1. *Addiction and Recovery Studies I*
2. *Addiction and Recovery Studies II*
3. *Community Health Worker (CHW) Certificate*
4. *Community Support Associate (CSA) Certificate*
5. *Peer Support Specialist (PSS) Certificate*
6. *Psychiatric Mental Health Technician (MHT) Certificate*

Degrees

1. *Associate of Arts Degree in Addiction and Recovery Studies*

Certificate Name: Addiction and Recovery Studies I

Concentration: Addiction and Recovery

Total Credit Hours: 24

Duration: 32-Weeks

Certificate Overview:

The Addiction and Recovery Studies I certificate integrates knowledge of psychology, counseling, ethics, and management to prepare students for roles in addiction recovery services. It equips them with the skills to address addiction holistically, including individual, group, and family interventions.

Course Sequence:

ORI 100 Orientation

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

COMP 101 Introduction to Computers

3 credit hours

This course is designed to assist students in developing an awareness of various software programs and computer capabilities as well as enhance the student's computer literacy. During this course, the essentials of computer capabilities will be reviewed.

SUB 101 Recovery Principles

3 credit hours

This course is designed to help students develop and gain knowledge of evidence-based treatment approaches for substance use disorder, grow in clinical documentation skills, and develop an individual idea of how to utilize a multidisciplinary approach to treatment. Students will learn to effectively share their recovery journey to reflect research-based principles and gain insight into the treatment process from intake to discharge planning. This course prepares students for entry-level careers in the mental health or human services field.

PSY 101 General Psychology

3 credit hours

This course is designed to introduce the study of human behavior to the students. After the completion of this course, students will have attained a deeper knowledge of psychology as a science and how it relates to cognitive processes and effects.

COU 102 Introduction to Counseling

3 credit hours

This course explores the origins and purpose of the counseling profession, major counseling theories, and practical techniques for individual counseling, including substance abuse counseling. It integrates components of a Christian worldview, emphasizing its application within the counseling framework. This course is designed

to prepare students for careers in counseling-related fields, such as substance abuse counseling, mental health counseling, or pastoral counseling. It is particularly suited for roles that integrate faith-based approaches to counseling within the context of individual or substance abuse therapy.

COU 103 Introduction to Group Counseling

3 credit hours

This course is structured to introduce the student to concepts and theories of group dynamics. This course will emphasize groups and exercises often utilized in the treatment of addictions. Students will have the ability to participate in a group both as a group leader and a group member in order to practice leadership skills.

COU 104 Clinical Services Management

3 credit hours

This course will introduce the student to the process of client management in the study of addiction counseling. The course will indicate how to provide case management services in a variety of settings.

ETH 106 Professional Ethics

3 credit hours

A study of ethical principles and ethical problems in the professional world. The course is intended to provide students with the ability to analyze ethical situations within a specific profession such as health care, business, public administration, ministry, and pastoral care. The course includes discussions, case analyses, and the study of codes of ethics.

COU 209 Family and Addictions

3 credit hours

The student will learn characteristics, support issues, confidentiality issues, cultural factors and facilitation of discussions regarding family interactions in addictions counseling. The intent is to provide instruction for a student seeking to be a certified alcohol and other drug counselor.

Learning Outcomes for Addiction and Recovery Studies I Certificate

1. Demonstrate foundational skills for academic success and technological proficiency essential for modern counseling practices.
2. Analyze principles of psychology, ensuring students understand the behavioral and emotional aspects of addiction.
3. Evaluate understanding addiction recovery models, techniques, and practical applications.
4. Utilize basic counseling skills for working with individuals experiencing addiction and explore techniques for facilitating support groups and fostering group recovery dynamics.
5. Demonstrate the administrative and operational aspects of managing addiction services

- as well as emphasize ethical standards and practices in addiction counseling.
6. Analyze the impact of addiction on families and strategies for family involvement in recovery.
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Certificate Name: Addiction and Recovery Studies II

Prerequisite ARS I

Concentration: Addiction and Recovery

Total Credit Hours: 16

Duration: 21-weeks

Certificate Overview:

The Addiction and Recovery Studies II is a 16-credit certificate that aims to enhance the student's knowledge of addiction and recovery treatments. The program provides an in-depth understanding of the clinical psychology of treatment and explores various pathways to recovery. It also focuses on developing the student's comprehension of human services, specific government roles in addiction and recovery, and responsibilities, approaches, and techniques. The certificate also emphasizes the importance of self-awareness and self-care.

Course Sequence:

MATH 131 Algebra Foundations

3 credit hours

Algebra Foundations is an introductory-level course designed to ease students into foundational algebra concepts. The course is designed to provide students with a variety of problems. Emphasis is on learning to investigate, organize, observe, discuss, reason, generalize, and validate. Mathematical content includes operations with integers, combining expressions, solving linear equations, and quadratics.

ENG 101 Composition and Rhetoric

3 credit hours

This writing-intensive course emphasizes all phases of the writing process as students write with purpose and mastery, preparing for more specialized study in English 201.

HEA 201 Basic Nutrition (Health)

3 credit hours

This course aims to provide students with a fundamental understanding of nutrition and wellness by examining it from a scientific perspective. Throughout the course, students will delve into various topics such as nutrition throughout the different stages of life, the effects of nutrition on overall health and wellness, how the human body processes nutrients, diseases related to nutrition and wellness, and the importance of health information.

HUS 105 Survey of Human Services**3 credit hours**

This course offers a foundational understanding of Human Services, specific roles and responsibilities, approaches and techniques, and the importance of self-awareness and self-care.

GOV 207 Public and Community Health (Government)**3 credit hours**

This course is designed to present essential information relating to community and public health as well as an emphasis on the governmental role in health services. Students will focus on community and national health, healthcare delivery, and environmental health and safety.

ARS 210 Addiction and Recovery Studies Capstone**1 credit hour**

The one-week capstone project is a valuable tool for students to evaluate the knowledge and skills they have acquired throughout their academic journey. With the guidance of an instructor, students will research current and emerging trends in behavioral health. They will then analyze how these trends impact the industry and consider how they affect their professional career options.

Learning Outcomes for Addiction and Recovery Studies II Certificate

1. Examine various treatment modalities and pathways to recovery, integrating clinical psychology principles to address diverse needs in addiction and recovery services.
2. Demonstrate a comprehensive understanding of human services roles, responsibilities, and approaches while prioritizing self-awareness and self-care in professional practice.
3. Assess the impact of governmental policies, programs, and services on public and community health, particularly in addiction recovery contexts.
4. Utilize critical writing and mathematical reasoning to communicate effectively and solve practical problems in addiction recovery settings.
5. Identify the relationship between nutrition, wellness, and recovery, and apply this knowledge to support overall health and well-being in clients.
6. Synthesize knowledge and skills gained throughout the program to analyze current and emerging trends in behavioral health, evaluating their impact on the addiction recovery field and personal career aspirations.

Certificate Name: Community Health Worker (CHW)

Concentration: Community Health Worker

Total Credit Hours: 16

Duration: 21-Weeks

Certificate Overview:

This certificate equips students with the skills necessary to become effective Community Health Workers (CHWs). The program focuses on building individual and community health awareness, enhancing health knowledge, and promoting self-sufficiency through outreach, education, informal counseling, social support, and advocacy.

Course Sequence:**ORI 100 Orientation****0 credit hours**

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

COMP 101 Introduction to Computers**3 credit hours**

This course is designed to assist students in developing an awareness of various software programs and computer capabilities as well as enhance the student's computer literacy. During this course, the essentials of computer capabilities will be reviewed.

WOSK 101 Workplace Skills**3 credit hours**

This course introduces students to essential soft skills, including interpersonal communication, problem-solving, and teamwork. Emphasizing the importance of effective communication and collaboration, the course helps students develop key abilities that are critical for success in both professional and personal environments

HEA 201 Basic Nutrition (Health)**3 credit hours**

This course aims to provide students with a fundamental understanding of nutrition and wellness by examining it from a scientific perspective. Throughout the course, students will delve into various topics such as nutrition throughout the different stages of life, the effects of nutrition on overall health and wellness, how the human body processes nutrients, diseases related to nutrition and wellness, and the importance of health information.

ETH 106 Professional Ethics**3 credit hours**

A study of ethical principles and ethical problems in the professional world. The course is intended to provide students with the ability to analyze ethical situations within a specific profession such as health care, business, public administration, ministry, and pastoral care. The course includes discussions, case analyses, and the study of codes of ethics.

GOV 207 Public and Community Health (Government)

3 credit hours

This course is designed to present essential information relating to community and public health as well as an emphasis on the governmental role in health services. Students will focus on community and national health, healthcare delivery, and environmental health and safety.

CHW 210: Community Health Worker Capstone – 1 credit

The Community Health Worker (CHW) Capstone is an intensive, one-week course designed to assess students' proficiency in enhancing community health capacity. The course focuses on empowering individuals and communities by promoting health knowledge and self-sufficiency. Through activities such as outreach, community education, informal counseling, social support, and advocacy, students will demonstrate their skills and readiness to serve as CHWs. Upon completing the CHW Certificate Program, graduates will be fully prepared to deliver these essential services effectively.

Students are responsible for any fees associated with completion of state or international application or exam, which may vary depending on the specific state or licensure requirements.

Learning Outcomes for Community Health Worker (CHW) Certificate

1. Develop skills to educate individuals and communities about health, wellness, and disease prevention to enhance self-sufficiency and informed decision-making.
2. Utilize interpersonal, communication, and problem-solving skills to build trust, provide informal counseling, and deliver effective health education and social support.
3. Analyze the role of public and community health initiatives, including the governmental role in healthcare delivery and environmental health and safety.
4. Identify and address ethical issues in healthcare and community outreach, adhering to professional codes of ethics and maintaining confidentiality and integrity in all interactions.
5. Explain the relationship between nutrition and overall health, and apply this knowledge to advocate for healthier lifestyle choices within communities.
6. Use computer literacy and software tools to manage data, communicate effectively, and support outreach and advocacy efforts within health-focused programs.

Certificate Name: Community Support Associate (CSA)

Concentration: Community Support Associate

Total Credit Hours: 16

Duration: 21-Weeks

Certificate Overview:

The Community Support Associate (CSA) Certificate introduces students to essential skills needed to care for and support individuals with mental and/or physical disabilities, including those with co-occurring substance use disorders.

Course Sequence:

ORI 100 Orientation

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

COMP 101 Introduction to Computers

3 credit hours

This course is designed to assist students in developing an awareness of various software programs and computer capabilities as well as enhance the student's computer literacy. During this course, the essentials of computer capabilities will be reviewed.

WOSK 101 Workplace Skills

3 credit hours

This course introduces students to essential soft skills, including interpersonal communication, problem-solving, and teamwork. Emphasizing the importance of effective communication and collaboration, the course helps students develop key abilities that are critical for success in both professional and personal environments

SUB 101 Recovery Principles

3 credit hours

This course is designed to help students develop and gain knowledge of evidence-based treatment approaches for substance use disorder, grow in clinical documentation skills, and develop an individual idea of how to utilize a multidisciplinary approach to treatment. Students will learn to effectively share their recovery journey to reflect research-based principles and gain insight into the treatment process from intake to discharge planning. This course prepares students for entry-level careers in the mental health or human services field.

HUS 105 Survey of Human Services

3 credit hours

This course offers a foundational understanding of Human Services, specific roles and responsibilities, approaches and techniques, and the importance of self-awareness and self-care.

ETH 106 Professional Ethics

3 credit hours

A study of ethical principles and of ethical problems in the professional world. The course is intended to provide students with the ability to analyze ethical situations within a specific profession such as health care, business, public administration, ministry, and pastoral care. The course includes discussions, case analyses, and the study of codes of ethics.

CSA 210 Community Support Associate Capstone

1 credit hour

This one-week capstone course provides a comprehensive evaluation of students' mastery of CSA core competencies. Through targeted assessments, students will demonstrate their proficiency in assisting individuals with navigating social services, accessing essential resources like housing and employment support, and fostering community connections to support recovery and well-being.

Students are responsible for any fees associated with completion of state or international application or exam, which may vary depending on the specific state or licensure requirements.

Learning Outcomes for Community Support Associate (CSA) Certificate

1. Demonstrate the ability to provide compassionate, person-centered support to individuals with mental and/or physical disabilities.
 2. Assist clients with daily living activities while promoting their independence and dignity.
 3. Apply practical strategies to support individuals with co-occurring substance use disorders.
 4. Collaborate with interdisciplinary teams to implement and monitor treatment plans effectively.
 5. Identify and address safety and emergency needs in diverse care settings.
 6. Understand career pathways and opportunities for further specialization in behavioral health and disability services.
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Certificate Name: Peer Support Specialist (PSS)

Concentration: Peer Support Specialist

Total Credit Hours: 16

Duration: 21 Weeks

Certificate Overview:

This intensive certificate covers ethical boundaries, client advocacy, engagement skills, and group techniques. It culminates in the Peer Support Specialist Capstone, offering 40 classroom hours of training necessary for the Registered Alcohol and Drug Peer Support Specialist Certification.

Course Sequence:

ORI 100 Orientation

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

COMP 101 Introduction to Computers**3 credit hours**

This course is designed to assist students in developing an awareness of various software programs and computer capabilities as well as enhance the student's computer literacy. During this course, the essentials of computer capabilities will be reviewed.

WOSK 101 Workplace Skills**3 credit hours**

This course introduces students to essential soft skills, including interpersonal communication, problem-solving, and teamwork. Emphasizing the importance of effective communication and collaboration, the course helps students develop key abilities that are critical for success in both professional and personal environments.

HUM 101: Professional Engagement Practices**3 credits hours**

This course equips students with vital communication and engagement skills for effective interaction in diverse professional settings, including healthcare, business, administration, and ministry. It emphasizes experiential learning through interactive activities, discussions, and practical assignments. Students engage with course materials via the Populi Learning Management System, participating in live sessions, discussion boards, and various assessments designed to ensure substantive engagement. The course fosters the development of ethical practices, emotional intelligence, and practical strategies for addressing challenges in professional relationships, preparing students for real-world applications.

SUB 101 Recovery Principles**3 credit hours**

This course is designed to help students develop and gain knowledge of evidence-based treatment approaches for substance use disorder, grow in clinical documentation skills, and develop an individual idea of how to utilize a multidisciplinary approach to treatment. Students will learn to effectively share their recovery journey to reflect research-based principles and gain insight into the treatment process from intake to discharge planning. This course prepares students for entry-level careers in the mental health or human services field.

ETH 106 Professional Ethics**3 credit hours**

A study of ethical principles and of ethical problems in the professional world. The course is intended to provide students with the ability to analyze ethical situations within a specific profession such as health care, business, public administration, ministry, and pastoral care. The course includes discussions, case analyses, and the study of codes of ethics.

PSS 199 Peer Support Specialist Capstone**1 credit hour**

The Peer Support Specialist Capstone provides students with 40 classroom hours of training in the particular domains required for the Registered Alcohol and Drug Peer Support Specialist Certification. Eligible students can also complete the Temporary Registered Alcohol and Drug Peer Recovery Specialist application upon completion of the capstone week.

Students are responsible for any fees associated with completion of state or international application or exam, which may vary depending on the specific state or licensure requirements.

Learning Outcomes for the Peer Support Specialist (PSS) Certificate Program:

1. Demonstrate the ability to establish and maintain ethical boundaries in peer support relationships, ensuring client trust and dignity.
2. Develop effective communication and advocacy skills to support individuals in recovery, empowering clients to make informed decisions about their health and well-being.
3. Apply evidence-based engagement strategies to build rapport and trust with clients, promoting positive outcomes in recovery settings.
4. Utilize group facilitation techniques to effectively lead and support peer groups, fostering a sense of community and shared recovery experiences.
5. Understand the principles of recovery and apply them in real-world scenarios, providing holistic support to individuals impacted by substance use disorders.
6. Analyze and apply ethical frameworks to resolve complex professional dilemmas in peer support and related fields, ensuring compliance with industry standards and best practices.

Certificate Name: Psychiatric Mental Health Technician

Concentration: Mental Health

Total Credit Hours: 16

Duration: 25 - Weeks

Certificate Overview:

The Mental Health Technician Certificate program provides foundational knowledge and skills for individuals seeking entry-level roles in behavioral health settings. The program focuses on mental health care, addiction counseling, crisis intervention, recovery-oriented services, and human development. Graduates will be prepared to assist mental health professionals in clinical and community-based environments. The program concludes with a one-week capstone experience that equips students to sit for the National Career Certification Board's (NCCB) Certified Mental Health Technician (CMHT) exam.

Course Sequence:

ORI 100 Orientation

0 credit hours

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

COU 102 Introduction to Counseling**3 credit hours**

This course explores the origins and purpose of the counseling profession, major counseling theories, and practical techniques for individual counseling, including substance abuse counseling. It integrates components of a Christian worldview, emphasizing its application within the counseling framework. This course is designed to prepare students for careers in counseling-related fields, such as substance abuse counseling, mental health counseling, or pastoral counseling. It is particularly suited for roles that integrate faith-based approaches to counseling within the context of individual or substance abuse therapy.

COU 104 Clinical Services Management**3 credit hours**

This course will introduce the student to the process of client management in the study of addiction counseling. The course will indicate how to provide case management services in a variety of settings.

ETH 106 Professional Ethics**3 credit hours**

A study of ethical principles and of ethical problems in the professional world. The course is intended to provide students with the ability to analyze ethical situations within a specific profession such as health care, business, public administration, ministry, and pastoral care. The course includes discussions, case analyses, and the study of codes of ethics.

HUS 105 Survey of Human Services**3 credit hours**

This course offers a foundational understanding of Human Services, specific roles and responsibilities, approaches and techniques, and the importance of self-awareness and self-care.

HUS 202: Lifespan Development**3 credits**

This undergraduate course offers a comprehensive exploration of human development from conception to old age. Students will examine the physical, cognitive, social, and emotional changes that occur throughout the lifespan. The course emphasizes the influence of genetic, environmental, and cultural factors on development. Through theoretical frameworks, empirical research, and practical applications, students will gain a deeper understanding of the developmental processes and how they impact individuals across different stages of life.

MHT 210: Psychiatric Mental Health Technician Capstone

1 credit

This one-week capstone course prepares individuals to successfully take and pass the National Career Certification (NCC) Board's Certified Mental Health Technician (CMHT) exam, reinforcing essential knowledge and practical skills required for entry-level roles in mental health support.

Learning outcomes for the Mental Health Technician Certificate:

1. Demonstrate Knowledge of Mental Health Disorders
Explain the diagnostic criteria, biological and psychosocial causes, and treatment approaches for severe mental illnesses, including schizophrenia, bipolar disorder, and major depressive disorder.
2. Apply Crisis Intervention Strategies
Utilize evidence-based crisis intervention techniques, including suicide risk assessment and de-escalation strategies, while adhering to ethical and legal standards in mental health care.
3. Implement Recovery-Oriented Care
Apply person-centered, trauma-informed, and culturally responsive approaches to support individuals with mental health and substance use disorders in recovery.
4. Support Case Management and Client Advocacy
Assist in case management tasks such as coordinating services, documenting care, and advocating for clients' rights within various mental health care settings.
5. Understand Human Development and Its Impact on Mental Health
Analyze the influence of biological, psychological, and social factors on human development across the lifespan and how these factors affect mental health outcomes.
6. Collaborate with Mental Health Professionals and Community Services
Work effectively as part of a multidisciplinary team, engaging with law enforcement, emergency responders, and community-based organizations to provide comprehensive mental health support.

Associate of Arts Degree in Addiction and Recovery Studies

The Associate of Arts Degree in Addiction and Recovery Studies at The Millard College is designed for students seeking to make a meaningful impact in the field of addiction counseling and recovery. This degree can be earned through certificate stacking, allowing students to build their qualifications progressively. By completing foundational certificates that focus on key areas such as addiction counseling, substance abuse prevention, and therapeutic interventions, students can accumulate credits that seamlessly transition into the associate degree program.

Degree Name: Associate of Arts Degree in Addiction and Recovery Studies

Concentration: Addiction and Recovery

Total Credit Hours: 63

Duration: 21-month, 3-week duration

Degree Overview:

An Associate of Arts Degree in Addiction and Recovery Studies prepares individuals to help prevent substance abuse, counsel individuals and families with drug and alcohol problems, and perform intervention and therapeutic services for persons suffering from addiction. Includes instruction in individual and group counseling skills, psychology of addiction, sociology, crisis intervention, substance abuse identification methodologies, substance abuse treatment modalities, substance abuse prevention, and treatment resources, pharmacology and behavioral aspects of abused substances, treatment evaluation, patient observation and education, group dynamics, professional standards and ethics, and applicable law and regulations.

Course Sequence:

Peer Support Specialist Certificate - Certificate Stacking

COMP 101 Introduction to Computers (3 credits)

WOSK 101 Workplace Skills (3 credits)

HUM 101 Professional Engagement Practices (3 credits)

SUB 101 Recovery Principles (3 credits)

ETH 106 Professional Ethics (3 credits)

PSS 199 Peer Support Specialist Capstone (1 credit)

Addiction and Recovery I - Certificate Stacking

PSY 101 General Psychology (3 credits)

COU 102 Introduction to Counseling (3 credits)

COU 103 Introduction to Group Counseling (3 credits)

COU 104 Clinical Services Management (3 credits)

COU 209 Family and Addictions (3 credits)

Christian Studies - Certificate Stacking

REL 101 Introduction to Biblical Ethics (3 credits)

BIB 102 History of the Bible (3 credits)

REL 103 Christian Worldview and Thought (3 credits)

BIB 104 Survey of the Old Testament (3 credits)

BIB 105 Survey of the New Testament (3 credits)

BIB 210 Christian Studies Capstone (1 credit)

Addiction and Recovery II - Certificate Stacking

MATH 131 Math Algebra Foundations (3 credits)

ENG 101 Eng Composition and Rhetoric (3 credits)

HEA 201 Basic Nutrition (Health) (3 credits)
HUS 105 Survey of Human Services (3 credits)
GOV 207 Public and Community Health (Government)
(3 credits)
ARS 210 Addiction and Recovery Studies Capstone (1 credit)

Associate of Arts - Addiction Recovery Studies Program Learning Outcomes

1. Understand addiction's effects on individuals, families, and society.
 2. Apply foundational counseling techniques, including ethical guidelines required of behavioral health professionals.
 3. Ensure precise communication, documentation, and management of client information, including treatment plans.
 4. Integrate awareness of cultural differences and sensitivities to promote effective client care.
 5. Demonstrate readiness for careers in the behavioral health sector.
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Bachelor of Arts in Human Services with an Emphasis in Addiction Counseling

Degree Name: Bachelor of Arts in Human Services with an Emphasis on Addiction Counseling

Concentration: Human Services with an Emphasis on Addiction Counseling

Total Credit Hours: 120

Duration: The program is designed to be completed in four years of full-time study (approximately 48 months), including a mix of 4-week and 8-week courses.

Degree Overview:

A Bachelor of Arts in Human Services with an Emphasis on Addiction Counseling prepares individuals to work in the addiction recovery field. Knowledge and skills gained in this program will help with substance abuse prevention, counseling those affected by substance abuse in individual and group settings, and understanding how substance abuse impacts families. This degree will prepare candidates to be career-ready for case management positions as they learn about case management processes and procedures, government resources, and professional ethics. This degree is based on a solid foundation of general education courses to provide a well-rounded four-year degree.

Course Sequence:

Year 1

Trimester 1 (Spring)

ORI 100 Orientation**0 credit hours – 1 week**

This course is an introduction to the learning environment and culture of The Millard College. The course will orient students to The Millard College's online learning system, library system, and resources.

COMP 101 Introduction to Computers**3 credit hours – 4 weeks**

This course is designed to assist students in developing an awareness of various software programs and computer capabilities as well as enhance the student's computer literacy. During this course, the essentials of computer capabilities will be reviewed.

WOSK 101 Workplace Skills**3 credit hours – 4 weeks**

This course introduces students to essential soft skills, including interpersonal communication, problem-solving, and teamwork. Emphasizing the importance of effective communication and collaboration, the course helps students develop key abilities that are critical for success in both professional and personal environments.

SUB 101 Recovery Principles**3 credit hours – 4 weeks**

This course is designed to help students develop and gain knowledge of evidence-based treatment approaches for substance use disorder, grow in clinical documentation skills, and develop an individual idea of how to utilize a multidisciplinary approach to treatment. Students will learn to effectively share their recovery journey to reflect research-based principles and gain insight into the treatment process from intake to discharge planning. This course prepares students for entry-level careers in the mental health or human services field.

HUM 101: Professional Engagement Practices**3 credits – 4 weeks**

This course equips students with vital communication and engagement skills for effective interaction in diverse professional settings, including healthcare, business, administration, and ministry. It emphasizes experiential learning through interactive activities, discussions, and practical assignments. Students engage with course materials via the Populi Learning Management System, participating in live sessions, discussion boards, and various assessments designed to ensure substantive engagement. The course fosters the development of ethical practices, emotional intelligence, and practical strategies for addressing challenges in professional relationships, preparing students for real-world applications.

Total Hours: 12**Trimester 2 (Summer)**

ETH 106 Professional Ethics**3 credit hours – 4 weeks**

A study of ethical principles and of ethical problems in the professional world. The course is intended to provide students with the ability to analyze ethical situations within a specific profession such as health care, business, public administration, ministry, and pastoral care. The course includes discussions, case analyses, and the study of codes of ethics.

PSS 199 Peer Support Specialist Capstone**1 credit hour – 1 Week/40 classroom hours**

The Peer Support Specialist Capstone provides students with 40 classroom hours of training in the particular domains required for the Registered Alcohol and Drug Peer Support Specialist Certification. Eligible students can also complete the Temporary Registered Alcohol and Drug Peer Recovery Specialist application upon completion of the capstone week.

PSY 101 General Psychology**3 credit hours – 4 weeks**

This course is designed to introduce the study of human behavior to the students. After the completion of this course, students will have attained a deeper knowledge of psychology as a science and how it relates to cognitive processes and effects.

COU 102 Introduction to Counseling**3 credit hours – 4 weeks**

This course explores the origins and purpose of the counseling profession, major counseling theories, and practical techniques for individual counseling, including substance abuse counseling. It integrates components of a Christian worldview, emphasizing its application within the counseling framework. This course is designed to prepare students for careers in counseling-related fields, such as substance abuse counseling, mental health counseling, or pastoral counseling. It is particularly suited for roles that integrate faith-based approaches to counseling within the context of individual or substance abuse therapy.

Total Hours: 10

Trimester 3 (Fall)**COU 103 Introduction to Group Counseling****3 credit hours – 4 weeks**

This course is structured to introduce the student to concepts and theories of group dynamics. This course will emphasize groups and exercises often utilized in the treatment of addictions. Students will have the ability to participate in a group both as a group leader and a group member in order to practice leadership skills.

COU 104 Clinical Services Management

3 credit hours – 4 weeks

This course will introduce the student to the process of client management in the study of addiction counseling. The course will indicate how to provide case management services in a variety of settings.

COU 209 Family and Addictions**3 credit hours – 4 weeks**

The student will learn characteristics, support issues, confidentiality issues, cultural factors and facilitation of discussions regarding family interactions in addictions counseling. The intent is to provide instruction for a student seeking to be a certified alcohol and other drug counselor.

REL 101 Intro to Biblical Ethics**3 credit hours – 4 weeks**

This course serves as an introduction to biblical ethics, a subcategory of the discipline of Christian ethics or moral theology. The course teaches that biblical ethics is different from secular ethics or moral philosophy, in that it is distinctly Christian in its approach to ethical evaluation as it uses the Bible as its source of moral authority.

Total Hours: 12

Year 2**Trimester 4 (Spring)****BIB 102 History of the Bible****3 credit hours – 4 weeks**

This course explores the history, character, and structure of the Bible by studying the origin of the Bible, how the Bible takes on its present form, and what is meant by the inspiration of the Bible.

REL 103 Christian Worldview and Thought**3 credit hours – 4 weeks**

A worldview is a unique perspective through which an individual perceives the fundamental moral, theological, and societal elements of the world. It serves as a critical framework for decision-making and shapes our perception of the world. This course aims to acquaint students with the concept of worldview by contrasting Christian ideology with other worldviews. Through critical thinking exercises, students will explore key questions related to the concept of worldview.

BIB 104 Survey of the Old Testament**3 credit hours – 4 weeks**

This course lays a foundational understanding of Scripture via a historical survey of the Old Testament. Students will learn activities related to the issues interacting with biblical literature, basic hermeneutical principles, key themes and persons of the canon, and the redemptive theme of scripture.

BIB 105 Survey of the New Testament

3 credit hours – 4 weeks

In this New Testament survey course, students will delve into the fascinating world of the Bible. Through a comprehensive exploration of the New Testament, we will gain a deeper understanding of its historical context, themes, and teachings of the New Testament.

Total Hours: 12

Trimester 5 (Summer)

BIB 210 Christian Studies Capstone

1 credit hour – 1 week

The capstone course is a one-week program designed to prepare students for their final writing examination. The final exam consists of 100 true or false, multiple choice, and fill-in-the-blank questions and must be completed within 120 minutes. To pass the course and receive credit, students must score 70% or higher on the final exam.

MATH 131 Algebra Foundations

3 credit hours – 4 weeks

Algebra Foundations is an introductory-level course designed to ease students into foundational algebra concepts. The course is designed to provide students with a variety of problems. Emphasis is on learning to investigate, organize, observe, discuss, reason, generalize, and validate. Mathematical content includes operations with integers, combining expressions, solving linear equations, and quadratics.

ENG 101 Composition and Rhetoric

3 credit hours – 4 weeks

This writing-intensive course emphasizes all phases of the writing process as students write with purpose and mastery, preparing for more specialized study in English 201.

HEA 201 Basic Nutrition (Health)

3 credit hours – 4 weeks

This course aims to provide students with a fundamental understanding of nutrition and wellness by examining it from a scientific perspective. Throughout the course, students will delve into various topics such as nutrition throughout the different stages of life, the effects of nutrition on overall health and wellness, how the human body processes nutrients, diseases related to nutrition and wellness, and the importance of health information.

Total Hours: 10

Trimester 6 (Fall)

HUS 105 Survey of Human Services

3 credit hours – 4 weeks

This course offers a foundational understanding of Human Services, specific roles and responsibilities, approaches and techniques, and the importance of self-awareness and self-care.

GOV 207 Public and Community Health (Government)

3 credit hours – 4 weeks

This course is designed to present essential information relating to community and public health as well as an emphasis on the governmental role in health services. Students will focus on community and national health, healthcare delivery, and environmental health and safety.

SOC 101 Intro to Sociology

(3 credits) – 4 weeks

This course is designed to provide students with a comprehensive understanding of the fundamental concepts and theories in sociology. The course aims to explore the principles of sociology while integrating biblical perspectives, ethical considerations, and moral implications. Students will examine key sociological topics such as culture, socialization, social institutions, inequality, and social change. Through critical analysis and discussion, students will gain insights into how sociological principles intersect with Christian ethics and principles, fostering a deeper understanding of societal structures and dynamics from a Christian worldview.

ARS 210 Addiction and Recovery Studies Capstone

1 credit hour – 1 week

The one-week capstone project is a valuable tool for students to evaluate the knowledge and skills they have acquired throughout their academic journey. With the guidance of an instructor, students will research current and emerging trends in behavioral health. They will then analyze how these trends impact the industry and consider how they affect their professional career options.

Total Hours: 10

Year 3

Trimester 7 (Spring)

FIN 201 Personal and Family Financial Management

3 credits – 4 weeks

This course explores the management of personal and family financial resources across all stages of life. Students will develop practical skills in financial planning, including budgeting, credit management, savings strategies, and investment decision-making. Topics include

understanding insurance options, navigating tax responsibilities, assessing housing and transportation costs, and preparing for retirement. Estate planning concepts are also addressed to ensure comprehensive financial wellness. By the end of the course, students will gain the knowledge and tools to make informed financial decisions, adapt to economic challenges, and achieve financial security for themselves and their families.

LEAD 101 Leadership for the Workplace

3 credit hours – 4 weeks

This course has been designed to introduce students to the roles and levels of leadership within the workplace by exploring leadership styles and methods. This course emphasizes writing, speaking, and personal ethics in the workplace.

MUS 201 Music for Stress Reduction

3 credits – 8 weeks

This course explores the therapeutic use of music to reduce stress, improve emotional well-being, and enhance overall mental health. Students will learn about music's physiological and psychological effects, engage in practical exercises, and develop personal strategies for using music as a tool for stress reduction.

Total Hours: 9

Trimester 8 (Summer)

HIS 201: U.S. History

3 credits – 8 weeks

This course examines key political, economic, and social developments that shaped the American experience from the pre-colonial period through the Civil War. Students will explore significant events, influential figures, and foundational ideas that defined the nation's early history. Through analysis of historical controversies, primary sources, and literature, students will gain a deeper understanding of the cultural, social, and political dynamics that influenced the United States' evolution.

HUS 201: Counseling Skills and Techniques

3 credits – 8 weeks

This undergraduate course provides an in-depth exploration of essential counseling skills and techniques used in various therapeutic settings. It aims to equip students with the foundational knowledge and practical skills necessary for effective counseling practice. Through a combination of theoretical learning and hands-on practice, students will develop their ability to build rapport, communicate empathetically, and apply various counseling strategies to support individuals in their personal and emotional development.

HUS 202: Lifespan Development

3 credits – 8 weeks

This undergraduate course offers a comprehensive exploration of human development from conception to old age. Students will examine the physical, cognitive, social, and emotional

changes that occur throughout the lifespan. The course emphasizes the influence of genetic, environmental, and cultural factors on development. Through theoretical frameworks, empirical research, and practical applications, students will gain a deeper understanding of the developmental processes and how they impact individuals across different stages of life.

Total Hours: 9

Trimester 9 (Fall)

Elective: (3 credits) – 8 weeks

Description- The student has the option to choose courses of personal or professional interest which are not already included in this academic degree plan. Students may pursue topics of interest or specialization for their field of study.

Students will choose one of the following:

- HUS 301 Technology and Digital Tools in Behavioral Health Support
- HUS 302 Process Addictions
- SUB 401 Cost Containment Principles for Case Management
- HUS 404 Successful Psychoeducational Strategies

ENG 201 American Literature

3 credits – 8 weeks

This course focuses on American Literature, from the Christian perspective, from America's beginnings to the postmodern period, emphasizing the earlier periods. It explores the connection of historical events, ideas, and ethics of America's past and present so that students can understand America's origin and cultural development as shown through its literature. At the same time, this course concentrates on teaching effective written communication skills and analytical reading skills.

COM 201 Public Speaking

3 credits – 8 weeks

This introductory course focuses on developing effective oral communication skills. Students will learn the principles of public speaking, including audience analysis, speech organization, delivery techniques, and the use of visual aids. Emphasis will be placed on building confidence, clarity, and persuasion in various speaking contexts, such as informative, persuasive, and ceremonial speeches. Through practice, peer feedback, and reflection, students will gain the tools to communicate clearly and compellingly in both academic and professional settings.

Total Hours: 9

Year 4

Trimester 10 (Spring)

COU 202 Motivational Interviewing

3 credits – 8 weeks

This course introduces students to Motivational Interviewing (MI), a client-centered, directive method for enhancing intrinsic motivation to change by exploring and resolving ambivalence. Students will learn the theoretical foundations, principles, and techniques of MI, with a focus on its application in behavioral health settings. Through lectures, discussions, and hands-on practice, students will develop skills to effectively support clients in making positive behavioral changes, particularly in the context of substance use and mental health treatment.

HUS 303: Trauma-Informed Care

3 credits – 8 weeks

This undergraduate course provides a comprehensive introduction to trauma-informed care. Students will explore the impact of trauma on individuals, families, and communities while learning to integrate faith-based principles with evidence-based practices. Emphasizing empathy, understanding, and compassion, the course will cover trauma's biological, psychological, and social effects. Students will be equipped with skills to recognize, respond to, and support individuals who have experienced trauma, fostering resilience and promoting healing in a supportive and holistic manner.

HUS 304 Psychopathology

3 credits – 8 weeks

This undergraduate course provides an in-depth study of psychopathology, the scientific study of mental disorders. Students will explore the nature, causes, and treatment of various psychological disorders, including mood disorders, anxiety disorders, psychotic disorders, personality disorders, and more. The course emphasizes the use of the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) as a framework for understanding mental health conditions. Through theoretical discussions, case studies, and current research, students will gain a comprehensive understanding of the complexity of mental disorders and the impact they have on individuals and society.

Total Hours: 9

Trimester 11 (Summer)

Elective: (3 credits) – 8 weeks

Description- The student has the option to choose courses of personal or professional interest which are not already included in this academic degree plan. Students may pursue topics of interest or specialization for their field of study.

Students will choose one of the following:

- HUS 301 Technology and Digital Tools in Behavioral Health Support
- HUS 302 Process Addictions
- SUB 401 Cost Containment Principles for Case Management
- HUS 404 Successful Psychoeducational Strategies

HUS 401 Crisis Counseling

3 credits – 8 weeks

This undergraduate course provides an in-depth exploration of crisis counseling, focusing on the theories, techniques, and skills necessary to effectively support individuals experiencing acute psychological distress. Students will examine the nature of crises, the impact of trauma, and the various types of crises that individuals may encounter, such as natural disasters, personal loss, and mental health emergencies. Through theoretical learning, case studies, and practical applications, students will develop the competence to assess, intervene, and provide appropriate support during crises. The course also emphasizes the importance of self-care and professional ethics in crisis intervention.

HUS 402 Psychopharmacology**3 credits – 8 weeks**

This undergraduate course provides a comprehensive introduction to psychopharmacology, focusing on the study of how drugs affect the brain and behavior. Students will explore the basic principles of pharmacology, the major classes of psychoactive drugs, and their therapeutic applications in treating psychological disorders. The course covers the mechanisms of action, therapeutic uses, side effects, and potential for abuse of various psychotropic medications. Through lectures, discussions, and case studies, students will gain a thorough understanding of the role of medications in mental health treatment and the considerations involved in their use.

Total Hours: 9

Trimester 12 (Fall)**HUS 403 Behavioral Health Service Learning****3 credits – 8 weeks**

This undergraduate course integrates academic learning with practical experience in behavioral health settings. Students will engage in community service activities that address the mental health needs of diverse populations while gaining hands-on experience in the field. The course combines classroom instruction on behavioral health topics, including mental health disorders, therapeutic approaches, and community health strategies, with supervised service placements. Students will develop a deeper understanding of the challenges and rewards of working in behavioral health and will enhance their skills in communication, empathy, and professional practice.

SUB 303 Continuing Care and Relapse Prevention**3 credits – 8 weeks**

This course provides an in-depth exploration of continuing care and relapse prevention strategies in the context of substance use and mental health treatment. Students will learn about the importance of long-term support and the methods used to maintain recovery and prevent relapse. The course covers theoretical frameworks, evidence-based practices, and practical tools for designing and implementing continuing care plans. Emphasis will be placed on individualized approaches and the integration of peer support, family involvement, and community resources. Through case studies, discussions, and applied exercises, students will develop the skills necessary to support clients in sustaining their recovery journeys.

COU 404 Case Management Practicum

3 credits – 8 weeks

The Millard College Bachelor of Arts Practicum - Students complete a minimum of **400** of real-world experience in diverse settings, including:

- Medical facilities
- Mental health agencies
- Substance abuse treatment centers
- Child advocacy organizations
- Child protective services
- Homeless shelters
- Educational institutions
- Crisis centers
- Criminal Justice facilities

This immersive experience equips students with the skills and values needed to make a meaningful impact in the field of behavioral health.

Total Hours: 9

Bachelor of Arts - Bachelor of Arts in Human Services Program Learning Outcomes

In addition to the learning outcomes for the Associate of Arts program, graduates of the Human Services BA program will be able to:

1. Demonstrate advanced proficiency with counseling skills and techniques, including in crisis and trauma care.
2. Apply theories of lifespan development to assess and address behavioral health challenges across different life stages, considering cultural, social, and psychological factors.
3. Understand and utilize support resources to serve behavioral health clients, including those with substance abuse and process addictions.
4. Integrate theoretical knowledge with practical experience through supervised practicums and service-learning opportunities.

Case Management and Addiction Counseling Emphasis

1. Demonstrate advanced proficiency with case management skills, including client advocacy, resource coordination, and interdisciplinary collaboration.
2. Apply a theoretical understanding of addiction counseling to promote relapse prevention and healthy living.

ACADEMIC CALENDAR

The Millard College Academic Year 2025

Trimester	Term 1	Term 2	Term 3	Term 4
Spring	January	February	March	April
Summer	May	June	July	August
Fall	September	October	November	December

- Classes will start on the First Monday of each term (month). (If Monday is a holiday, classes will start on the first Tuesday of the term (month)).
- Graduations will be held twice per year.
- The Registrar at TMC follows a monthly enrollment cycle, allowing students to register for courses at any time.
- Exams and other important dates are highlighted in course syllabi.

2025 SPRING TRIMESTER				
TERM	Last day to enroll	First day of class	Last day to drop/add	Last day of class
1	12/30/2024	1/6/2025	1/10/2025	2/2/2025
2	1/27/2025	2/3/2025	2/7/2025	3/2/2025
3	2/24/2025	3/3/2025	3/7/2025	3/30/2025
4	3/31/2025	4/7/2025	4/11/2025	5/4/2025
Holidays: New Year's Day - 1/1/25, Martin Luther King Jr. Day - 1/20/25, Good Friday - 4/18/25				
2025 SUMMER TRIMESTER				
TERM	Last day to enroll	First day of class	Last day to drop/add	Last day of class
1	4/28/2025	5/5/2025	5/9/2025	6/1/2025
2	5/26/2025	6/2/2025	6/6/2025	6/29/2025
3	6/30/2025	7/7/2025	7/11/2025	8/3/2025
4	7/28/2025	8/4/2025	8/8/2025	8/31/2025
Holidays: Memorial Day - 5/26/25, Juneteenth - 6/19/25, Independence Day - 7/4/25				
2025 FALL TRIMESTER				

TERM	Last day to enroll	First day of class	Last day to drop/add	Last day of class
1	8/25/2025	9/2/2025	9/5/2025	9/28/2025
2	9/29/2025	10/6/2025	10/10/2025	11/2/2025
3	10/27/2025	11/3/2025	11/7/2025	11/30/2025
4	11/24/2025	12/1/2025	12/5/2025	12/28/2025

Holidays: Labor Day - 9/1/25, Thanksgiving Day - 11/27/25, Christmas Eve & Christmas Day 12/24 & 25/25

BOARD OF REGENTS AND ADMINISTRATION STAFF

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Lawrence Vinson, Vice Chair
Dr. Cassandra Webb, Member
Steve Ramey, Member

Administration

Dr. Randy Stinson, President/CEO
Edward Chicks, Vice President of Academic Administration
Kaylyn Stewart, Vice President of Financial Administration

Staff

Miranda Blair, Librarian
Leslie Francis, Professional Development Support Staff
John Barker, Director of Admissions

FACULTY/INSTRUCTIONAL STAFF

Faculty

Samantha Dowden, Human Services Program Coordinator

Adjunct Faculty - Human Services

Cathy Allen
Kayla Corbiere
Anecia Lee
Angela Null
Brett Reif
Burt Thomas
Elena White
John Barker
Aisian Taylor

Adjunct Faculty- Ministry

Dr. Wesley McCarter
Dr. Greg Smith
Dr. Michael Burgos
Dr. ElizaThomas
Dr, Wesley McCarter
Eric McConnell

Adjunct Faculty-Allied Health

Clara Maciel
Victor Orlov
Dr. Rachel Maynard

Adjunct Faculty-Business

Simone Marsalis
Brandi Murriel
Henry Pacheco

Adjunct Faculty-General Studies

Betty Bartlett
Miranda Blair
Amie Chicko
Dr. Ailene Crum
Sabrina Hill
Dr. Rikki Hummel
Janet Parker
Dr. Pamela Puryear
Anthony Chicko

Initial Board Approval: March 16, 2022

Revised: June 27, 2022

Revised: August 22, 2022

Revised: September 19, 2022

Revised: February 6, 2023

Revised: September 26, 2023

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Revised: February 21, 2025

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