



ROCKFORD
CAREER COLLEGE

Course Catalog



ROCKFORD

CAREER COLLEGE

2016 / 2017

College Catalog & Student Handbook

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Madison, WI 53718
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(Learning Site of Madison
Media Institute)

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Media Institute)

www.rockfordcareercollege.edu
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Introduction

Mission / Goal / Objectives

Mission

The mission of Rockford Career College (RCC) is to educate our students with a relevant, well-rounded occupational education, provide employers with well-prepared graduates, and serve our community partners.

Vision Statement

- RCC continuously studies and evaluates student outcomes and institutional goal achievements and uses these to improve our efforts for our students, staff, employers, and the community.
- RCC provides contemporary education in an independent flexible educational system by following the true-to-life requirements of the industries that employ our graduates
- We provide knowledgeable staff to guide students through the entire educational experience including application, financial planning, academic and career training, and preparation for gainful employment
- It is our belief that career training is best achieved through hands-on work with industry standard professional equipment, in real job situations.
- Our curriculum and facilities are continually upgraded to keep up with constantly progressing technology.
- We are committed to providing experienced and knowledgeable faculty with demonstrated industry success and a commitment to providing quality education through continuous professional development.

Catalog Preparation

This catalog was prepared by American Higher Education Development Corporation (AHED) with the assistance of the leadership at Rockford Career College. Policies, curricula, fees, and other content are subject to change without notice at the discretion of Rockford Career College and AHED. Any updates to the catalog may be reflected in an addendum or supplement. The catalog is updated annually.

Accreditation, Approvals and Licensure

Rockford Career College is accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street N.E., Suite 980, Washington, DC, 20002-4242, 202-336-6780, to award Certificate, Diplomas and Associate degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Programmatic Accreditation

Rockford Career College, Rockford, IL location, Veterinary Technology Program is accredited by the American Veterinary Medical Association (AVMA). AVMA accreditation of educational programs serves to inform the public of those institutions providing quality education for veterinary technicians and to benefit graduates by providing a measure of recognition, enhancing their prospects of employment mobility. In the State of Illinois, only graduates from AVMA accredited programs may become registered Veterinary Technicians. All AVMA-accredited programs in veterinary technology must meet the Standards of Accreditation of the CVTEA to ensure the quality of the educational experience and the assessment of student knowledge and skills.

The Medical Assisting degree program at the Rockford, IL location is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

Rockford Career College, all locations, are formally recognized by American Medical Technologists (AMT), a national certification agency for allied health professionals. Students completing the Medical Assistant diploma program are eligible to sit for the appropriate AMT examination.

State of Illinois

Rockford Career College is licensed the by the Illinois Board of Higher Education to award degree programs. Non-Degree and Certificate programs are approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (23 Administrative Code 1095.40, subsection E).

State of Minnesota

Rockford Career College is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. Rockford Career College is authorized to grant Certificates, Diplomas, and Associate Degrees.

State of Wisconsin

Rockford Career College is approved by the state of Wisconsin Educational Approval Board. Rockford Career College is authorized to grant Certificates, Diplomas, and Associate Degrees.

Veterans' Benefits

Rockford Career College is approved for by the Training of Veterans Department of Vocational and Rehabilitation Training. Students with veterans' benefits are required to report all previous postsecondary education prior to attending. Official transcripts must be submitted for transfer credit.

Check with the College's Veterans' Affairs Certifying Official to determine if the program you are interested in is currently approved for Veterans' benefits.

Ownership

Rockford Career College is a private, postsecondary institution that is owned and operated by American Higher Education Development Corporation (AHED) which is located at 116 Village Boulevard, Princeton, N. J. 08540. AHED has a four (4) member Board of Managers. The members are Michael Goodman, Peter Petrillo, Ryan Wierck and Dr. James Devaney.

Location and Facilities

Rockford Career College, in Rockford, IL is located at 1130 S. Alpine Road in Rockford, Illinois. The campus is approximately 40,000 square feet.

The facilities include classrooms, laboratories, computer laboratories, and a library resource center. The classrooms and laboratories have modern technology including audiovisual equipment. The facilities provide professional settings such as a modern medical office examination room, an infection control area, and medical assistant laboratories. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The veterinary technician laboratory includes medical-surgical simulation equipment and skills lab. The campuses include a visitor reception area, admissions, financial aid, academics, career services and executive offices.

Rockford Career College in Madison is located at 2821 Dairy Road in Madison, WI and is a learning site of Madison Media Institute. The campus is approximately 6,000 square feet. Rockford Career College in Minneapolis is located at 4444 West 76th Street, Suite 200 in Edina, Minnesota and is a learning site of Minneapolis Media Institute.. The campus is approximately 6,000 square feet.

The facilities include classrooms, laboratories and computer laboratories. The classrooms and laboratories have modern technology including audiovisual equipment. The facilities provide professional settings such as a modern medical office examination room, an infection control area, and medical assistant laboratories. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The HVAC laboratories has a braising room along with various heating and cooling equipment.

Consortium Agreement

The College has a Consortium Agreement with Madison Media Institute, Rockford Career College's main campus, to offer distance learning courses.

Admissions

Admissions Requirements

All students must comply with one of the following:

1. Possess a high school diploma
2. Possess a recognized equivalency certificate (GED)
3. Possess a State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination)

Students at Rockford Career College must be at least seventeen (17) years of age.

Prior to enrollment, all prospective students must be interviewed by an admissions representative to determine if they have the maturity, motivation, commitment and dedication to succeed in the programs they have chosen and the qualities of personality that will help make placement assistance effective.

Students who have been convicted of a crime, which may affect their ability to be eligible for employment in their chosen field, may be denied admission to the College (See Admissions Disclosure).

In order to be admitted to Rockford Career College, prospective students who are not citizens of the United States of America must provide Rockford Career College with official documents verifying their current authorization from United States Immigration and Naturalization Service to attend college. Furthermore, because all courses are taught in English all applicants must demonstrate competence in the English language. This requirement may be met by submitting a diploma from a secondary school in a system in which English is the official language of instruction. If English is not the applicant's primary language, the applicant may be required to demonstrate English proficiency.

Prospective students who received a high school diploma from a school outside the U.S. must have an official evaluation to determine equivalency to a U.S. high school diploma. Once the first class begins, the student will have a maximum of thirty (30) calendar days to have the official evaluation submitted, evaluated and returned to Rockford Career College. To initiate the process, the student will provide the College with official copies of all foreign diplomas, degree certificates, and/or transcripts, including the original language documents as well as translations to English. The College will then submit the information to a foreign credential evaluation organization. There is no cost to the student for evaluating the official documents; however, the student may incur costs for requesting the official documents and/or the translation to English. If the foreign credential evaluation organization determines the diploma is not equivalent to a U.S. high school diploma or the process is not completed within the allotted timeframe, the student's enrollment will be cancelled. When the enrollment is cancelled, the student is expected to return all materials (books, uniforms, supplies, etc.) within two weeks to avoid charges. Further, when the enrollment is cancelled, the student will not be responsible for any tuition charges and any/all loans that were scheduled will be cancelled.

Admissions Requirements for the Associate of Applied Science in Allied Health

This program is designed for health care professionals with a certificate or coursework in an allied healthcare program.

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Must have 52 quarter credit hours in an allied healthcare concentration or be a graduate of an allied-health related field program (i.e., Medical Assistant, Dental Assisting, Medical Office Administrative Assistant, Pharmacy Technician, Massage Therapy, Veterinary Assistant, etc.).
2. A confirmed certificate/diploma or coursework:
 - a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Associate of Applied Science in Business Administration

This program is designed for business professionals with a certificate or coursework in a business-related program. In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in a business administration concentration or be a graduate of a business administration related field program (i.e., Business Administration, Hospitality, Office Administration, etc.).
2. A confirmed certificate/diploma or coursework:
 - a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Associate of Applied Science in Construction Management

This program is designed for trades professionals with a certificate or coursework in a trades-related program. In addition to the *Admissions Requirements*, all students must comply with one of the following minimum requirements for admission to the program:

1. Must have 46 quarter credit hours in a trades concentration or be a graduate of a trades related field program (i.e., HVAC, Welding, Facilities Maintenance Technician, Electrical Technician, etc.).
 - a. A confirmed certificate/diploma or coursework:
 - i. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
 - b. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.
2. If a prospective student does not possess an academic credential or credits in the discipline, the prospective student can submit a portfolio:
 - a. Students applying with a portfolio to determine equivalency to college level coursework. Equivalency is determined by submission of supporting documentation (e.g., signed job description, a narrative of equipment used, a description of the work environment, verification of employment by the company on the employer's letterhead, signed performance reviews/evaluations, evidence of current certification or licensure, resume, documentation of in-service training or professional growth activities, community or volunteer work, military service record (DD 214), and/or various other appropriate forms of documentation verifying employment or work-related learning).

Admissions Requirements for the Associate of Applied Science in Information Technology

This program is designed for IT professionals with a certificate or coursework in an information technology-related program.

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Must have 49 quarter credit hours in an information technology concentration or be a graduate of an information technology-related program (i.e., Network Administration, Digital Marketing, Web Design, etc.).
2. A confirmed certificate/diploma or coursework:
 - a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Associate of Applied Science in Paralegal

This program is designed for business professionals with a certificate or coursework in a paralegal-related program. In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in a paralegal concentration or be a graduate of a paralegal-related field program (i.e., Paralegal, Legal Secretary, Legal Assistant, etc.).
2. A confirmed certificate/diploma or coursework:
 - a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Disclosure

Since most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling in the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

Rockford Career College will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history *except* in the case for enrollment into a program requiring state licensure. Only the state licensure requirements for Illinois were researched. Many medical, accounting and paralegal careers prohibit externship or employment to individuals with a history of criminal offenses. Rockford Career College recommends that all potential employability questions are discussed with the campus Career Services Department.

The following programs require either some form of application for certification or extensive background checks and a prospective student with any felony and/or drug or monetary theft related misdemeanor offenses may not enroll into:

- **Allied Health Programs**
 - **Medical Assistant, Massage Therapy, Medical Office Billing and Coding, Pharmacy Technician**
- **Veterinary Technician**

The following program has employment limitations for individuals who fail to pass a drug test and/or background check. Employment opportunities are limited for individuals without a valid driver's license. Additionally, a prospective student with any violent felonies, DUIs and/or a suspended or revoked driver's license within the past three years may not enroll into:

- **Heating, Ventilation, Air Conditioning & Refrigeration; Electrical Technician; Facilities Maintenance Technician**

Cancellation of Classes

The College reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the College and will entitle students to a full refund of all money paid.

Student's Right to Cancel

Students who have signed a new Enrollment Agreement have the right to cancel the Enrollment Agreement for a program of instruction - including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement - up until midnight of the seventh (7th) calendar day (excluding weekends and holidays) after the first scheduled class.

Cancellation shall occur when a student has given written Notice of Cancellation at the College address shown on the top of the front page of the Enrollment Agreement. A student can do this by mail, e-mail, hand delivery, or fax; the

Notice of Cancellation must include a signature from the student. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written Notice of Cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wishes to be bound by the Enrollment Agreement. If the College has provided any equipment, including books or other materials, the student shall return them to the College within seven (7) business days following the date of Notice of Cancellation. If a student fails to return this equipment, including books (except online students), or other materials, in good condition within the seven (7) business day period, the College may deduct its documented cost for the equipment from any refund that may be due. Once students pay for the equipment, it is theirs to keep without further obligation.

Within five (5) days of receipt of Notice of Cancellation, the College will acknowledge to the student in writing the receipt of the Notice with the effective cancellation date. If a student cancels this agreement, the College will refund any monies paid, less any deduction for equipment not timely returned in good condition, within thirty (30) days (within ten (10) days for Wisconsin students) after Notice of Cancellation is received.

Financial Information

Student Financial Services

Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment. Rockford Career College assists the student and their family in developing a payment plan to enable the student to complete their program. Students may apply for scholarships, grants and loans. Students seeking financial aid must first complete the Free Application for Federal Student Aid (FAFSA). Enrollment Processors guide students through the application process for federal and state grants and loans appropriate to students' circumstances. Students do not repay scholarships and grants, but loans must be repaid plus interest.

Students who receive federal and/or state financial aid must maintain satisfactory academic progress. See Satisfactory Academic Progress for details.

Cash Paying Students

Federal regulations prohibit giving a discount to students who pay in cash or who pay their tuition in full before the start of class.

Financial Aid Programs

Rockford Career College administers many of the federal student financial aid programs in addition to other alternative loans based on an academic year, which varies by program. All students receiving federal aid are required to meet various eligibility requirements including entrance counseling and verification (if applicable) prior to the disbursement of funds.

In accordance with Title IV regulations, students are also required to complete all documentation and the verification process (if applicable) and first-time Direct Loan borrowers must have attended for thirty (30) days before the first disbursement can be applied to their account. The time of transmission of financial aid resources to Rockford Career College is dependent on action by the funding agency. The College will do everything possible to expedite the disbursement, after verifying students have met all eligibility requirements for disbursement. After this confirmation, funds are ordered and credited towards eligible tuition, books and fees. Any credit balance that occurs is available to students unless otherwise requested to be held on account.

The following financial aid programs are available to qualifying students at Rockford Career College:

Financial Aid Programs	
PELL	Federal Pell Grant
FSEOG	Federal Supplemental Educational Opportunity Grant
DIRECT	Subsidized and Unsubsidized Loan Programs
PLUS	Federal Parent Loan for Undergraduate Students
WIA	Workforce Investment Act
REHAB	Private Rehabilitation Benefits
ALTERN	Alternative Loan / Cash Payment Programs
FWS	Federal Work Study
VA	US Department of Veterans Affairs

Federal Pell Grant

The Federal Pell Grant is authorized by the United States Congress and administered by the United States Department of Education. As a grant, no repayment is necessary unless a student fails to complete a portion of the payment period, which will result in a Return of Title IV aid calculation. The Federal Pell Grant is need-based and limited to undergraduate students who have not earned a bachelor's degree or first professional degree.

Federal Supplemental Educational Opportunity Grant

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Supplemental Educational Opportunity Grant (FSEOG) is available for undergraduate students with exceptional financial need who are receiving a Federal Pell Grant. The FSEOG is available only to students who have not earned a bachelor's degree or first professional degree. FSEOG funding is limited and is awarded until funding is expended.

Priority will be given to new students with a 0 EFC. Remaining funds are awarded to otherwise eligible students based on need.

Federal Direct Subsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Subsidized Stafford Loan is a need-based loan for eligible undergraduate students. While a student is in school on at least a half time basis, interest is subsidized (paid) by the federal government. Repayment begins six (6) months after ceasing to be enrolled at least half time. Monthly payments are based on aggregate amount borrowed; the minimum monthly payment is \$50 per loan.

Federal Direct Unsubsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Unsubsidized Stafford Loan is a non-need-based loan for eligible undergraduate and graduate students. Independent students and dependent students whose parents did not qualify for the Federal PLUS Loan (see below) may qualify. In addition, undergraduate students who are ineligible for subsidized loans may qualify for unsubsidized Stafford loans. There is a six (6) month grace period after the last date of attendance during which no principal payments are due. Students are responsible for interest from the date of disbursement and may choose to pay the interest while in school or opt to capitalize the amount until after the grace period ends. Minimum payments are \$50 per month per loan.

Federal Direct PLUS Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal PLUS Loan provides funding up to the total cost of attendance (COA) minus all other financial aid students have for their current enrollment. Parents of dependent undergraduate students and graduate students are eligible to apply and credit checks are conducted. Minimum payments are \$50 per month per loan. There is no grace period on this loan, however parents may request a deferment of repayment while the student is enrolled at least half-time and for a period of six (6) months after the student ceases to be enrolled. Graduate student PLUS borrowers receive an automatic deferment while in school and a six-month deferment (comparable to a grace period) after they graduate, leave school or drop below half-time enrollment.

Federal Work Study

Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Please see Financial Aid to determine eligibility if interested.

Veterans Assistance Programs

There are various Veterans Programs available to assist with educational funding. Please go to <http://gibill.va.gov/benefits/index.html> for more detailed information or speak to Financial Aid to determine eligibility for Veterans Benefits.

Federal or State Loans

If a student is eligible for a loan(s) guaranteed by the federal or state government and the student defaults on the loan(s) both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Verification

Under Title IV regulations, students who have applied for federal aid may be selected for verification. If selected, students will be required to submit additional documentation (including but not limited to prior year taxes and W-2s) to the Department of Financial Aid within five (5) business days to complete the process so final eligibility for federal aid can be determined. Students should be aware, this process may require changes to the application, thereby affecting eligibility for grant and loan programs. Students whose eligibility changes will be notified of such changes upon determination by the College.

New Students

All first-time, first-term students awarded federal and state financial aid will be eligible for disbursement of their financial aid thirty (30) days after the start of their program. Students must maintain Satisfactory Academic Progress (SAP) as outlined in the Rockford Career College catalog in order to be eligible for subsequent disbursements. Subsequent disbursements are posted to the students' account approximately seven (7) days after the start of the next ten (10) week semester. For students attending certain programs, the subsequent disbursements are posted once the student has completed half of the required weeks, credits and hours of the program.

Exit Counseling

All students using federal loans to fund any part of their educational costs are required to complete exit counseling. There are various methods to complete exit counseling; in person, on-line or via mail. Students are encouraged to schedule a personal appointment with the Education Loan Specialist to complete the process prior to departure; however, in the event this isn't possible, exit counseling information will be mailed to the student within 30 days of the date of determination that the student withdrew.

Institutional Funding Option

Rockford Career College offers many federal, state, and alternative financial aid options for students to pay their educational expenses. Many of these options require credit worthiness and not all those who apply will be approved. For students who have exhausted these options, the College offers an institutional financing option called *Retail Installment Contract*. A Retail Installment Contract without credit worthiness is available.

Scholarships

Please refer to the Catalog Supplement for additional scholarship resources.

Students Using Third-Party Funding

Prior to attending classes, Rockford Career College must receive verbal authorization from an official of the organization to sponsor students. Within two weeks after the verbal authorization, the College must have received written authorization in order for sponsored students to continue attending class. The organization will be billed within thirty (30) days of receipt of signed authorization.

Withdrawal or Dismissal

Students have the right to withdraw from a program of instruction at any time. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs. The amount of tuition and fees owed to the College is prorated based on the week of the last day of attendance.

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within 30 days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within 30 days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a prorated refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of 30 days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made available to the student within 30 days of the last day of attendance (see Post Withdrawal Disbursements).

Refunds

State of Illinois

1. When a student gives written notice of cancellation, a refund in the amount of at least the following will be made:
 - a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application/registration fees, tuition, and any other charges shall be refunded to the student;
 - b. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application/registration fee which may not exceed \$150.
 - c. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of the first week of the course of instruction, the school may retain the application/registration fee, an amount not to exceed 10% of the tuition and other instruction charge or \$300, whichever is less, and the cost of any books or materials which may have been provided by the school.
 - d. When a student has completed the first week of the course of instruction the school may retain the application/registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:
 - o If the student withdraws during the first 25% of the course of instruction, the school shall refund at least 55% of the charged tuition for the term.
 - o If the student withdraws during the second 25% of the course of instruction, the school shall refund at least 30% of the charged tuition for the term.
 - o In cases of withdrawal after 50% of the course, the school may commit the student to the remaining obligation of tuition for the term.

% of Term Enrolled	Institution Refund Policy
0 – 25%	55% of Tuition
25.1 – 50%	30% of Tuition
50.1% - 100%	None

2. A student, who, on personal initiative and without solicitation, enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.
3. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
4. Application/registration fees shall be chargeable at the initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
5. Deposits or down-payments shall become part of the tuition.
6. The school shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgment will not be necessary if a refund has been mailed to the student within 15 calendar days.
7. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
8. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from school for more than 14 calendar days shall constitute constructive notice of cancellation to the school. For the purpose of calculation, the date shall be the last date of attendance.
9. The school will refund all monies paid by a student for any of the following circumstances:
 - o The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
 - o The school cancels or discontinues the course of instruction in which the student has enrolled;
 - o The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
10. The school will refund any book and material fees when: (a) unmarked; and (b) the student has provided the school with a notice of cancellation.

Return of Title IV Funds

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Plus Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Third party funding such as Veterans Administration Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding
2. The student

The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, Rockford Career College will disburse the funds in accordance with federal regulations (see Post Withdrawal Disbursements).

Title IV Post Withdrawal Disbursements

Earned Title IV funding that has not been disbursed may be applied to outstanding institutional charges.

If a student is eligible for a post-withdrawal disbursement of Pell Grant, the grant money will be disbursed directly to the student's account at the College within forty-five (45) days of the student's withdrawal date or graduation date.

If a student is eligible for a disbursement of loan funds (different from Pell Grant), the College will send the student a written notice within thirty (30) days of the student's withdrawal date or graduation date indicating the type and amount of the eligible disbursement. If the student would like the post-withdrawal disbursement applied to their account, they must give the College either a verbal or written approval within forty-five (45) days of the student's withdrawal date or graduation date. Once the student has given their approval the eligible loan funds will be disbursed to the account. After outstanding institutional charges are paid and if excess funds remain, the excess funds will be provided to the student within fourteen (14) days of the credit balance occurring on the student's account.

State of Minnesota and Wisconsin

Standard Term Refund Policy

A student who withdraws or is dismissed from Rockford Career College after the first week of classes, but on or before completing 60% of a term, the number of weeks that make up the period of enrollment for which the student has been charged will be divided into the number of weeks remaining to be completed by the student as of the student's last recorded date of attendance. The resulting decimal will be converted to a percentage and that percentage will be rounded down to the nearest ten percent. This percentage applied to the charges for the period of enrollment will be the amount of refund to which the student is entitled.

All Rockford Career College students receiving Federal Title IV Grants and Loans who withdraw will be subject to a calculation of earned funds up through the 60% point in the term. All unearned Title IV grants and loans will be returned to the appropriate program (Pell Grant, SEOG Grant, and Direct Loans). If the withdrawal occurs after the 60% point in the term, then the percentage of aid earned is 100%. To calculate the amount of Title IV funds not earned by a student, the school must determine the last date of attendance. If a student withdraws before the 60% point (day specific), the school will calculate the percentage of aid not earned by the student and return the funds to the appropriate fund.

If a student withdraws from school before the 60% point, he/she may owe a refund to the federal government for unearned Title IV funds.

If a student withdraws or is dismissed after the first week of classes, but on or before completing 60% of a course(s), the number of weeks that make up the period of enrollment for which the student has been charged will be divided into the

number of weeks remaining to be completed by the student as of the student's last recorded day of attendance. The resulting decimal will be converted to a percentage and the percentage will be rounded down to the nearest ten percent. This percentage applied to the charges for the period of enrollment minus a \$100.00 administrative fee will be the amount of refund to which the student is entitled.

Return of Title IV Funds

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Third party funding such as Veterans Administration Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding
2. The student

The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, Madison and Minneapolis Media Institute will disburse the funds in accordance with federal regulations (see Post Withdrawal Disbursements).

Title IV Post Withdrawal Disbursements

Earned Title IV funding that has not been disbursed may be applied to outstanding institutional charges.

If a student is eligible for a post-withdrawal disbursement of Pell Grant, the grant money will be disbursed directly to the student's account at the College within forty-five (45) days of the student's withdrawal date or graduation date.

If a student is eligible for a disbursement of loan funds (different from Pell Grant), the College will send the student a written notice within thirty (30) days of the student's withdrawal date or graduation date indicating the type and amount of the eligible disbursement. If the student would like the post-withdrawal disbursement applied to their account, they must give the College either a verbal or written approval within forty-five (45) days of the student's withdrawal date or graduation date. Once the student has given their approval the eligible loan funds will be disbursed to the account. After outstanding institutional charges are paid and if excess funds remain, the excess funds will be provided to the student within fourteen (14) days of the credit balance occurring on the student's account.

Academics

Academic Awards

President's Award

Upon graduation, a student will be recognized at commencement and receive a printed certificate if the cumulative grade point average (CGPA) is a 4.0.

Dean's List

After each module/quarter, Rockford Career College students who have earned a grade point average (GPA) of 3.65 for the module/quarter are placed on the Dean's List.

Perfect Attendance Award

After each term, Rockford Career College students with perfect attendance for the module/quarter receive a printed certificate. This award does not apply to online/blended courses and/or programs.

Academic Dishonesty

Academic honesty is essential in student conduct. An academic honesty violation includes, but is not limited to, cheating, plagiarism, forgery, falsification, alteration, copying, fabrication, bribery, and collaboration without expressed permission. Rockford Career College students are responsible for the preparation and presentation of work representing their own effort, skills and achievements. Students will cite any quotations, materials or paraphrased materials taken from the work of others and fully acknowledge and identify the sources. *The work of others* includes published works as well as work completed by other students, and encompasses projects, assignments, computer exercises and exams.

Cheating, including plagiarism, will result in an "F" grade for the course and may be grounds for dismissal from the College.

Academic Freedom

Rockford Career College provides instructors with the freedom to teach and pursue knowledge and skills and to discuss them openly, consistent with the requirements and expectations of the subject matter and the College curriculum. Instructors at Rockford Career College are entitled to express professional points of view within the limits of the mission and academic policies and procedures.

Academic Year and Schedule

Rockford Career College schedules ten (10) modules and four (4) quarters in a twelve (12) month period for its programs.

Modular Programs

Each modular program term meets for ten (10) weeks and each term consists of two (2) five (5) week modules. All students who first enroll or withdraw and re-enter will be required to be full-time. Full-time students take a minimum of twelve (12) quarter credit hours or a maximum of nineteen (19) quarter credit hours per term. An academic year is at least forty (40) weeks in length and thirty-six (36) quarter credit hours. Full-time students will typically take two (2) courses each five (5) week module for a total of four (4) courses in a term.

Quarter Programs

Each quarter program term meets for ten (10) weeks. All students who first enroll or withdraw and re-enter will be required to be full-time, unless otherwise approved by the Academic Dean. Full-time students take a minimum of twelve (12) quarter credit hours. An academic year is at least 30 weeks. Full Time students typically take three (3) courses in a ten (10) week period.

Advanced Academic Standing

Course credit may be awarded by examination and transfer of credit. The Education Department is responsible for approving all advanced academic standing. Advanced standing credit is assigned a grade of “T”. Advanced academic standing counts toward meeting graduation requirements, however, these credits could not count toward satisfactory academic progress (see the Satisfactory Academic Progress section). Tuition will be adjusted accordingly for course credit.

No more than 75% of the credit hours in a program may be awarded either by transfer of credit and/or by examination. Transfer credit evaluation must be completed prior to a student posting attendance in a course. A student cannot receive transfer credit for a course they are currently attending.

Transfer of Course Credit from Other Institutions

Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at Rockford Career College. Courses must be at the 100-level or higher and completed with a grade of “C” or higher or the equivalent. Technical coursework should be current and no older than eight (8) years; general education coursework should be current and no older than fifteen (15) years. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one course. If the course being evaluated does not match the content of the Rockford Career College course, credit will not be awarded. **Students who have a confirmed Bachelor’s degree or higher, supported by official transcripts, may petition for transfer credit for SS101 and SS102. The confirmed degree must be current and no older than fifteen (15) years.**

When evaluating transfer credit from other institutions, it may be necessary to convert the transfer credits to either semester credits or quarter credits, depending on the credit hour system of the Rockford Career College program. When converting quarter credits to semester credits, the quarter credits are divided by one-and-a-half (1.5). When converting semester credits to quarter credits, the semester credits are multiplied by one-and-a-half (1.5).

To obtain transfer credit, the Rockford Career College Education Department must receive an official transcript from the other institution prior to the course’s scheduled start date. The transcript will be reviewed by the Education Department. A student may be required to produce a catalog, course description or other supporting documentation. Transfer credit evaluation must be completed prior to a student posting attendance in a course. A student cannot receive transfer credit for a course they are currently attending.

Proficiency Credit

Rockford Career College allows students to test out of a course by passing a proficiency examination. The fee for a proficiency examination is \$60 per course. Students must test out of a course prior to the first day of the course. Proficiency exams are proctored by a staff member of the College. The student may take the test out exam at any Rockford Career College location and must present a valid (non-expired) form of identification (i.e., driver’s license, state issued ID, military ID, etc.) In order to successfully pass a proficiency examination a student must score 70% or higher. Proficiency examinations may be attempted only once. Students may not use proficiency credit for SS101 and SS102 courses. Proficiency credit awards may not exceed more than 25% of the credits in the student’s program of study.

Credit by Certification Examination

Students may receive credit for courses that cover certification examinations. Students may attempt certification exams as many times as permitted by the vendors. See the Tuition and Fees section for certification examination fees.

Students who have passed an official certification examination must provide the College with the original certification approval showing a passing score for the exam. All official certification exams must be approved by the Education Department and be current (within the last four (4) years) prior to credit being awarded. In addition to the certificate examination, a student may be required to take and successfully complete a proficiency examination to demonstrate mastery of the course content.

Fees for official Microsoft certification exams will be assessed for every attempt of the exam. Official certification exams may be taken at Rockford Career College, if available, or at any certified testing center.

Credit by National Examination

Students who have taken an Advanced Placement Test may receive course credit by scoring three (3) or higher. Students who have scored fifty (50) or higher on College Level Examination Program (CLEP) tests may receive course credit. Course credit may be awarded for scores of four (4) or higher on the Higher Level (HL) International Baccalaureate Test. Official documentation must be received by the College prior to a student starting classes.

Experiential Learning Credit

Rockford Career College students can apply for credit on the basis of experiential learning and receive college credit up to 25% of the program requirements. No more than 75% of the credit hours in a program may be awarded by any combination of Experiential Learning Credit, transfer of credit, or credit by examination.

Credit is awarded for experiential learning in a specific course. Students may only apply these credits toward the requirements of the program in which they are enrolled. Students can apply for Experiential Learning Credit in certificate level programs only.

Students applying for experiential credit are required to complete a portfolio to determine equivalency to college level coursework. Equivalency is determined by submission of supporting documentation (e.g., signed job description, a narrative of equipment used, a description of the work environment, verification of employment by the company on the employer's letterhead, signed performance reviews/evaluations, evidence of certification or licensure, resume, documentation of in-service training or professional growth activities, community or volunteer work, military service record (DD 214), and/or various other appropriate forms of documentation verifying employment or work-related learning).

The portfolio may contain evidence to support multiple courses for which the student is applying for experiential learning credit. Students are required to demonstrate through documentation the fulfillment of course objectives based on the current course syllabus. The College reserves the right to deny credit or require supplementary readings and/or tests if required syllabus requirements or objectives are not met through the portfolio materials presented.

Experiential learning credits are not used in calculating the cumulative GPA but are used in the calculation for Rate of Progress (see Satisfactory Academic Progress section). Credit earned through experiential learning will be awarded the grade of "EC".

The portfolio must be submitted and evaluated prior to the start of the student's second module of the program. The student will be charged a \$100 fee per course for which the student is applying for experiential learning credit. Students are limited to one Portfolio submission during their Rockford Career College academic career. For assistance in writing the portfolio, see a member of the Education Department.

All experiential learning credit is reviewed on a case-by-case basis and credit is awarded at the discretion of the College.

Attendance

The College emphasizes the need for all students to attend classes in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Since much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Attendance is mandatory for all courses. Students are expected to attend every scheduled class, be on time, and attend for the entire scheduled class time. Attendance is taken in each class and is recorded permanently. Students arriving late for a class or leaving early are considered tardy. Tardiness and absenteeism will affect a student's grades.

Hours of make-up work outside of the student's scheduled class will not be accepted as hours of class attendance.

Make-up work is not permitted for the purpose of receiving veterans educational training benefits.

Students are responsible for completing all course assignments. Students who know in advance that they need to be absent must inform their instructors early so that appropriate make-up work can be arranged. Instructors will determine whether students who are absent from an exam may make it up.

Students are advised to call the College's administrative offices when they are going to be absent from their course(s). Office hours are 8:00 a.m. to 8:00 p.m., Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. A message may be left with anyone answering the phone.

Online Attendance

Online success is a critical part of the student's education. For this reason, all students are expected to login and participate actively online in each course, at least 2 times per week. A week is defined as Monday through Sunday. A student can log on any days as they prefer throughout that week, including the day of their physical class session. The attendance in an online course is based on graded activity in the course.

Ground and Online Attendance

New students must attend the first day of class of their first module or term. This also applies to students who reenter. In extenuating circumstances, exceptions can be made. A student who fails to *either* attend a ground class *or* post attendance in an online class for 10 or more consecutive days will be dropped (See "Withdrawal and Course Drop" under Grading System) from the course.

Withdrawal Policy for Nonattendance

The specific requirements relating to withdrawal from the College due to nonattendance are:

- Students who fail to attend classes for more than fourteen (14) calendar days (excluding the Institution's holidays, breaks and emergency closures due to unforeseen circumstances such as weather) will be subject to involuntary withdrawal (see Involuntary Withdrawal) from the College.
- If a student starts a course late, time missed becomes part of the fourteen (14) consecutive calendar days.
- Students may follow the process presented in the Grievance Policy outlined in the campus catalog if they feel an error has been made in their attendance calculation.

Change of Grade

If a student questions a grade received in a course, the student must first contact the instructor of the course. The instructor may request that the student supply any assignments or coursework for consideration. If the student is not satisfied with the instructor's decision, the student may meet with the Campus President and/or Education Department. The student must complete this process within the first two weeks of the end of the module. All grades are considered final thirty (30) days after the end of the module.

Change of Program

Students may change educational programs at Rockford Career College during their enrollment. Students must contact the Education/Student Services Departments to determine if the Admissions Requirements can be met for the new program. Because the program requirements differ, not all of the course credits may transfer. A student's current Satisfactory Academic Progress (SAP) status may carry over to the new program of study (see Satisfactory Academic Progress section). Students not making SAP may transfer programs of study.

Class Size

The average class size is 30 students, and the average student-to-teacher ratio is 30:1.

Copyright Policy

It is the policy of Rockford Career College to comply with the Copyright Laws of the United States, and therefore, copyright infringement is not allowed by employees or students of Rockford Career College.

Copyright infringement is the unauthorized reproduction, use, or display of copyrighted work without the permission of the copyright owner. Copyrighted work includes many forms of protected work including literary, musical, dramatic, and audiovisual creations, but not limited to these. Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author’s observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”

Unless the doctrine of fair use would clearly apply to the situation, Rockford Career College recommends that permission is obtained from the copyright owner before using copyrighted material. If there is any doubt, don’t copy the work.

Course Schedules and Registration

Courses may be scheduled any day of the week Monday through Sunday, morning, afternoon and evening. Students may be scheduled for an online, on-ground, or blended course delivery. Days and times of attendance may vary by program and may change from module to module.

Students are registered for courses by the Education Department.

Degrees and Certificates

A diploma is awarded to graduates when all program requirements are met and financial obligations are current. Prior to externship, students are encouraged to contact Financial Aid to confirm their financial status. Students with unpaid balances can request a completion letter to affirm their completion of the course requirements for their program.

Externship/Clinicals

For programs requiring an externship, the policies and grading are the same as required for other academic coursework. Days, hours, dress code, responsibilities, etc., are dependent on the requirements of the externship facility. During the externship, a student will be evaluated in the areas of professional performance, work habits, initiative, etc. If a student is unable to reach minimum competency in the extern facility, she/he will be required to return to the College for remedial assistance and/or serve additional externship hours. Students are required to submit weekly attendance documentation to the College while on externship.

Some externships require students to have immunizations and/or a health clearance. Check with Career Services and the externship site to obtain a list of required immunizations. All costs for immunizations and a health clearance are the responsibility of the student. For students who are pregnant at the time of externship, the externship site may or may not accept a student who is pregnant. If the student/school is not able to find a suitable externship site, the student will be withdrawn from the College and can re-enter at an appropriate time (See Re-Entry section of the catalog for more information).

In order to be eligible for externship, students must meet the requirements of Satisfactory Academic Progress (SAP) and must be current in their financial obligations to the College. Prior to externship, students are encouraged to contact Financial Aid to confirm their financial status. Students who are delinquent in their monthly payments or who have unfunded debt with the College will be withdrawn from the College until such time as their financial obligations are met. Once the financial situation is resolved and a student is in good standing, the student is eligible for readmission to the College through the re-entry process. See the Re-Entry section.

All students enrolled in a program with an externship component in a clinical setting must complete the following prior to beginning their clinical experience:

- Current CPR certification that is valid for the length of all clinical/externship components
- Complete immunization record which may include titers
- Flu Shot (depending on season)
- Physical from a Physician
- TB test
- Hepatitis Series

Grading System

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessment on assignments, tests and quizzes, and course participation. The standard scale of A to F and P are considered earned grades. Official grades are issued at the completion of each module. Students who wish to dispute a grade must complete the process within the first two weeks of the end of the module (see Change of Grade). All grades are considered final thirty (30) days after the end of the module/term.

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	90%-100%	Superior	4.0	Y	Y	Y	Y
B	80%-89.9%	Excellent	3.0	Y	Y	Y	Y
C	70%-79.9%	Satisfactory	2.0	Y	Y	Y	Y
D	65%-69.9%		1.0	Y	Y	Y	Y
F	Below 65%	Fail	0.0	Y	Y	Y	Y
I	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
P	N/A	Pass	0.0	Y	Y	N	Y
EC	N/A	Experiential Learning Credit	0.0	N	N	N	N
PRC	N/A	Proficiency with Credit	0.0	N	N	N	N
PRN	N/A	Proficiency No Credit	0.0	N	N	N	N
T	N/A	Transfer Credit	0.0	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y

With the exception of VET courses, to pass a course in a Diploma or Associate degree program, a grade of 60.0% or higher in the course requirements and 67% rate of progression must be met. Students enrolled in a VET course, to pass a course, a grade of 70.0% or higher is required to pass the course.

Incomplete

Once enrolled in a course, students should make the effort to complete all course assignments during the module in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module. In those cases, an Incomplete grade, "I," may be granted to a student who has completed 75% of the assignments required by the course. Students must petition to receive an Incomplete in the course with the approval of the instructor and the Education Department (or Program Chair). Students must complete a petition form and submit it to the instructor prior to the last class meeting. Petition forms are available in the Education Department.

Students who are granted an Incomplete will receive a grade of "I" followed by a "/" and the grade earned thus far in the course (e.g., "I/D"). Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the module. Students officially enrolled in an externship may petition for up to five (5) weeks; ten (10) weeks for Veterinary Technician programs, to complete the externship with the permission of the Education Department.

If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade. If a student would challenge an academic grade, the student would need to review the “Change of Grade” section of the catalog. Students enrolled in SS101 Student Success Strategies, SS102 Professional Success Strategies, or SS103 Digital Communications Strategies may not petition for an “I” grade. Students in these courses will receive a grade at the end of the course.

Failure

Any course in a program of study that is failed must be repeated and passed (See *Repeating a Course*).

Withdrawal / Course Drop

A course is assigned a withdrawal grade of “W” when a student officially withdraws or is withdrawn by the College. A student who fails to *either* attend a ground class *or* post attendance in an online class for 10 or more consecutive days is assigned a withdrawal grade of “W”.

A course withdrawal is not included in the calculation of a grade point average, however, it does negatively impact the rate of progress by increasing the number of credit hours attempted.

Transfer Credit

When a student receives advanced academic standing a grade of “T” is assigned for the course. Advanced academic standing counts toward meeting graduation requirements and the credits count toward satisfactory academic progress (see the *Satisfactory Academic Progress* section).

Grade Point Average

To calculate a grade point average, multiply the quality points associated with each grade times the number of credit hours for each course. Add these quality points and divide by the total number of credit hours.

Graduation Requirements

To be eligible for graduation, students must:

1. Complete all required courses in Diploma and Associate programs with a Cumulative Grade Point Average of at least 2.0;
2. Meet the specific grade and other program requirements (if applicable);
3. Successfully complete the externship or clinical requirement (if applicable);
4. Achieve Satisfactory Academic Progress; and
5. Complete all required certifications (if applicable).
6. Satisfy all financial requirements to the College and/or make agreeable payment arrangements.

Holidays and Weather Closures

Occasionally the College will close due to holidays, bad weather or other natural phenomena. Make-up days for holidays are scheduled and can be found in the Catalog Supplement. If the College closes for more than one (1) day, classes will meet on an unscheduled day. In the case of an unexpected closure, if possible, students will be given notice at least one (1) week in advance so that arrangements can be made to attend. When the College closes unexpectedly, students should anticipate making up the time before the end of the module.

Homework

In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.

Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student’s grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

Leave of Absence

Students are not allowed to take a Leave of Absence (LOA). Students who are not attending will be withdrawn and must follow the established process for re-entry.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Rockford Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in a program of study is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Rockford Career College to determine if your credits, degree, diploma or certificate will transfer.

Online Courses

Rockford Career College offers programs in an on-ground or online format (refer to the *Academic Programs* section). Rockford Career College courses are not self-paced and must be completed as prescribed in the course syllabus. Online assignments and/or projects are typically graded within 72 hours of the due date. Blended learning combines a hands-on classroom experience with online education. Students taking courses online or blended must complete the online orientation prior to the first day of the first course. Blended and online courses require students to be dedicated and have self-discipline in order to succeed in their courses. In addition, students enrolled in blended or online courses are required to have available a computer and high-speed Internet access, and a supported web browser (including Mozilla Firefox, Internet Explorer, Chrome, and Safari). Other system requirements include the following:

Windows-based computer or laptop capable of accessing the internet via a high-speed connection, not a modem (nor dial-up).

- Minimum Platform: Windows 7 x64 or Later
- Google Chrome, Mozilla Firefox, or Internet Explorer 11 or Later
- Inter core i5 quad core or higher.
- 4GB of Ram
- 250GB HDD 7200rpm or SSD. For best application performance SSD is recommended if one's budget allows.

An Apple computer or laptop capable of accessing the internet via a high-speed connection, not a modem (nor dial-up).

- Minimum Platform: Mavericks 10.9
- Google Chrome, Mozilla Firefox, or Safari
- Intel Core I5 or higher
- 4 GB of RAM
- 250GB HDD 7200rpm or SSD. For best application performance SSD is recommended if one's budget allows.

The platform for online or blended courses is Desire to Learn and/or Moodle Rooms. Students enrolled in online or blended courses must sign in to the course during the first week of the course. Additionally, students will need to complete the Online Orientation prior to the first day of the first course.

Online/Blended Student Identity Authentication and Privacy

The College Learning Management System (LMS) for blended and online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by the College in accord with established institutional privacy and confidentiality policies with access provided only to agents of the College who require immediate and necessary use of the information in order to fulfill the various academic activities of the College. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the

integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from Rockford Career College. In the event a student believes the privacy associated with their login and password information has been compromised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

Re-Entry

A student who has been withdrawn for less than twelve (12) months and wishes to re-enter the College must contact the Student Services Office. The Student Services Office interviews the student and the student completes a petition form. The College reviews the student's petition, academic record, and financial aid. The Student Services Office contacts the student as to the petition decision.

When a student has been approved to return, the student must sign a new Enrollment Agreement and meet with the Financial Aid Department. The student is subject to the current tuition rate on the new Enrollment Agreement, the current catalog policies and procedure and current program. A re-entry fee will not be charged to the student.

Repeating a Course

A student who has received a failing grade ("D", "F") or a withdrawal ("W") in a course, must repeat the course to meet the requirements of the student's program.

When a course is repeated the higher of the two (2) grades will be counted for purposes of calculating the student's Cumulative Grade Point Average and Rate of Progress. If repeating a course is required, the length of the program must not exceed one-and-a-half (1.5) times the scheduled program (see *Satisfactory Academic Progress* and *Grading System*).

A course in which a student has received a "D", "W" or "F" grade may be attempted only **three (3)** times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the College and may not appeal the dismissal. A student will be charged for all repeats.

In the Veterinary Technician program, if students have a grade lower than a "C" in a core program course (any course beginning with the VET prefix), that course must be repeated and a grade of "C" or higher must be obtained for program continuation. Students who receive less than a 70% grade will be required to repeat the class. No course may be repeated more than twice.

Satisfactory Academic Progress

In order to graduate, a student in a Certificate, Diploma, or Associate's degree program must have a cumulative grade point average of 2.0; all students must complete all courses and requirements for graduation within 150% of the total number of credit hours in the program of study. To help students meet these requirements the College checks periodically that students are making Satisfactory Academic Progress (SAP). SAP is measured in two ways: Cumulative Grade Point Average and Rate of Progress. Rate of Progress is the percentage of successfully completed credit hours relative to attempted credit hours. That is, number of completed credit hours divided by attempted credit hours times 100.

SAP is measured at evaluation points that occur every ten (10) weeks (i.e., every quarter). The SAP table indicates what CGPA and rate of progress benchmarks a student must have at the evaluation points to be meeting SAP.

Satisfactory Academic Progress Evaluation Points and Benchmarks

Degree	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Certificate and Diploma Programs	1 st	Minimum of 1.6 and 50%
	2 nd	Minimum of 1.8 and 60%
	3 rd and thereafter	Minimum of 2.0 and 67%
Full Associate's Degree Programs	1 st	Minimum of 1.0 and 33.4%
	2 nd	Minimum of 1.6 and 50%
	3 rd	Minimum of 1.8 and 60%
	4 th and thereafter	Minimum of 2.0 and 67%
Associate's Degree Completion Programs	1 st and thereafter	Minimum of 2.0 and 67%

Students not meeting these benchmarks are not making Satisfactory Academic Progress. The first time a student is not making SAP, the student is placed on academic warning. If the student receives financial aid, the student may be placed on financial aid warning. Students on academic warning/financial aid warning will be notified via the student portal and contacted by their Program Chair or the Education Department (see the Academic Advising section).

At the next evaluation point if a student on academic warning meets or exceeds the benchmark, the student is taken off academic warning. If, however, a student does not make SAP, the student is placed on academic probation. If the student receives financial aid, the student may be placed on financial aid probation, also. Students on academic probation/financial aid probation will be notified via the student portal. **Students placed on financial aid probation must appeal in order to continue receiving financial aid.** See the *Appealing Financial Aid Probation* section of the catalog for details.

Students on academic probation have until the next evaluation point to meet or exceed the SAP benchmark. If they do so, they are taken off academic probation. If a student does not make SAP, the student is dismissed from the College. A dismissed student is notified via the student portal and contacted by the Education Department.

A dismissed student may appeal the dismissal. See the *Appealing Academic Dismissal* section of the catalog for details. If a student's appeal is denied, the student may appeal again after one (1) year of the date of the dismissal. A student may not return to the College if denied more than once. If a student's appeal is approved, the student is placed on academic probation and may be eligible for financial aid with an academic plan until the next evaluation point.

Satisfactory Academic Progress and Course Withdrawals and Failures

When a student withdraws from a course, the course is assigned a "W" grade. This grade has no grade points and therefore does not impact a student's cumulative grade point average. A course withdrawal, however, negatively impacts the rate of progress by increasing the number of credit hours attempted.

A failing grade negatively impacts a student's cumulative grade point average and rate of progress.

Transfer Credit and Satisfactory Academic Progress

When a student receives transfer credit (advanced academic standing), the transferred credit hours do not carry grade points and therefore do not impact the student's cumulative grade point average. The total number of allowable credit hours attempted, however, decreases by the number of credit hours transferred to the College. For example, if a student transfers 15 credit hours into a program with 55 credit hours, the number of allowable credit hours attempted will equal $55 - 15 = 40$, and $1.5 \times 40 = 60$ credit hours attempted allowed.

Appealing Financial Aid Probation

To appeal financial aid probation a student must write a letter to the Appeals Committee stating what circumstances lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include death of a family member, military service, and child care problems. Documentation to support the appeal should be submitted with the appeal letter. In addition, the appeal letter must state what steps have been taken to correct the situation. The student should submit the appeal letter to the Education Department or a Program

Chair. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. During the time the appeal is being considered and the student continues to attend class, the student will continue to incur tuition charges.

If the financial aid appeal is denied, the student may continue to attend classes on a cash pay basis until the next SAP evaluation point.

At the next evaluation point the student must meet or exceed the SAP benchmark to be making satisfactory academic progress. If the student is making SAP, financial aid eligibility is reestablished. If a student does not make SAP, the student is dismissed from the College.

Appealing Academic Dismissal

A student that has been dismissed for not making satisfactory academic progress may appeal the dismissal. To appeal the student must write a letter to the Appeals Committee stating what the circumstances were that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable such as death of a family member, military service, and child care problems. Documentation to support the appeal should be submitted with the appeal letter. The student should submit the appeal letter to the Education Department or a Program Chair. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. The Education Department will notify the student regarding the outcome of the appeal.

A student who is academically dismissed and does not appeal the dismissal immediately will be involuntarily withdrawn from the College. When an academically dismissed student wishes to return to the College, the student must appeal the academic dismissal according to the requirements above. If the appeal is approved by the Appeals Committee, the student will be readmitted to the College. The Education Department will inform the student of the appeal approval and will direct the student in the readmission process.

If a student's appeal is denied, the student may appeal again after one (1) year of the date of the dismissal. A student may not return to the College if denied more than once. If a student's appeal is approved, the student is placed on academic probation and, if applicable, may be eligible for financial aid with an academic plan until the next evaluation point.

Changing Programs

If a student changes programs, only those courses that apply toward the new program will be counted in calculating the number of credits attempted and in calculating GPA.

Additional Program/Credentials

If a graduate of the College enrolls in a new program or if a student in good SAP standing transfers programs, only those courses that apply toward the new program will be counted in calculating the number of quality points in the CGPA and the credits attempted in calculating the Rate of Progress.

Academic Advising

Students not making satisfactory academic progress must meet with the Education Department or a Program Chair for academic advising. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an academic improvement plan to address the circumstances. The academic improvement plan becomes part of a student's academic file. Students with an academic improvement plan must meet weekly with the Education Department or their Program Chair to determine progress toward completing the plan.

Satisfactory Academic Progress (SAP) Clock Hour

All students are required to maintain Satisfactory Academic Progress toward the completion of their program. Statuses pertain to all students regardless of participation in Title IV Financial Aid. A Student's Satisfactory Academic Progress will be evaluated at the end of each payment period. This means maintaining a cumulative grade point average (CPGA) and cumulative courses completion pace (CCCP) that will ensure that the student will graduate within the maximum time frame and with a minimum CGPA of 2.0. Transfer hours that are accepted toward a student's educational program are counted as both attempted and completed hours.

The maximum time frame for completing any program is the maximum amount of time a student would have to complete his or her program. A student may not attempt more than 1.5 times the number of clock hours required to complete the program.

Clock Hour example: The Massage Therapy program takes 850 clock hours to complete the program and would have a maximum time frame of 1,275 clock hours to complete. (850 clock hours x 1.5 = 1,275 clock hours). A student may not take longer than the maximum time frame to receive the Academic credential which the student enrolled and continue to receive financial aid. All students are required to complete at least 383 clock hours out of the 425 clock hours of each payment period (6 months) and maintain a GPA of 2.0. No Title IV funds are disbursed until the student successfully completes 383 hours of the 425 scheduled clock hours and 25 weeks.

Textbooks

The estimated cost of textbooks is listed in the enrollment agreement. Textbooks will be provided to students on or before the first day of a course. Textbooks are provided for student use during the program. Students may purchase additional textbooks from the College at any time, however, will need to pay the current costs of the textbook.

Transcripts

Rockford Career College will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy could be provided directly to a student upon graduation, provided the student is not past due on financial obligations to the institution. If the student is past due on their institutional loan, a letter of completion can be sent to an employer. No documentation will be released to another educational institution unless the student is current on a secured payment plan for their institutional loan. A student will not receive a diploma or official transcript if they are in default with any federal loan or if the student is placed with an outside collection agency for their institutional loan. The College archives academic transcripts indefinitely.

Transfer from Rockford Career College to Another AHED System School

Only students making satisfactory academic progress may transfer from Rockford Career College to another American Higher Education Development (AHED) school. Because the program requirements may differ, not all of the course credit may transfer. A student should check with the new campus for more information.

Unofficial Withdrawal

A student who meets any of the following criteria will be subject to withdrawal from the College:

- failure to attend classes for more than fourteen (14) calendar days
- academic dismissal (see *Satisfactory Academic Progress*)
- certification test not successfully completed (if applicable to program)
- violation of the rules of conduct

The last date of attendance will be determined by the Education Department using attendance records. Re-admission to the College following withdrawal will be at the discretion of the College. See the Re-entry section.

Voluntary Withdrawal

Students may voluntarily withdraw from the College by providing to the Education Department official notification either orally or in writing of their intent to withdraw. The Education Department will determine the last date of attendance based on the date of the official notice. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date.

Re-admission to the College following voluntary withdrawal will be at the discretion of the College. See the Re-entry section.

Student Services

Career Services

The Campus President, Education Department, and Career Services work closely together to develop a partnership between graduates and future employers. The Career Services Department informs the medical/legal/business community of the programs of study and the education of the graduates. Career Services assists students with resume preparation and coaches them on effective interview techniques. The office also matches graduates with positions available in the community, arranges interviews and provides job notices. Career Services and the Externship Administrator work hand-in-hand with students during the last two months of their program.

Career Services administers an Exit Interview process prior to graduation whereby a student:

1. completes a resume,
2. prepares for interviews,
3. charts a short and long term career plan,
4. learns job search techniques, and;
5. arrange a plan of contact to maintain relationships with Career Services after graduation in order to continue to receive notices of job leads that come available in his or her field of study.

The College continues to work with students even after graduation. Finally, the Career Services Department sends out surveys to both graduates and employers to provide additional feedback to the College.

Library

The Rockford Career College Library is a traditional and virtual library. The traditional library provides access to physical resources such as books, magazines, and media resources. The library also provides students with a quiet place to study and write papers, perform research, and complete homework assignments. The library computer lab provides access to computer software utilized by students in their classrooms. The virtual library provides access to a wide variety of online full-text research databases, an online computer skills training library, and a growing collection of electronic books. Students may access the virtual library from on or off campus once accounts are set up.

Students and faculty are encouraged to use the library for educational and professional development purposes. All materials in the library, including computers, may be used for conducting research and completing class/homework assignments. Library staff is available to provide assistance during library hours. Reference materials and magazines are for library use only.

Those who abuse the privilege of the library, including improper usage of the Internet, may be denied library privileges.

Library Circulation Policy

Library patrons must possess a current Rockford Career College ID card to receive library privileges, as it functions as their library card. Patrons are responsible for all materials checked out on their library card and are responsible for reporting the loss or theft of ID cards. As such, items will not be checked out to students not possessing a current Rockford Career College ID. Borrowing privileges are suspended once a patron has kept library material(s) two (2) weeks past the due date and remain suspended until the item is returned or replaced. A fee will be assessed for any lost and/or damaged materials. The library coordinator will determine when an item is damaged beyond repair and must be replaced.

In order for students to register for courses, to use placement assistance services, to receive Rockford Career College transcripts, and to graduate, they must be in good standing with the library, to include returning overdue materials and having any assessed fees paid-in-full.

Policy on Accommodation for Disabled Individuals

Rockford Career College's policy is to make its programs and services accessible to individuals defined as disabled in Section 504 of the Rehabilitation Act of 1973. The College provides evaluation of individual needs, advisement and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of a course. If any problems arise, please contact the Education Department or the Campus President.

Students with Disabilities

Rockford Career College seeks the success of all students, including those who may be experiencing disabilities. Toward that end, Rockford Career College will work with students to determine what, if any, accommodations might be available. However, Rockford Career College also expects students to be active participants in this process. Accordingly, students who have an impairment that qualifies as a disability requiring an accommodation should contact the Campus President either upon enrollment or as soon as it becomes apparent that assistance may be necessary.

1. Students who will be requesting an accommodation may first be required to provide documentation from a professional qualified to address the particular disability, verifying the disabling condition. Additionally, if the accommodation requested does not seem to correspond with the type or severity of the disability, Rockford Career College reserves the right to require additional documentation to support the appropriateness of the request. Students assume the cost, if any, of the required documentation.
2. The law governing disability does not find that impairment is a disability for which a school or a business is obliged to provide an accommodation. For instance, a condition that is short-term, such as a broken arm, is not a disability for purposes of consideration for an accommodation plan. Impairments must be long-term and/or permanent to be considered for an accommodation. Similarly, a physical or mental impairment that is corrected by medication or other measures is not considered to be a disability. For example, where a person's vision impairment is corrected with glasses or contacts, the impairment is not considered a disability. In such situations, Rockford Career College also does not provide an accommodation. The above are only examples of situations where impairment may not be considered a disability. Rockford Career College reserves the right to determine whether a student's impairment is a disability requiring consideration for accommodation.
3. Once a disability is acknowledged, the College will work with students to develop an Accommodation Plan that Rockford Career College and the student will agree is reasonable and appropriate under the circumstances. Students will be assisted on an individual basis. Therefore, what is deemed a reasonable and appropriate accommodation for one (1) student may be different for another student. The accommodation provided, if any, will be dependent upon the disability of the student, the cost of a requested accommodation and other available alternative accommodations.
4. Rockford Career College will work to design an Accommodation Plan that will allow a student to participate in the academic environment without materially altering the nature of the instructional program or causing any undue burden on other students or the College. A student must contact the Education Department and complete a Request for Accommodation Plan in order to be considered for an accommodation. While the student's preference will be considered in developing the Plan, the College will make the final determination regarding the type of accommodation provided. The type of service provided may not be the type preferred by the student. Rockford Career College does not provide services of a personal nature that are not necessary for participation in the academic environment.

Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the Student Services Office.

Student Services

Rockford Career College is committed to the academic and personal support of all of our students. Rockford Career College Student Services department can assist students with finding resources for ride sharing, housing referrals, and child care services. Students who wish to seek out any type of personal assistance should visit the Student Services Office immediately to learn of any resource the College has available.

Student Services Coaching

Student Services Coaching is available for students who need additional assistance in their studies. Upon the request of the student, faculty members are available for help. Students who need assistance should contact their instructor or Education Department.

Student Conduct

Students are expected to observe the following policies and those described in this Catalog and Student Handbook:

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards peers, patients, and clients.
4. Maintain professional grooming and personal hygiene at all times.
5. Demonstrate a cooperative, supportive team attitude toward peers, instructors and directors.

Students will be held accountable for, or should report, the following violations while on the College or externship property:

1. All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of College documents.
2. Theft or destruction of College or the private property of individuals associated with the College.
3. The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
4. Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind as they will not be tolerated and may be reported to local authorities.
5. The use of profanity, insubordination, dishonesty and violation of safety rules.
6. Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
7. Smoking on campus.
8. Failure to comply with the Campus Dress Code.
9. Food or drink in the classrooms.
10. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the “off” position while in the classroom.
11. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.
12. Externship/Clinical students only: Electronic devices are not allowed for students in clinical facility areas. Students should communicate with faculty as needed in these areas.

Violation of the rules of conduct present in the Catalog and Student Handbook may lead to dismissal from the College. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation, or suspension for a specified period of time. The finding will become part of the student’s permanent file, possibly affecting a recommendation from Rockford Career College to future employers. Rockford Career College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/ or the College.

Illegal Drugs and Alcohol

Rockford Career College has standards that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty and staff on campus property or as part of campus activities.

The unlawful possession or distribution of illicit drugs and alcohol is a violation of state and federal law.

For those who want to obtain direct assistance, there are several sources within the local community. These sources are listed in the “yellow pages” of the local phone book under “Alcohol and Drug Abuse.”

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

Campus Dress Code

Non-Allied Health Programs

All casual clothing is not suitable for the office. Therefore, such clothing is not suitable for Rockford Career College. These guidelines will help a student determine what is appropriate to wear to Rockford Career College and ultimately to the workplace. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, back, chest, feet, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other students/employees is unacceptable. Failure to comply with the Rockford Career College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Allied Health Programs

Rockford Career College expects Allied Health students to dress professionally at all times. The dress code is based on the expectations of the employers in the medical fields. Students should maintain a professional appearance by wearing clean, well-pressed uniforms that are have no tears or stains; hair that is off the shoulders; non-porous, solid top shoes and no piercings. Failure to comply with the Rockford Career College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

<u>Appropriate</u>	<u>Inappropriate</u>
<u>Uniforms</u>	
<ul style="list-style-type: none"> • Neat • Clean and pressed 	<ul style="list-style-type: none"> • Wrinkled uniform • Dirty, bleached or torn uniform
<u>Shirts, Tops and Jackets</u>	
<ul style="list-style-type: none"> • White T-shirts • White sweaters 	<ul style="list-style-type: none"> • Colored shirts or jackets • Jackets or sweatshirts over uniforms • T-shirts must be tucked in and may not hang below the uniform
<u>Shoes and Footwear</u>	
<ul style="list-style-type: none"> • Non-porous, solid top shoes (e.g., leather, vinyl, rubber, plastic) 	<ul style="list-style-type: none"> • Any other shoes
<u>Personal Hygiene</u>	
<ul style="list-style-type: none"> • Fingernails: <ul style="list-style-type: none"> ○ Short cut ○ Natural ○ Neutral colored and well maintained at all times 	<ul style="list-style-type: none"> • No strong perfume or deodorants • Gel or acrylic fingernails • Colored fingernails • Long fingernails
<u>Hair and Hats</u>	
<ul style="list-style-type: none"> • Hair: <ul style="list-style-type: none"> ○ Kept up off shoulders 	<ul style="list-style-type: none"> • Long, loose hair that is not clean • Hats are never appropriate
<u>Jewelry</u>	
<ul style="list-style-type: none"> • Pierced ears <ul style="list-style-type: none"> ○ One (1) earring per ear ○ Earrings should be small and professional ○ Piercings kept to earlobes 	<ul style="list-style-type: none"> • No large hoops • No facial piercings
<u>Tattoos</u>	
<ul style="list-style-type: none"> • Be aware that visible tattoos will impede your job search 	<ul style="list-style-type: none"> • Offensive tattoos must be covered at all times
<u>Rockford Career College ID must be worn at all times</u>	

Trades Programs

Rockford Career College expects all trades students to dress professionally at all times. The dress code is based on the expectations of the employers in the trades fields. Students should maintain a professional appearance by wearing clean, pressed uniforms that have no tears or stains; hair that is kept neat and tied back; black, steel-toed boots and no piercings. Failure to comply with the dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

<u>Appropriate</u>	<u>Inappropriate</u>
<u>Uniforms</u>	
<ul style="list-style-type: none"> • Neat • Clean and pressed 	<ul style="list-style-type: none"> • Wrinkled uniform • Dirty, bleached or torn uniform
<u>Shirts and Jackets</u>	
<ul style="list-style-type: none"> • White t-shirts • Blue jackets (in cold weather) • White or black thermals (in cold weather) 	<ul style="list-style-type: none"> • Colored shirts • Sweatshirts over uniforms • T-shirts must be tucked in and may not hang below the uniform
<u>Footwear</u>	
<ul style="list-style-type: none"> • Black steel-toed boots 	<ul style="list-style-type: none"> • Any other shoes
<u>Hair and Hats</u>	
<ul style="list-style-type: none"> • Hair must be kept neat • Long hair should be tied back 	<ul style="list-style-type: none"> • Hats are never appropriate inside the campus
<u>Tattoos</u>	
<ul style="list-style-type: none"> • Be aware that visible tattoos will impede your job search 	<ul style="list-style-type: none"> • Offensive tattoos must be covered at all times
<u>Jewelry</u>	
<ul style="list-style-type: none"> • Pierced ears <ul style="list-style-type: none"> ○ One (1) earring per ear ○ Earrings should be small and professional • Piercings kept to earlobes 	<ul style="list-style-type: none"> • No facial piercings
<u>Rockford Career College ID must be worn at all times</u>	

Grievance and Appeals Policy

Occasionally, a problem may arise between a student and another party, or with some aspect of the College. Students are encouraged to verbally communicate their concerns to the appropriate person. The following are the steps the student should take to resolve concerns:

Step 1: Communicate with the appropriate instructor or staff member.

Step 2: Communicate with the Campus President. A “Complaint Form” can be obtained from the Campus President or the Education Department.

Step 3: The Campus President will meet with the student to discuss the issue. The Campus President may also meet with the other party(ies) to attempt to resolve the issue.

Step 4: Unresolved concerns may be appealed within fourteen (14) days to the Grievance Committee in writing. The Grievance Committee may be comprised of the following people, but is not limited to, the Campus President, instructor and/or Program Chair.

The following steps must be followed:

- a. All parties involved must complete a “Complaint Form”.
- b. All documentation must be received prior to the meeting.
- c. All persons involved with the incident/complaint will be in attendance.
- d. Testimony will be presented by the student and all other parties involved and will be recorded in the official minutes.
- e. After all testimony is presented, the student and other parties will be excused.
- f. The Grievance Committee has the responsibility for reaching a decision within fourteen (14) days that is in balance with the best interests of both the student and the College.

Step 5:

Rockford, Illinois

Other interested individuals or agencies with a concern or grievance should contact Illinois Board of Higher Education. COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION. (Section 37 of the Act) (See Section 1095.250) A student or any member of the public may file a complaint or appeal about this institution with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701, (217) 557-7359. A student who happens to live in Wisconsin may contact the Educational Approval Board, 431 Charmany Drive, Suite 102; Madison, WI 53719, (608) 266-1996.

Madison, Wisconsin

Other interested individuals or agencies with a concern or grievance should contact the State of Wisconsin Educational Approval Board. A student or any member of the public may file a complaint or appeal about this institution with the Wisconsin Educational Approval Board, 431 Charmany Drive, Suite 102; Madison, WI 53719. A student or member of the public may contact WEAB at 608-266-1996 or via e-mail at EABMail@eab.wisconsin.gov or by visiting the website at www.eab.state.wi.us/resources/complaint.asp.

Minneapolis, Minnesota

Other interested individuals or agencies with a concern or grievance should contact the Minnesota Office of Higher Education. A student or any member of the public may file a complaint or appeal about this institution with the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108.

Step 6: If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the College’s accrediting agency.

All complaints must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

*Accrediting Council for Independent Colleges and Schools
750 First Street N.E., Suite 980
Washington, D.C. 20002-4242*

Other interested individuals or agencies with a concern or grievance should contact Rockford Career College administration. This information will then be forwarded to the appropriate department for review and possible resolution.

Student Sexual Harassment Policy

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex including, but not limited to sexual harassment, in any federally funded education institution.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Examples of sexual harassment include but are not limited to unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

Rockford Career College is strongly opposed to sexual harassment and is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Sexual harassment is prohibited by state and federal laws including Title IX.

The Campus President serves as one (1) of the Title IX Coordinators. If students feel that they have experienced sexual harassment, students must report any violations to the Campus President immediately. If the potential sexual harassment incident involves the Campus President, directly or indirectly, the student should report the violation to the Campus President or the Chief Compliance Officer (refer to Step 5 of the Grievance and Appeals policy). The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment in accordance with the College's Student Sexual Harassment Policy. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation. Students, staff and faculty are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints.

Students, staff and faculty are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints.

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

The U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

Rockford Career College Student Sexual Harassment Policy

Introduction

Rockford Career College, LLC (the “College”) is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the College community should be aware that the College is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

As part of the College’s commitment to providing a harassment- free working and learning environment, this policy shall be disseminated widely to the College community through publications, the College website, new employee orientations, student orientations, and other appropriate channels of communication. The College provides training to key staff members to enable the College to handle any allegations of sexual harassment promptly and effectively. The College will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and it can have the effect of unreasonably interfering with a person’s or a group’s educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person’s will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of the College community, including faculty, staff, students, and non-employees participants in the College community, such as vendors, contractors, and visitors.

Retaliation Prohibited

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints. The College will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

Complaint Procedure

Any member of the College community may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Title IX Coordinator (Sexual Harassment Officer).

Any individual may file a complaint or grievance alleging sexual harassment by contacting the College’s Title IX Coordinator:

Campus	Title IX Coordinator	Phone	Address
Rockford	Campus President	815-965-8616	1130 S. Alpine Road, Rockford, IL 61108
Madison	Campus President	608-663-2000	2801 Dairy Road, Madison, WI 53718
Minneapolis	Campus President	952-897-1111	4444 West 76 th Street, Suite 200, Edina, MN 55435

Response to Sexual Harassment Allegations

The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual any student with a sexual harassment complaint should contact the campus Title IX Coordinator immediately. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

False Reports

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Additional Information

The U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

General Information

Administrative Hours of Operation

Rockford Career College administrative office hours are 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

Articulation Agreements

Rockford Career College has entered into an articulation agreement with Judson University. Further information is listed on the college's website.

Campus Visitors

Parents, spouses, prospective employers/students, etc. are cordially invited to visit the campus at any time with appropriate notice to the College. All visitors must check in at the front desk. To ensure classroom instruction is not disrupted, special arrangements may be made for groups.

Children on Campus

Students may not bring children with them to Rockford Career College. It is disruptive to others and it may be hazardous for the children. Rockford Career College is not equipped to serve children and cannot assume responsibility for them. As a matter of policy, therefore, Rockford Career College does not permit students to bring children to the school.

FERPA

Based on the Family Education Rights and Privacy Act (FERPA), Rockford Career College students (if under 18 years of age, their parents) may request to inspect their academic records by submitting a written request to the Education Department. Rockford Career College will make records available for review within 45 days of receipt of the request. Students may then request amendment of their academic records by notifying the Education Department in writing. After evaluations of these requests, students will be notified in writing of the outcome.

Students may consent to release additional personally identifiable information in their academic records and/or decline release of directory information by completing the form titled Authorization to Release Information.

Rockford Career College will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.

Under FERPA, Rockford Career College may release student information without student consent to school officials. This includes Rockford Career College officials and those officials of other institutions who have a legitimate educational interest and need the information in order to fulfill their professional responsibilities. The College is also authorized to release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or state court. Additionally, in the event of an emergency, Rockford Career College will release student information to protect the health and safety of students, staff and faculty.

Rockford Career College's responses to student requests for academic record amendments may be appealed in accordance with the College's Grievances and Appeals Policy. After exhausting all appeals, students who have a grievance regarding the release of their personally identifiable information may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Messages for Student

Rockford Career College is neither staffed nor organized to deliver personal messages to students. Nonetheless, the College realizes the importance of delivering messages regarding medical or police emergencies. To assist students, Rockford Career College will take and deliver messages to students while they are in class, during normal office hours, 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday under the following provisions only: a) the call is a bona fide medical emergency (including calls from child care providers) and/or b) the call is a bona fide police emergency (from an official police agency). The caller will be required to disclose fully the nature of the call.

Non-Discrimination Policy

Rockford Career College is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The College does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, religion, disability, or age in its programs and activities. Contact the President of the College with any inquiries and complaints regarding the Non-Discrimination Policy.

Photo Release

Rockford Career College students give to the College absolute rights and permission to use photographic portraits, pictures or videos of them in character form for advertising or any other lawful purpose.

Placement Release

Monthly, the Career Services Department announces to all campus staff the graduates by name and program who have secured career positions in their field of study. The message is sent via email in a celebratory fashion allowing all campus staff the opportunity to celebrate the career success of graduates. A graduate of Rockford Career College may choose to “opt out” of such announcements by providing a request in writing to the Director of Career Services at the time of or prior to securing employment.

Program Disclosure

To obtain more information about any program regarding Classification of Instructional Programs (CIP) numbers, related occupation information, median debt information, completion rates, and placement rates, please visit <http://www.rockfordcareercollege.edu>.

Report a Criminal Offense

As mentioned above under “Reporting Criminal Actions” the best method of reporting a non-emergency criminal action is to fill out an “Incident Report” which can be obtained from the Campus President or Executive Assistant. A student who wishes may also speak with the College President if further concerns exist. For emergency criminal actions or life threatening situations, call 911.

Security on Campus

As mentioned above, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property on Rockford Career College Campuses. The College does security personnel located on the facilities in the evening hours.

To inform students and employees about campus security procedures, various measures are taken. The catalog, which is updated on an annual basis, is the main source of information pertaining to college policies in regards to campus security.

Rockford Career College is also required to include in their annual campus security reports where information on registered sex offenders may be obtained.

Security Report

In compliance with federal regulations, Rockford Career College is required to disclose crime statistics for the previous three (3) calendar years as part of a campus security report to be published annually by each institution. This report details statistics regarding campus security issues and is distributed to all faculty, staff and students as a “Campus

Security Report". The report includes information regarding on and off campus offenses, drug awareness and sexual assault programs.

The occurrence of the following crimes must be reported:

- Murder and non-negligent
- Manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Violence Against Women Act
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

In addition, Rockford Career College is required to report on liquor law violations, drug law violations and illegal weapons possession. Campus crime statistics must be reported by location: on campus and public property (streets, sidewalks, lots adjacent to campus).

The Rockford Career College Annual Campus Security Report

Rockford Career College is committed to promoting a safe and secure environment for all campus members and visitors. Rockford Career College has developed policies and procedures designed to ensure that every possible precaution is taken to protect persons on campus from harm or theft.

On the Rockford Career College campuses, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property. The cooperation and involvement of students and employees in a campus safety program are absolutely necessary.

Crime statistics for the previous three (3) calendar years are available. A daily log, which records all crimes reported to the campus, is maintained by the Campus President and open to public inspection during normal business hours. Limited information may be withheld to protect victim confidentiality. Rockford Career College is also required to provide timely warning/notices of crimes that pose an on-going threat to students and employees.

The annual report is made available to all current students upon enrollment and employees upon hire. Prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Paper copies are available upon request through the Campus President.

Student Housing

Rockford Career College has no responsibility to find or assist students in finding housing. The Student Services Department will be able to provide resources to students upon request.

Academic Programs

All courses listed in this section include out-of-class activities including but not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student should anticipate two (2) hours of out-of-class activities for every one (1) hour of lecture.

Course Codes

The six (6) character course number assigned to each course provides substantial information. The first two (2) or three (3) characters are letters that indicate the area of study. They are as follows:

Area of Study		
AH: Allied Health	GEN: General Education	PRM: Project Management
BA: Business Administration	HAC: HVAC / R	PHT / PT: Pharmacy Technician
BMC: Facilities Maintenance	HM: Hospitality Management	SM: Social Media
BUS: Business	IT: Information Technology	SS: Student Success
CIT: Information Technology	MAT / MG: Massage Therapy	TRD: Trades
CM: Construction Management / Manufacturing	MCB: Medical Coding & Billing	VET: Veterinary Technician
COR: Core Curriculum (Trades)	MBC: Medical Office Billing & Coding	WLD: Welding
ETC: Electrical	MED / MA / ML: Medical Assistant / Medical	
GBM: General Business Management	PA / PAR: Paralegal	

Undergraduate Programs

The three (3) numeric digits indicate the level of the course. Course numbers that are 100-level, are generally taken early in a program. Course numbers that are 200-level indicate are generally taken later in a program.

Credit Hours

Coursework at Rockford Career College is measured in quarter credit hours or semester credit hours (refer to the program information to determine if the coursework is offered in quarter or semester credit hours).

Quarter Credit Hours

One (1) quarter credit hour equals ten (10) contact hours of lecture, twenty (20) hours of laboratory, or thirty (30) hours of externship.

Contact Hours

One (1) contact hour is fifty (50) minutes.

Program Modification

The College reserves the right to modify the course content, structure, and schedule without additional charges to the student and within regulatory guidelines. The College reserves the right to amend the Catalog and Student Handbook as required.

Associate of Applied Science in Allied Health

Delivery Method: Online

Campus: All Campuses

The purpose of the Associate level degree completion program in Allied Health is to provide existing healthcare professionals with an opportunity to continue their studies in the healthcare field. In addition to general education courses, this program also offers a course in digital communication strategies which provides students with an opportunity to explore current social media and its use in a professional setting. Additionally, this program includes courses in healthcare management, best practices and diversity issues facing today's healthcare professional. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a professional Allied Health or Allied Health-related field(s) as an office administrator, office manager, or medical administrative support worker.

Program Outcomes:

Throughout this program, students will have the opportunity to:

- Gain a wide knowledge of health care systems here in the US and best practices used as health care professionals and in professional healthcare settings;
- Review and practice management techniques and strategies for the healthcare professional;
- Develop knowledge and skills in technical and professional areas of healthcare;
- Explore current issues and challenges of diversity in a healthcare professional setting;
- Develop general knowledge as a results of the general education courses in the program including critical reading and thinking and ethics.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
	Transfer Credit	0	52.0
AH200	Healthcare Systems and Practice in the U.S.	50	4.5
AH210	Management for the Healthcare Professional	50	4.5
AH220	Technical and Professional Issues in Allied Health	50	4.5
AH225	Diversity Issues and Challenges in Healthcare	50	4.5
	Total	200	70.0
General Education Requirements			
GEN201	College Math	50	4.5
GEN204	Intro to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN215	Written and Oral Communication	50	4.5
GEN220	Critical Reading and Thinking	50	4.5
GEN229	Life Science	50	4.5
GEN230	Ethics	50	4.5
	Total	350	31.5
Other Requirements			
SS103	Digital Communication Strategies	50	4.0
	Total	50	4.0
	Grand Total	600	105.5

Associate of Applied Science in Business

This program is no longer accepting new students and/or re-entering students into the program.

Delivery Method: On-Ground and Online Modality

Campus: Rockford, IL

The program prepares students with the necessary skills and academic knowledge for entry-level positions in various business enterprises. These career opportunities may be in areas such as human resource management, business administration and office management. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Demonstrate the ability to plan, organize, lead and control within an organization.
2. Demonstrate the ability to utilize industry standard accounting principles and accounting based skills.
3. Demonstrate an understanding of computer applications and proficiency with the managerial applications of internet technology, including the application of management principles to business-to-consumer, and business-to-business.
4. Demonstrate the ability to define and articulate organizational, marketing, ethical and legal bases impacting contemporary business practices.
5. Demonstrate the ability to problem solve and make decisions, and communicate effectively both orally and in writing.
6. Recognize the importance of business ethics and social responsibility to business operations.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BUS101	Applied Business Math	40	4.0
BUS102	Introduction to Business	40	4.0
BUS103	Small Business Management	40	4.0
BUS105	Principles of Accounting I	40	4.0
BUS107	College & Career Success Skills	40	4.0
BUS109	Business Law	40	4.0
BUS203	Economic Theory and Analysis	40	4.0
BUS204	Principles of Marketing	40	4.0
BUS215	Supervision & Management Principles	40	4.0
BUS220	Personal Finance	40	4.0
BUS225	Personnel and Human Resource Management	40	4.0
BUS270	Contract Law	40	4.0
BUS290	Business Administration Externship	120	4.0
CIT100	Word Processing I	40	3.0
CIT105	Electronic Communications	40	3.0
CIT145	Spreadsheet Applications I	40	3.0
CIT149	Presentation Graphics	40	3.0
	Elective	40	3.0
Total		800	67.0
General Education Requirements			
GEN101	Speech	40	4.0
GEN104	College English	40	4.0
GEN107	Written Communications	40	4.0
GEN110	Contemporary Government in America	40	4.0
GEN111	Humanities in Contemporary Society	40	4.0
GEN113	Statistical Analysis	40	3.0
Total		240	23.0
Grand Total		1,040	90.0

Electives

Where denoted in the program outlines, students will be advised by the Program Chair and/or Academic Dean as to the appropriate course to meet the needs of their program. Technical Electives allow the student to choose from the below listing to meet the requirements for the degree program.

Course Code	Course Name	Quarter Credits	Course Code	Course Name	Quarter Credits
CIT146	Spreadsheet Applications II	3.0	BUS115	Computerized Accounting	3.0

Associate of Applied Science in Business Administration

Delivery Method: Online

Campus: All Campuses

The purpose of the Associate level degree completion program in Business Administration is to provide existing business professionals with an opportunity to continue their studies in the business administration field. In addition to General Education courses, this program also offers a course in Digital Communication Strategies which provides students with an opportunity to explore current social media and its use in a professional setting. This program also includes courses in strategic and current business methods and practices that support and facilitate effective management in a professional business context. In addition to attendance in all courses, students will be required to complete out-of-class or additional assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a professional business or business-related field(s).

Program Outcomes:

Throughout this programs, students will have the opportunity to:

- Develop a strong and general knowledge base of information through the General Education courses;
- Demonstrate critical thinking strategies and methods in various settings;
- Develop and demonstrate communication effectively in written, oral and digital settings;
- Effectively explore and apply current business practices and strategies that will enhance various professional business settings;
- Gain knowledge in organizational planning and strategic negotiation methods used in current contexts of business;
- Develop skills in current marketing and accounting practices in business.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
	53 transferred core credits		53
BA200	Marketing for Managers	50	4.5
BA215	Accounting for Managers	50	4.5
BA220	Organizational Strategic Planning	50	4.5
BA225	Strategic Negotiation for Business	50	4.5
	Total	200	71.0
General Education Requirements			
GEN201	College Math	50	4.5
GEN204	Introduction to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN215	Oral and Written Communication	50	4.5
GEN220	Critical Reading and Thinking	50	4.5
GEN229	Life Science	50	4.5
GEN230	Ethics	50	4.5
	Total	350	31.50
Other Requirements			
SS103	Digital Communication Strategies	50	4.0
	Total	50	4.0
	Grand Total	600	106.50

Associate of Applied Science in Business Administration / Accounting

This program is no longer accepting new students and/or re-entering students into the program.

Delivery Method: On-Ground and Online Modality

Campus: Rockford, IL Only

The program prepares students with the necessary skills and academic knowledge for entry-level positions in accounting or management. These career opportunities may be in such areas as accounts payable, accounts receivables, payroll accounting, tax preparation or various entry-level management positions. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business and/or accounting related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Demonstrate the ability to define, evaluate and apply accounting Information solutions to meeting organizational needs.
2. Demonstrate advanced mastery of accounting industry standard analysis and recording of business transactions.
3. Demonstrate the ability to define and articulate accounting solutions to assist in fulfilling management

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BUS101	Applied Business Mathematics	40	4.0
BUS102	Introduction to Business	40	4.0
BUS103	Small Business Management	40	4.0
BUS105	Principles of Accounting I	40	4.0
BUS107	College & Career Success Skills	40	4.0
BUS109	Business Law	40	4.0
BUS110	Principles of Accounting II	40	4.0
BUS115	Computerized Accounting	40	3.0
BUS204	Principles of Marketing	40	4.0
BUS205	Income Tax Accounting	40	4.0
BUS210	Payroll Accounting	40	4.0
BUS215	Supervision & Management Principles	40	4.0
BUS220	Personal Finance	40	4.0
BUS235	Managerial Accounting	40	4.0
BUS290	Business Administration Externship	120	4.0
CIT100	Word Processing I	40	3.0
CIT105	Electronic Communications	40	3.0
CIT145	Spreadsheet Applications I	40	3.0
	Total	800	68.0
General Education Requirements			
GEN101	Speech	40	4.0
GEN104	College English	40	4.0
GEN107	Written Communications	40	4.0
GEN110	Contemporary Government in America	40	4.0
GEN111	Humanities in Contemporary Society	40	4.0
GEN113	Statistical Analysis	40	3.0
	Total	240	23.0
	Grand Total	1,040	91.0

Associate of Applied Science in Construction Management

Delivery Method: Online

Campus: All Campuses

The purpose of the Associate level degree completion program in Construction Management is to provide existing and credentialed trades professionals with an opportunity to continue their studies in the construction management field. In addition to general education courses, this program also offers a course in digital communication strategies which provides students with an opportunity to explore current social media and its use in a professional setting. Additionally, this program includes courses in construction management, best practices and procedural issues facing today's trade and construction management professional. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a trades-related field.

Program Outcomes:

Throughout this program, students will have the opportunity to:

- Gain a wide knowledge of the management of construction teams;
- Review and practice management techniques and strategies for the trades and construction professional;
- Develop knowledge and skills in safety and contract procedures in the management of a construction project and team of workers;
- Explore current issues and challenges of project planning and costs;
- Develop general knowledge as a results of the general education courses in the program including critical reading and thinking and ethics.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
	46 transferred core credits		46
CM200	Crew Leadership and Safety	50	3.5
CM210	Quality Control and Project Supervision	50	3.5
CM220	Project Planning and Contract Management	50	3.5
CM230	Human Relations and Problem Solving	50	4.0
	Total	200	60.5
General Education Requirements			
GEN201	College Math	50	4.5
GEN204	Introduction to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN215	Oral and Written Communication	50	4.5
GEN220	Critical Reading and Thinking	50	4.5
GEN229	Life Science	50	4.5
GEN230	Ethics	50	4.5
	Total	350	31.5
Other Requirements			
SS103	Digital Communication Strategies	50	4.0
	Total	50	4.0
Grand Total		600	96.00

Associate of Applied Science in Information Technology

Concentrations in Computer Sciences Engineering, Network Security, Information Technology & Design

This program is no longer accepting new students and/or re-entering students into the program.

Delivery Method: On-Ground and Online Modality

Campus: Rockford, IL Only

The program prepares students with the necessary skills and academic knowledge for entry-level positions in computer fields and exposes students to computer programming, office productivity software, and general information technologies. The program prepares students for entry-level employment in Computer Systems Engineering, Network Security, Internet Technology & Design and Computer Specialist. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in an information technology related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Demonstrate the ability to recognize and utilize industry standard procedures and practices in the field of Information Technology
2. Demonstrate professionalism and competency in the implementation and organization of information technologies impacting contemporary business practices in their particular area of concentration.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
All Concentration Requirements			
BUS107	College & Career Success Skills	40	4.0
BUS220	Personal Finance	40	4.0
CIT100	Word Processing I	40	3.0
CIT105	Electronic Communications	40	3.0
CIT106	Introduction to Computers	40	4.0
CIT115	Fundamentals of Operating Systems	40	3.0
CIT120	Introduction to the Internet	40	3.0
CIT125	PC Management & Maintenance	40	3.0
CIT130	Network Essentials	40	3.0
CIT145	Spreadsheet Applications I	40	3.0
CIT150	Data Base Applications I	40	3.0
CIT151	Data Base Applications II	40	3.0
CIT225	Introduction to Visual Basic	40	3.0
CIT280	Introduction to Tech. Prof. Procedures	40	3.0
CIT290	Computer Externship	120	4.0
Total		680	49.0
Concentration Requirements – Systems Engineer			
CIT140	Network Operations Systems	40	3.0
CIT250	Network Server Administration	40	3.0
CIT255	Directory Services Infrastructure I	40	3.0
CIT256	Director Services Infrastructure II	40	3.0
CIT257	Network Security Design	40	3.0
CIT258	Managing and Electronic Communications Server	40	3.0
Total		240	18.0
Concentration Requirements – Computer Specialist			
CIT135	Work Processing II	40	3.0
CIT146	Spreadsheet Applications II	40	3.0
CIT149	Presentation Graphics	40	3.0
CIT230	Web Page Design I	40	3.0
CIT232	Web Page Design II	40	3.0
	Elective	40	3.0
Total		240	18.0
Concentration Requirements – Internet Technology & Design			
CIT210	Web Intrusion Detection & Prevention	40	3.0
CIT230	Web Page Design I	40	3.0
CIT232	Web Page Design II	40	3.0
CIT234	Web Page Design III	40	3.0
CIT236	Internet Programming	40	3.0
CIT239	E-Commerce Strategies & Practice	40	3.0
Total		240	18.0
Concentration Requirements – Network Security			
CIT140	Network Operating Systems	40	4.0
CIT210	Web Intrusion Detection & Prevention	40	4.0
CIT220	Network Defense Strategies	40	3.0

CIT250	Network Server Administration	40	3.0
CIT257	Network Security Design	40	3.0
CIT260	Managing a Network Environment	40	3.0
	Total	240	18.0
	General Education Requirements – All Concentrations		
GEN104	College English	40	4.0
GEN105	Human Relations	40	4.0
GEN106	Culture & Diversity	40	4.0
GEN107	Written Communications	40	4.0
GEN110	Contemporary Government in America	40	4.0
GEN111	Humanities in Contemporary America	40	4.0
	Total	240	24.0
	Grand Total	1,160	91.0

Students must complete the “All Concentration” courses, along with one of the “Concentration” requirements and “General Education Requirements to be considered a graduate of the program.

Associate of Applied Science in Information Technology

Delivery Method: On-Ground

Campus: Rockford, IL Only

The Information Technology (IT) degree completion program provides students with an opportunity to continue their IT studies and skill development at the Associate's degree level. In this program, students will have the opportunity to gain knowledge in general education subject areas such as Ethics, Psychology, Critical Reading and Thinking, College Math, among others, as well as continue in the IT areas of Green IT and Business IT. Students will also gain knowledge in the areas of IT infrastructure and electronic communication servers. In addition to attending courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a, IT or IT-related field(s).

Program Outcomes:

Upon completion of this program, students should be able to:

1. Develop well-rounded knowledge of general education subject areas as listed for this program;
2. Gain knowledge and skills in digital communication for professional success;
3. Acquire more advanced knowledge of and skills in the areas of IT infrastructure;
4. Develop a great awareness of Green IT uses and application;
5. Develop a greater knowledge of electronic communication servers;
6. Gain knowledge of IT for Business environments.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
	Transfer Credits		49.0
IT208	Green Information Technology	50	4.0
IT220	Business Information Technology	50	4.0
IT255	Directory Services Infrastructure	50	4.0
IT258	Managing an Electronic Communication Server	50	4.0
	Total	200	65.0
General Education Requirements			
GEN201	College Math	50	4.5
GEN204	Introduction to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN215	Oral and Written Communication	50	4.5
GEN220	Critical Reading and Thinking	50	4.5
GEN229	Life Science	50	4.5
GEN230	Ethics	50	4.5
	Total	350	31.5
Other Requirements			
SS103	Digital Communication Strategies	50	4.0
	Total	50	4.0
	Grand Total	600	100.5

Associate of Applied Science in Medical Assistant

This program is no longer accepting new students and/or re-entering students into the program.

Delivery Method: On-Ground and Online Modality

Campus: Rockford, IL Only

The Medical Assistant program prepares competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The students learn to perform duties under the direct supervision of the physician or practitioner. Students will learn scheduling, billing, taking of vital signs, administration of medication, phlebotomy, assisting with minor surgical procedures, performing laboratory tests and electrocardiograms. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a medical assistant related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Demonstrate the ability to perform the general duties of the medical office, including: effective written and verbal communications; telephone techniques; identify and respond to issues of confidentiality, legality and ethics; perform patient instruction; and perform and utilize office equipment and methods of quality control
2. Demonstrate the ability to perform the administrative duties of a medical office including: appointment management, medical billing and coding, customer service bookkeeping and payroll
3. Demonstrate the ability to perform clinical duties of a medical office including: taking patient histories and vital signs; assisting the physician with patient exams and minor surgical procedures; assisting the physician with specialty exam, and performing phlebotomy, laboratory tests and electrocardiograms

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BUS107	College & Career Success Skills	40	4.0
CIT100	Word Processing I	40	3.0
CIT105	Electronic Communications	40	3.0
MED100	Medical Terminology I	40	4.0
MED105	Medical Terminology II	40	4.0
MED110	Anatomy & Physiology I	40	4.0
MED115	Anatomy & Physiology II	40	4.0
MED120	Medical Law & Ethics	40	4.0
MED130	Diseases & Disorders	40	4.0
MED140	Dosage Calculations	40	4.0
MED200	Pharmacology	40	4.0
MED205	Medical Office Procedures	50	4.0
MED210	Basic Clinical Procedures	50	4.0
MED225	Coding & Insurance Procedures	40	4.0
MED230	Laboratory Procedures	50	4.0
MED240	Advanced Clinical Procedures	50	4.0
MED250	Medical Computer Applications	40	3.0
MED290	Medical Assistant Externship	180	6.0
	Total	900	71.0
General Education Requirements			
GEN101	Speech	40	4.0
GEN102	Psychology	40	4.0
GEN104	College English	40	4.0
GEN106	Culture & Diversity	40	4.0
GEN107	Written Communications	40	4.0
	Total	200	20.0
	Grand Total	1,100	91.0

Occupational Associate of Applied Science in Medical Coding & Billing Specialist

This program is no longer accepting new students and/or re-entering students into the program.

Delivery Method: On-Ground and Online Modality

Campus: Rockford, IL Only

This comprehensive program prepares individuals to take an active role in the coding and reimbursement process for services performed by the physician and non-physician practitioners. Students receive training in medical billing processes, patient account management, diagnosis and procedure coding, and medical insurance claim completion and processing. This program focuses on coding and insurance procedures for the medical office and the hospital. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a medical billing and coding related positions.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Apply knowledge and skills learned in the program to insurance and billing practices.
2. Explain insurance benefits to patients and clients.
3. Prepare and process insurance and billing documentation and forms used by health care providers.
4. Use proper reimbursement practices.
5. Demonstrate proficiency with ICD-9, CPT and HCPCS coding.
6. Describe medical terminology and procedures related to all aspects of the health care community.
7. Abstract and analyze documentation and its use in accurate coding procedures.
8. Demonstrate the appropriate work ethic to be able to work with minimal supervision as well as show confidence in their ability to deal with others on a professional level.
9. Apply the skills learned in the program to function as a professional, including customer service, interpersonal communication, written and verbal communication, telephone etiquette and patient confidentiality.
10. Demonstrate the skills needed for effective time management.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BUS107	College & Career Success Skills	40	4.0
CIT110	Information Management Systems	40	3.0
MCB100	ICD Diagnosis Coding	50	4.0
MCB105	Basic CPT Coding	50	4.0
MCB110	Medical Insurance & Billing	50	4.0
MCB115	Specialty Procedural Coding	50	4.0
MCB200	Hospital & Facility Coding	50	4.0
MCB205	Hospital & Facility Billing	50	4.0
MCB210	Health Claims Analysis	40	4.0
MCB220	Reimbursement Methodologies	50	4.0
MCB290	Coding & Billing Externship	180	6.0
MED100	Medical Terminology I	40	4.0
MED110	Anatomy & Physiology I	40	4.0
MED115	Anatomy & Physiology II	40	4.0
MED120	Medical Law & Ethics	40	4.0
MED130	Diseases & Disorders	40	4.0
MED200	Pharmacology	40	4.0
MED235	Advanced Coding & Insurance	50	4.0
MED250	Medical Computer Applications	40	3.0
	Total	980	76.0
General Education Requirements			
GEN101	Speech	40	4.0
GEN102	Psychology	40	4.0
GEN104	College English	40	4.0
GEN106	Culture & Diversity	40	4.0
GEN107	Written Communications	40	4.0
	Total	200	20.0
	Grand Total	1,180	96.0

Occupational Associate of Applied Science in Medical Office Assistant

This program is no longer accepting new students and/or re-entering students into the program.

Delivery Method: On-Ground and Online Modality

Campus: Rockford, IL Only

The Medical Office Assistant program prepares the student to assist the physician in the general, administrative areas of the medical office or health care facility. The program prepares students to perform duties under the direction of a facility manager. These duties include: appointment management, medical records management, medical billing and coding, bookkeeping and payroll. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a medical office related positions.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Demonstrate the ability to perform in the general duties of the medical office, including: effective written and verbal communications; telephone techniques; identify and respond to issues of confidentiality, legality and ethics; perform patient instruction; and perform and utilize office equipment and methods of quality control.
2. Demonstrate the ability to perform the administrative duties of a medical office including: appointment management, medical billing and coding, customer service bookkeeping and payroll.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BUS102	Introduction to Business	40	4.0
BUS105	Principles of Accounting I	40	4.0
BUS107	College & Career Success Skills	40	4.0
BUS215	Supervision & Management Principles	40	4.0
CIT100	Word processing I	40	3.0
CIT105	Electronic Communications	40	3.0
CIT145	Spreadsheet Applications	40	3.0
MED100	Medical Terminology I	40	4.0
MED105	Medical Terminology II	40	4.0
MED110	Anatomy & Physiology I	40	4.0
MED115	Anatomy & Physiology II	40	4.0
MED120	Medical Law & Ethics	40	4.0
MED200	Pharmacology	40	4.0
MED205	Medical Office Procedures	40	4.0
MED225	Coding and Insurance Procedures	40	4.0
MED235	Advanced Coding & Insurance Procedures	50	4.0
MED250	Medical Computer Applications	40	3.0
MED295	Medical Office Assistant Externship	180	6.0
Total		880	70.0
General Education Requirements			
GEN101	Speech	40	4.0
GEN102	Psychology	40	4.0
GEN104	College English	40	4.0
GEN106	Culture & Diversity	40	4.0
GEN107	Written Communications	40	4.0
Total		200	20.0
Grand Total		1,080	90.0

Associate of Applied Science in Paralegal Studies

Delivery Method: Online only

Campus: All Campuses

The Paralegal Studies Associate degree completion program provides students with an opportunity to continue their Paralegal Studies beyond the diploma level. Students entering this program will have successfully completed a diploma in a Paralegal Studies program or its equivalent. In this program, students will complete a foundational grouping of General Education courses in Oral and Written Communication, College Math, Critical Reading and Thinking, History of American Government, Introduction to Psychology, Ethics and Life Science. These general courses provide a helpful knowledge base for students either entering or progressing in the Paralegal profession. Additionally, students will complete core law courses in Human Resources Law, Administrative Law, Intellectual Property and Criminal Law. This combination of general and core subjects provides students with a broad scope of learning and helps prepare students well for success in the Paralegal profession. In addition to attending and participating in all courses, students will be required to complete out-of-class assignments. These assignments may include reading, learning activities, problem solving, research projects and presentations. Students should expect out-of-class homework that equals at least two (2) hours of work for every one (1) hour of class lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a paralegal or paralegal-related field(s).

Program Outcomes:

Upon completion of this program, students should be able to:

1. Understand the implications and practices of Criminal Law, Administrative Law, Human Resource Law and Intellectual Property;
2. Apply the appropriate procedures for accurately creating and editing legal and other documents;
3. Apply information literacy, research and critical thinking skills to areas of paralegal practice;
4. Identify and analyze legal and ethical issues presented within a law office setting;
5. Demonstrate an overall ability in and knowledge of professional communication, and social and customer-focused skills necessary to work effectively in a law office or other professional setting;
6. Develop a strong foundational and general knowledge of the Critical Reading and Thinking, History of American Government, College Math, Oral and Written Communication, Introduction to Psychology, Ethics, and Life Science as well as an effective and professionally-applied use of digital communication tools and social media.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
	54 transferred core credits		54.0
PA215	Administrative Law	50	4.5
PA225	Intellectual Property	50	4.5
PA235	Human Resources Law	50	4.5
PA270	Criminal Law	50	4.5
	Total	200	72.0
General Education Requirements			
GEN201	College Math	50	4.5
GEN204	Intro to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN215	Oral and Written Communication	50	4.5
GEN220	Critical Reading and Thinking	50	4.5
GEN229	Life Science	50	4.5
GEN230	Ethics	50	4.5
	Total	350	31.5
Other Requirements			
SS103	Digital Communication Strategies	50	4.0
	Total	50	4.0
	Grand Total	600	107.5

Occupational Associate of Applied Science in Pharmacy Technician

This program is no longer accepting new students and/or re-entering students into the program.

Delivery Method: On-Ground and Online Modality

Campus: Rockford, IL Only

This comprehensive program prepares individuals to achieve competency in the skills and theoretical knowledge necessary to enter the pharmacy workplace as a Pharmacy Technician. Students develop skills in all areas of pharmacy practice such as computer entry, pharmaceutical calculations, record keeping, and compounding of extemporaneous and aseptic products to be dispensed. Emphasizing a customer-centered approach, the program also helps develop the proper skills needed to work under the supervision of a licensed pharmacist. The Occupational Associate Degree offers students additional general education courses to supplement their knowledge. The program prepares the graduate to take the National Pharmacy Technician Certification Exam. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a pharmacy technician related positions.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Understanding of federal and state laws that govern pharmacies.
2. Prepare medication and other health products for patients
3. Prepare extemporaneous compounds and sterile medications
4. Receive written prescriptions and requests from patients
5. Complete order entry of prescriptions
6. Manage inventory
7. Calculate medication dosages
8. Create patient profiles
9. Process third party claims
10. Demonstrate knowledge of medical and pharmaceutical terminology and the pharmacology of medications

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BUS101	Applied Business Math	40	4.0
BUS107	College and Career Success Skills	40	4.0
CIT100	Word Processing I	40	3.0
MED100	Medical Terminology I	40	4.0
MED120	Medical Law & Ethics	40	4.0
PHT100	Introduction to Pharmacology and Pharmacy Practice	40	4.0
PHT102	Intro to Anatomy & Physiology for Pharmacy Technicians	40	4.0
PHT104	Pharmacy Calculation	40	4.0
PHT105	Drug Therapy I	40	4.0
PHT106	Drug Therapy II	40	4.0
PHT107	Drug Therapy III	40	4.0
PHT200	Institutional Pharmacy	40	4.0
PHT205	Community Pharmacy	40	4.0
PHT210	Pharmacy Technology I	40	3.0
PHT215	Pharmacy Technology II	40	4.0
PHT220	Admixture and Medical Asepsis	40	3.0
PHT230	Special Topics for the Pharmacy	40	4.0
PHT290	Pharmacy Externship I	300	10.0
Total		980	75.0
General Education Requirements			
GEN101	Speech	40	4.0
GEN104	College English	40	4.0
GEN105	Human Relations	40	4.0
GEN106	Culture & Diversity	40	4.0
GEN107	Written Communications	40	4.0
Total		200	20.0
Grand Total		1,180	95.0

Associate of Applied Science in Veterinary Technician

Delivery Method: On-Ground and Online

Campus: Rockford, IL Only

The Veterinary Technician Associate's Degree is designed to prepare students with the skills and procedures to effectively contribute to the health and well-being of veterinary patients. Veterinary technicians, while always working under the supervision of a veterinarian, provide many services. Routine duties include restraint of animals, sample collection, nursing care (IV catheter placement, bandage application, medication administration, etc.), feeding of animals, record keeping, office procedures, and client education and communication. Other skills include administration of anesthesia, surgical nursing, radiographic procedures, dental prophylaxis, clinical pathology procedures and medication preparation. The courses in this program address each of these areas and provide opportunity for students to develop and demonstrate the required skills and abilities to work successfully in a professional veterinary context. Successful completion of this program will require students to attend class sessions and to complete all in-class and out-of-class assignments. Such assignments may include reading, projects, papers, and various learning activities and the required AVMA Essential Skills list. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of this AVMA accredited program (see graduation requirements section of the catalog), students can sit for the Veterinary Technician National Exam and gain certification. They can seek or obtain employment as a Certified Veterinary Technician in the veterinary field. The program is designed to prepare the graduate to sit for the Veterinary Technician National Examination (VTNE) for Veterinary Technicians.*

Program Outcomes:

At the completion of this program, students should be able to:

1. Perform patient examinations and collect data on vital signs.
2. Restrain and manage all animals in clinical situations.
3. Calculate, prepare and administer medications by common drug routes and prepare pharmaceuticals as prescribed by a veterinarian.
4. Prepare anesthetic delivery systems, induce anesthesia, monitor patients under anesthesia, manage complications and recover anesthesia.
5. Prepare and maintain the surgical area and assist during surgical procedures.
6. Perform dental prophylactic procedures on dogs and cats.
7. Produce standard diagnostic radiographs.
8. Collect and process samples for diagnostic tests, such as blood chemistries, differentials, culture/sensitivities and EKGs.
9. Perform basic veterinary practice management including computer applications.
10. Recognize and assess behavioral signs of animals and how it relates to husbandry, handling and disease.
11. Educate clients on their animal's health, nutrition, management during illness and preventative medicine as well as euthanasia.
12. Perform nursing care for small, large and exotic species while being advocates for their patient's health.

**The College does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to the College.*

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
VET109	Veterinary Anatomy & Physiology	40	3.0
VET111	Husbandry & Disease, Small Animals	40	4.0
VET113	Veterinary Anatomy Systems & Functions	40	3.0
VET114	Veterinary Medical Terminology	40	3.0
VET115	Husbandry & Disease, Large Animals	40	4.0
VET127	Large Animal Medical Techniques	50	4.0
VET131	Veterinary Office Management	30	3.0
VET135	Intro to Veterinary Medical Nursing	50	4.0
VET140	Microbiology	50	4.0
VET150	Pharmacology	40	4.0
VET201	Laboratory & Exotic Animal Medicine	30	2.5
VET211	Animal Clinical Procedures	70	5.0
VET221	Clinical Pathology I	50	4.0
VET226	Clinical Pathology II	50	4.0
VET231	Advanced Animal Clinical Procedures	60	4.0
VET240	Principles of Anesthesia	40	4.0
VET246	Radiology	40	3.0
VET255	Principles of Surgery	40	4.0
VET262	Applied Veterinary Surgery & Anesthesia	70	4.0
VET292	VT Externship	225	7.5
		1095	78.0
General Education Requirements			
GEN129	Vet Life Science	50	4.5
GEN201	College Math	50	4.5
GEN204	Intro to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN215	Oral and Written Communication	50	4.5
GEN220	Critical Reading and Thinking	50	4.5
GEN230	Ethics	50	4.5
	Total	350	31.5
Other Requirements			
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Total	100	8.0
	GRAND TOTAL	1,545	117.5

Diploma in CNC and Robotic Manufacturing Technology

Delivery Method: On Campus only

Campus: Rockford, IL only

The CNC and Robotic Manufacturing Technology diploma programs prepares students to apply technical knowledge and skills to perform CNC set-up, operation, and programming, fixture design and inspection techniques utilizing focused on milling and turning centers as well as preparing the student for a manufacturing environment. This includes instruction in CNC terminology, set-up, programming, operations, and troubleshooting; blueprint reading; machining; lathe and mill operations; technical mathematics; computer literacy; CAD/CAM systems; shop and safety practices; equipment capabilities; and regulations and laws. Additionally, students are prepared in the area of robotic and physical manufacturing technology and materials used currently in the manufacturing industry. Before the completion of the program, students are prepared for the opportunity to complete testing for a certification in the field of manufacturing technology. In addition to attending courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a manufacturing technology or manufacturing technology- related field(s). The program is completed with a capstone project where the student demonstrates the ability to complete an actual project where they are required to choose a project, program, fixture, and machine and inspect both turned and milled part(s).

Program Outcomes:

Upon completion of this program, students should be able to:

- Effectively read and interpret blueprints for machine tool applications
- Perform CNC lathe programming operations
- Perform CNC milling programming operations
- Develop CAD/CAM programming applications
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace
- Prepare for NIMS Machining Certification

Course Code	Course Title	Contact Hours	Quarter Credit Hours
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
CM100	Blueprint Reading	50	4.0
CM110	Mathematics for Manufacturing Occupations	50	4.5
CM115	Basic Machining	50	4.0
CM120	Metallurgy	50	4.0
CM125	Metrology Techniques and GD&T	50	4.5
CM130	Mechanical Design and Producibility	50	4.0
CM135	Introduction to CNC/CAD Turning and Milling	50	4.0
CM140	CNC Programming - Turning (HAAS)	50	3.5
CM145	CNC Programming – Milling (HAAS)	50	3.5
CM150	Fixture Design and Tooling	50	4.0
CM155	Continuous Improvement – Lean Manufacturing	50	4.0
CM160	Operations and Material Management	50	4.0
CM170	Robotics and Cellular Manufacturing/Capstone Project and Certification Review	100	8.0
	TOTALS	800	64.0

Diploma in Contemporary Business Management

Delivery Method: Online

Campus: All Campuses

The diploma program in Contemporary Business Management is designed to provide an opportunity for students to develop knowledge and skills relevant and required in professional business environments. This certificate address contemporary business management practices and approaches that maximize resources including human participants, time, money, and technology to meet business goals and deadlines. Students will be given an opportunity to learn about and use these techniques within parameters utilized in contemporary business offices and projects. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business related field.

Program Outcomes:

Upon completion of this program, students should be able to:

- Demonstration and understanding of foundational business management practices and approaches;
- Effectively and efficiently meet project deadlines and success criteria with specific guidelines provided by the instructor;
- Demonstrate effective use of current technology and software utilized in contemporary business environments;
- Demonstrate an understanding of the financial principles and practices used in business projects and environments;
- Understand ways in which human resources can be maximized within a business environment;
- Manage conflict and processes of change within a business environment;
- Understand and demonstrate transformational leadership principles;
- Manage working teams within the scope of business projects and environments.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
PRM110	Intro. to Cont. Business Mgt.	50	4.0
PRM130	Business Office Applications	50	3.0
PRM120	Managing Change	50	4.0
PRM140	Building Effective Teams	50	4.0
PRM150	Spreadsheets and Data Analysis	50	3.0
PRM160	Leading Continuous Improvement in Operations	50	4.0
PRM170	Project Management	50	3.0
PRM210	Finance for Operations Managers	50	4.0
PRM220	Ethics and Social Responsibility	50	4.0
PRM230	Human Resource Management for Operations Managers	50	4.0
PRM240	Operations and Facilities Management	50	4.0
PRM250	Managing Conflict and Negotiation Skills	50	4.0
PRM260	Business Communications and Knowledge Management	50	4.0
PRM270	Transformational Leadership	50	4.0
	TOTALS	800	61.0

Diploma in Electrical Technician

Delivery Mode: On Campus only

Campus: Rockford, IL Campus Only

The diploma program in Electrical Technician is designed to provide an opportunity for students to develop knowledge and skills relevant and required in an electrical technician working context. This includes mastery of various skills such as: electrical safety, electrical theory and drawings, device boxes and conduit bending, among others. Students will also have the opportunity to explore, practice and apply skills in successful study strategies and time management and professional preparation for the field. In addition to attending courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, relevant projects and skill development activities. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in an electrical technician or electrical technician-related field(s).

Program Outcomes:

This program will provide students with the opportunity to:

- Gain knowledge of general trades skills and crafts;
- Develop competency in electrical safety codes, procedures and practices;
- Gain understanding of electrical theory;
- Review and practice electrical drawings uses and applications;
- Gain awareness of and ability to manage time and project work;
- Gain professional preparation for work in the electrical technician field.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
COR100	Core Curriculum: Craft Skills	50	4.0
ETC100	Electrical Safety, DC & NEC	50	4.0
ETC101	Electrical AC/DC Theory and Test Equipment	50	3.0
ETC102	Electrical Drawings and Load Calculations	50	3.5
ETC103	Hand Bending, Motors & Motor Controls	50	3.5
ETC104	Device Boxes and Advanced Controls	50	3.5
ETC105	Conduit Bending and Lighting	50	3.5
ETC106	Conductors and Lighting	50	3.5
ETC107	Branch and Feeder Calculations	50	3.5
ETC108	Motors and Motor Protection	50	3.5
ETC109	Transformers and Standby Systems	50	3.5
ETC110	Specialty Transformers and HVAC Controls	50	3.5
ETC111	Motor Operations	50	3.5
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
TRD100	Core Curriculum: Trade Skills	50	4.0
	TOTALS	800	58.0

Diploma in Facilities Maintenance Technician

Delivery Mode: On Campus only

Campus: All Campuses

The diploma program in Facilities Maintenance Technician is designed to provide an opportunity for students to develop knowledge and skills relevant and required in a facilities maintenance working context. This includes mastery of various skills such as: general core trades and crafts, drywall and cabinets, doors, pain and floors and suspended ceilings, among others. Students will also have the opportunity to explore, practice and apply skills in successful study strategies and time management and professional preparation for the field. In addition to attending courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, relevant projects and skill development activities. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a facilities maintenance or facilities maintenance-related field.

Program Outcomes:

This program will provide students with the opportunity to:

- Gain knowledge of general craft and trades skills;
- Become competent in general building maintenance protocols, codes and regulations;
- Develop skills in trade math, measurement and problem solving;
- Prepare professionally for employment in the field;
- Develop time management and project management strategies in the building maintenance context of work;
- Develop skill in building materials and practices.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
COR100	Core Curriculum: Craft Skills	50	4.0
BMC100	Building Materials & Hardware	50	3.5
BMC101	Drywall & Cabinets	50	3.0
BMC102	Doors, Paints & Floors	50	3.5
BMC103	Paint & Suspended Ceilings	50	3.0
BMC104	Intro to HVAC	50	3.5
BMC105	Heating Systems	50	3.5
BMC106	Repairing Concrete & Roofing	50	3.0
BMC107	Electrical, Plumbing & Concrete	50	3.5
BMC108	Electrical	50	3.5
BMC109	Controls, Motors & Low-Voltage	50	3.5
BMC110	Plumbing	50	3.5
BMC111	Plumbing Systems & Components	50	3.5
TRD100	Core Curriculum: Trade Skills	50	4.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	TOTALS	800	56.5

Diploma in Hospitality Management

Delivery Method: Online

Campus: All Campuses

The diploma program in Hospitality Management is designed to provide an opportunity for students to gain knowledge concerning the diversity of hospitality industry career segments and develop specific skills in the areas of hospitality business strategy and leadership. Emphasis is placed on performance management and maintaining a competitive advantage by leveraging analytics and effective resource management while delivering dynamic guest services. Courses feature themes relative to leadership skill development, resource and operations management and enhanced problem solving and strategic planning through targeted data analysis. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include, but are not limited to, reading and problem solving exercises, projects, research, written papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students are encouraged to obtain entry-level employment in the hospitality industry.

Program Outcomes:

Upon completion of this program, students should be able to:

1. Understand and utilize effective business practices and data analysis to support organizational success;
2. Demonstrate effective leadership, problem solving, and team management skills;
3. Understand effective event planning procedures with a client orientation;
4. Demonstrate an understanding of sales and marketing strategies that support maintaining a competitive advantage in the marketplace;
5. Demonstrate an understanding of delivering high quality food and beverage services;
6. Develop an understanding of career opportunities within the travel and tourism industries;
7. Demonstrate an understanding of effective revenue management analysis and implementation;
8. Demonstrate an understanding of the impact of service theory on guest satisfaction rates.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
PRM130	Business Office Applications	50	3.0
PRM120	Managing Change	50	4.0
PRM220	Ethics and Social Responsibility	50	4.0
PRM250	Managing Conflict and Negotiation Skills	50	4.0
HM101	Hospitality Industry Business Practices and Analytics	50	4.0
HM102	Sustainable Strategies of Hospitality Management and Leadership	50	4.0
HM103	Organizational Sustainability and Resource Optimization	50	3.5
HM104	Sales and Marketing - A Competitive Advantage	50	4.0
HM105	Food and Beverage Operations Management	50	4.0
HM106	Travel and Tourism Industry Overview	50	3.5
HM107	Hospitality Industry Principles of Revenue Management and Finance	50	4.0
HM108	Event Planning and Guest Services	50	3.5
GBM101	Managing Diverse People	50	4.0
GBM102	(UX) Marketing Strategies	50	3.5
	TOTALS	800	61.0

Diploma in Heating, Ventilation, Air Conditioning, and Refrigeration

Delivery Method: On-Ground

Campus: Madison, WI and Minneapolis, MN

The Diploma in Heating, Ventilation, Air Conditioning and Refrigeration program prepares students to seek entry-level employment in the industry. The program provides training in the installation, maintenance and repair of HVAC systems with a strong focus on industry safety practices. Standard rules and regulations will also be explored. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a heating, ventilation, air conditioning and refrigeration related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
2. Demonstrate basic industry safety practices, including working with electricity, refrigeration, and other HVAC systems.
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic HVAC practices needed for heating, ventilation, air conditioning, and refrigeration systems maintenance and repair.
4. Identify and use EPA guidelines, Clean Air Act rules and regulations, manufacturer recommendations, and good trade practices.
5. Service and maintain residential and light commercial HVAC and refrigeration systems using standard industry practices.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
COR101	Core Curriculum: Introductory Craft Skills	50	4.0
HAC102	The Fundamentals of HVAC	50	4.0
HAC103	Introduction to HVAC: Cooling and Heating Systems	50	3.5
HAC104	HVAC Essential Service Task and Piping	50	3.5
HAC105	Fundamentals of Welding and Heat Pumps	50	3.5
HAC106	HVAC Refrigerant Delivery Systems and Wiring Terminations	50	4.0
HAC107	HVAC Air Delivery Systems	50	4.0
HAC108	Steam and Commercial Hydronic Systems	50	4.0
HAC109	Troubleshooting Controls, Motors, and Cooling	50	3.5
HAC110	Troubleshooting HVAC	50	3.5
HAC111	Commercial and Industrial HVAC	50	3.5
HAC112	Building Management Systems	50	4.0
HAC113	HVAC System Design: Review and Certification	50	7.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	TOTALS	800	60.0

Diploma in Information Technology Network Administration

Delivery Mode: On Campus only

Campus: Rockford, IL Only

The diploma program in IT Network Administration is designed to provide an opportunity for students to develop knowledge and skills relevant and required in IT admin environments. Throughout this program, students will have the opportunity to gain knowledge and competency in the areas of general IT Network Administration in regards to databases, operating systems, server administration, network security web intrusion detection and cloud technology among others. In addition to attending courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in an IT Network Administration or IT Network Administration-related field(s).

Program Outcomes:

Upon completion of this program, students will have the opportunity to:

- Gain knowledge and skill in general IT network admin procedures and strategies;
- Develop expertise in IT network security, database management and server administration;
- Become aware of web intrusion specifics and counter detection and prevention;
- Develop success strategies in study and time management;
- Develop success strategies in professional preparation;
- Gain knowledge and skills in cloud technology;
- Develop knowledge and skills in current operating systems and programming.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
IT106	Introduction to Computers	50	4.0
IT115	Introduction to Fundamentals of Operating Systems	50	4.0
IT125	PC Maintenance and Management	50	3.5
IT130	Network Essentials	50	3.5
IT135	Information Technology and Professional Procedures	50	4.0
IT140	Network Operating Systems	50	3.5
IT150	Database	50	3.5
IT160	Network Server Administration	50	3.5
IT170	Network Security Design	50	4.0
IT180	Introduction to Programming	50	3.5
IT210	Cloud Technology	50	4.0
IT230	IT Project Management	50	4.0
IT290	IT Externship	120	4.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	TOTALS	820	57.0

Diploma in Massage Therapy

Delivery Method: On-Ground Modality Only

Campus: Rockford, IL Only

The diploma program in Massage Therapy is designed to provide a professional and participatory learning environment that delivers theoretical training and practical application of massage therapy skills relevant and required for entry level positions as Massage Therapists. The use of appropriate office technology is integrated in this courses as well as professional practices and modalities necessary to perform effectively in the massage field. Successful completion of this program includes attendance at class sessions and completion of all in-class and out-of-class learning activities and assignments. These may include projects, papers, learning activities and presentations. Students should expect out-of-class work that equals to 2 hours for every 1 hour of lecture / lab. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a massage therapy or massage therapy- related field(s).

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Demonstrate appropriate professionalism, including oral and written communication skills required in a professional massage environment;
2. Understand and articulate legal and ethical standards and guidelines as well as regulations in the massage field;
3. Understand and apply the knowledge of anatomy and physiology, kinesiology and other therapeutic approaches utilized in the massage industry;
4. Evaluate and utilize specific client / patient information gathered from health history sources;
5. Demonstrate an understanding of pathologies and recognition of conditions presented by clients/patients in order to implement safe and effective practices in massage therapy;
6. Perform administrative tasks as required.
7. Perform a client-centered, therapeutic massage.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
MG107	Massage Techniques	50	3.0
MG108	Massage Techniques: Spa	50	3.0
MG109	Massage and Special Populations	50	4.0
MG112	Deep Tissue Therapy	50	3.0
MG113	Allied Modalities	50	4.0
MG115	Licensing Exam Review and Clinicals	150	8.0
MG116	Massage Business Ethics and Law	50	4.0
ML104	Massage Foundations	50	4.0
ML105	Anatomy & Physiology	50	4.0
ML106	Pathophysiology	50	4.0
ML107	Kinesiology	50	4.0
ML108	Pathology	50	4.0
ML109	Bodyworks Survey	50	4.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	TOTALS	850	61.0

Diploma in Medical Assistant

Delivery Method: On ground

Campus: All Campuses

This diploma in Medical Assistant is designed to provide students with the opportunity to gain knowledge and skills required for entry level positions in the medical assistant profession. The diploma program includes training in office administration procedures and technology required in medical offices. The certificate program includes a 170-hour externship with 160 hours in a local clinic, hospital, or physician's office to provide students with practical and real-life experience working in a medical office environment and practicing professional procedures as required. 10 hours are expected on campus as scheduled and directed to complete the externship requirements. This program requires that students pass a certification exam in Medical Assisting prior to externship. Successful completion of this program will require students to attend class sessions and to complete all in-class and out-of-class assignments. Such assignments may include reading, projects, papers, and various learning activities. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a Medical Assistant related field.

Program Outcomes:

1. Upon successful completion of this program, students should be able to:
2. Demonstrate a required level of professionalism and skill in both written and oral communication and collaborative skills appropriate to a professional work environment;
3. Accurately articulate the legal and ethical standards as well as procedures and regulations appropriate to the medical assisting field;
4. Understand and demonstrate the appropriate skills required in a medical office;
5. Demonstrate the clinical skills, diagnostic procedures and operational functions or medical assisting as defined by state and local regulations and/or licensure requirements;
6. Demonstrate effective administrative tasks and procedures as required in a medical office.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
MA102	Patient Care	50	3.5
MA103	Pharmacology and Pathology	50	4.0
MA104	Specimen Collection and Analysis	50	3.5
MA105	Ethical Decision Making in Healthcare	50	4.0
MA106	MA Technology Fundamentals	50	4.0
MA112	MA Externship	170	6.0
ML101	Medical Terminology and Systems	50	4.0
ML102	Administrative Procedures	50	4.0
ML103	Medical Office Emergencies	50	4.0
ML111	Minor Surgical Procedures	50	3.5
ML112	Medical Law for MA	50	4.0
ML114	Medical Billing Fundamentals	50	4.0
ML115	Cardiac Care	50	3.5
SS101	Student Success	50	4.0
SS102	Professional Success	50	4.0
	TOTALS	870	60.0

Diploma in Medical Office Billing and Coding

Delivery Method: On Campus or Online

Campus: All Campuses

The curriculum featured in the Medical Billing and Coding program is designed to provide students with a “hands-on” approach to gaining the skills and knowledge necessary to perform the functions of a medical office biller/coder, while understanding the professional and ethical responsibilities required of the profession. Topics covered in this program include: medical law, CPT, ICD, and HCPCS coding, insurance claim processing, among others. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in Medical Office Billing and Coding related field.

Program Outcomes:

1. Demonstration and knowledge of coding and insurance billing by using current CPT, ICD, and HCPCS code books;
2. Demonstration of ability in diagnostic and procedural coding;
3. Management of proper medical documentation;
4. Developed understanding of information regarding private insurance and managed care systems;
5. Developed understanding of hospital billing practices and processes;
6. Demonstration of effective and appropriate ethical behavior and professionalism befitting the medical biller/coder;
7. Ability in communication and collaborative skills necessary for effective interaction with other members of the medical team;
8. Ability in critical thinking skills;
9. Awareness and support of the Medical Office and Billing/Coding profession.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
MBC101	Procedural Medical Terminology	50	4.0
MBC102	General Anatomy & Physiology	50	4.0
MBC107	Health Care Informatics	50	3.5
MBC105	Health Care Records – Ethical Practices	50	3.5
MBC106	Regulatory Issues in Health Information	50	4.0
MBC108	Medical Insurance Processing and Coding	50	4.0
MBC103	Medical Coding - Diagnosis	50	4.0
MBC104	Medical Coding -Procedural	50	4.0
MBC109	Pathophysiology	50	4.0
MBC110	Pharmacology	50	4.0
MBC111	Claims Analysis	50	4.0
MBC112	Medical Coding – Institutional Billing and Reimbursement	50	4.0
MBC113	Medical Office Externship	120	5.0
	TOTALS	820	60.0

Diploma in Paralegal Studies

Delivery Mode: Online only

Campus: All Campuses

The Paralegal Studies Diploma program provides students with an opportunity to gain knowledge in the Paralegal profession and to seek entry-level employment as paralegals in law offices and government agencies. The course work addresses the broad scope of current legal areas as well as reasoning, research, and writing skill development. In addition to attending and participating in all courses, students will be required to complete out-of-class assignments. These assignments may include reading, learning activities, problem solving, research projects and presentations. Students should expect out-of-class homework that equals at least two (2) hours of work for every one (1) hour of class lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a paralegal or paralegal-related field(s).

Program Outcomes:

Upon completion of this program, students should be able to:

1. Identify and apply strategies for personal, academic, and professional success;
2. Apply the appropriate procedures for accurately creating and editing legal and other documents;
3. Apply information literacy, research and critical thinking skills to areas of paralegal practice;
4. Identify and analyze legal and ethical issues presented within a law office setting;
5. Demonstrate and overall ability in and knowledge of professional communication, social and customer-focused skills necessary to work effectively in a law office or other professional setting.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
PA115	The Legal System and Terminology	50	4.0
PA140	Ethics and Technology in the Law Office	50	4.0
PA200	Legal Research and Writing	50	4.0
PA180	Evidence	50	4.0
PA190	Contract Law	50	4.0
PA210	Civil Litigation	50	4.0
PA220	Business Organizations	50	4.0
PA230	Family Law	50	4.0
PA240	Real Estate Law	50	4.0
PA250	Probate Law and Estate Administration	50	4.0
PA260	Tort Law	50	4.0
PA280	Bankruptcy Law	50	4.0
PA290	Paralegal Externship	180	6.0
	TOTALS	880	62.0

Diploma in Pharmacy Technician

Delivery Method: On-Ground Modality Only

Campus: Rockford, IL Only

The Diploma in Pharmacy Technician program has been designed to prepare students for employment as an entry-level assistant to a licensed pharmacist. Employment opportunities include positions in hospitals, medical centers, skilled nursing facilities, private pharmacies, outpatient clinics, and pharmaceutical companies. The program provides the student with the fundamentals of pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. The program emphasizes theory, as well as hands-on practice. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see Graduation section of the catalog), graduates could seek entry level employment in the pharmacy technician field. Students will receive hands on application in a pharmacy setting by completing externships in 2 different practice settings. The externships will allow the student to apply the knowledge gained in this program and apply it practically in 2 of the following pharmacy settings: retail pharmacy, long-term care facility, compounding pharmacy, independent pharmacy, or hospital pharmacy.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting.
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the pharmacy field and pharmacy technicians.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level pharmacy technician in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the transcribing skills, compounding procedures, and appropriate operational functions of pharmacy technicians defined by state and local regulations and/or licensure requirements.
6. Explain and perform appropriate administrative tasks effectively.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
PT110	Introduction to Pharmacy	50	4.5
PT115	Anatomy and Physiology for Pharmacy Technicians	50	4.5
PT120	Medical Terminology for Pharmacy Technicians	50	4.5
PT125	Pharmacy Calculations	50	4.5
PT130	Medication Order Entry and Filling Process	50	4.0
PT135	Pharmacy Law and Ethics	50	4.0
PT140	Pharmacy Technology and Billing	50	4.0
PT145	Medication Safety and Quality Assurance	50	4.0
PT150	Pharmacology of Prescription Medications	50	4.0
PT155	Pharmacology of OTC Medications and Herbal and Dietary Supplements	50	4.0
PT160	Sterile and Nonsterile Compounding Techniques	50	4.0
PT165	Special Topics for Pharmacy Technicians	50	4.0
PT170	Pharmacy Technician Externship: Practice Setting I	90	3.5
PT180	Pharmacy Technician Externship: Practice Setting II	90	3.5
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Grand Total	880	65.0

Diploma in Social Media & Digital Marketing

Delivery Method: Online

Campus: All Campuses

The diploma program in Social Media and Digital Marketing is designed to provide an opportunity for students to develop knowledge and skills relevant and required in social media and digital marketing environments. Mastery of social media and digital marketing tools and strategies is essential to success in business and organizational operations. Students will not only learn to develop strategies and measure results, they will also learn to create engaging content, which is the lifeblood of a digital marketing campaign. In addition to attending courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a social media and/or digital marketing related field(s).

Program Outcomes:

Upon completion of this program, students should be able to:

1. Optimize use of Facebook, Twitter, blogs, video, and email marketing;
2. Develop and manage branding strategies using digital media;
3. Gain skills to create, design, and manage websites using content management systems;
4. Learn how to design and manage a social media and digital marketing strategy;
5. Develop content to improve an organization's marketing strategy;
6. Evaluate and increase the effectiveness of marketing efforts with using search engine optimization and analytics;
7. Create, manage and operate an e-commerce website;
8. Develop, create and manage digital marketing content;
9. Understand and demonstrate transformational leadership principles.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
PRM130	Business Office Applications	50	3.0
SM101	Developing a Digital Marketing Plan	50	4.0
SM102	Implementing & Managing a Digital Marketing Plan	50	4.0
SM103	Social Media Marketing & Promotion	50	4.5
SM104	E-mail, Blogging & Written Communications	50	3.5
SM105	Creating Video & Display Content	50	3.0
SM106	Search Engine Optimization	50	4.5
SM107	Metrics and Analytics	50	4.5
SM108	Content Management Systems for Web Development	50	3.5
SM109	Digital Distribution and E-commerce	50	4.0
SM110	Digital Brand Management	50	4.5
SM111	Marketing for Mobile Devices	50	3.0
SM112	Social Media & Digital Marketing Capstone	100	8.0
	TOTALS	800	62.0

Diploma in Welding

Delivery Mode: On Campus only

Campus: Rockford, IL Only

The diploma program in Welding is designed to provide an opportunity for students to develop knowledge and skills relevant and required in to work as a welder. This includes mastery of various skills such as: essentials of welding theory, SMAW and GTAW specifics, thermal cutting, and general craft and trade skills. Students will also have the opportunity to explore, practice and apply skills in successful study strategies and time management and professional preparation for the field. In addition to attending courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, relevant projects and skill development activities. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a welding or welding-related context of work.

Program Outcomes:

This program will provide students with the opportunity to:

- Gain knowledge and understanding of current theories and uses of welding techniques and skills;
- Review and practice general trade and craft skills;
- Gain competency in SMAW and GTAW, GMAW and FCAW plates and fillets;
- Gain competency in pipe welds;
- Thermal cutting and metal preparation techniques and skills.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
COR100	Core Curriculum: Craft Skills	50	4.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
TRD100	Core Curriculum: Trade Skills	50	4.0
WLD100	Essentials of Welding	50	4.5
WLD101	Thermal Cutting and Metal Preparation	50	3.5
WLD102	SMAW Beads and Fillets (6010)	50	3.0
WLD103	SMAW Beads and Fillets (7018)	50	3.0
WLD104	SMAW Plate Certification	50	3.0
WLD105	SMAW Open V-Groove Welds	50	3.0
WLD106	GMAW Plate	50	3.0
WLD107	FCAW Plate	50	3.0
WLD108	GTAW Plate (Fillets)	50	3.0
WLD109	GTAW Plate (Groove) and Metallurgy	50	3.0
WLD110	SMAW 2-G, 5-G Pipe Welds	50	3.0
WLD111	GMAW 2-G, 5-G Pipe Welds	50	3.0
	TOTALS	800	54.0

Course Descriptions

AH200 Healthcare Systems and Practice in the U.S.

4.5 quarter credit hours

Prerequisites: None

This course provides an analysis of health care demands, cost, supply and recipients and customer-focused healthcare practices. Various healthcare settings are explored and organizational structures within each. The concept of managed care is addressed as well as foundational principles of professional communication and performance.

AH210 Management for the Healthcare Professional

4.5 quarter credit hours

Prerequisites: None

Overview of issues and skills involved in effectively managing the health care professional. Team building and cross-discipline communication and collaboration will be addressed. The course will focus on the development of leadership and management skills in various healthcare settings.

AH220 Technical and Professional Issues in Allied Health

4.5 quarter credit hours

Prerequisites: None

Identification and analysis of current issues facing the allied health disciplines, including reimbursement policy, scope of practice, changing educational criteria, credentialing, professional encroachment, medical errors and interdisciplinary teams. Current data software will be addressed including spreadsheet creation and maintenance.

AH225 Diversity Issues and Challenges in Healthcare

4.5 quarter credit hours

Prerequisites: None

This course addresses the general diversity challenges that exist in current healthcare settings. Intercultural health care principles, focusing on cultural influences on biological, psychological, sociological, intellectual and spiritual dimensions of individuals will be explored. Specific attention will be provided to historical perspectives on contemporary cultural health care.

BA200 Marketing for Managers

4.5 quarter credit hours

Prerequisites: None

This course provides an in-depth exploration and practical application of basic marketing tools. These include product policy, pricing, promotion, distribution, sales management, and customer segmentation and retention. In most classes, we will analyze case studies that require us to identify marketing opportunities, refine value propositions, select customer segments and develop marketing programs for a variety of management situations. The course also includes a number of creative and analytic assignments, including a quarter-long, group assignment.

BA215 Accounting for Managers

4.5 quarter credit hours

Prerequisites: None

This course focuses on communication and decisions making within an organization (as opposed to financial accounting, which focuses on accounting information for decision-makers external to the firm). The quality of communication is an important determinant of success for most organizations, and much of the communication of quantitative information relies on the language and tools of managerial accounting. The overall objective of the course is to provide you with the concepts and tools needed to understand, apply, and explain accounting information for managerial decision.

BA220 Organizational Strategic Planning

4.5 quarter credit hours

Prerequisites: None

This course provides an overview and applications of strategic planning, theories, methods, and group processes in different organization environments. Starting with forecast and scenarios to developing mission, vision and value statements. Development of strategies to achieve the vision(s).

BA225 Strategic Negotiation for Business**4.5 quarter credit hours***Prerequisites: None*

Many people are turned off by sales and negotiations, but they can both be fun. Upon successful completion of this course students will be significantly more comfortable with sales and negotiations. Student will examine the sales process and techniques used to maximize returns for both sides of the table. This course focuses on tracking sales accounts, projecting outcomes, and negotiating agreements.

BMC100 Building Materials & Hardware**3.5 quarter credit hours***Prerequisites: TRD100 / COR100*

Students will learn Building Materials, Fasteners, and Adhesives used in construction work. In Wall Systems students will describe the procedures for laying out and framing walls, roughing-in door and window opening and bracing walls. Doors and Hardware describes the installation of metal doors and related hardware in steel-framed, wood-framed, and masonry walls with the related hardware, such as locksets and door closers.

BMC101 Drywall & Cabinets**3.0 quarter credit hours***Prerequisites: TRD100 / COR100*

In Drywall Installation, the students will learn various types of gypsum drywall, their uses, and the fastening devices and methods used to install them. Drywall Finishing and Patching emphasizes techniques for the finishing and patching drywall, including the tools, equipment and supplies used. In Cabinet Installation the student's will be provided detailed instructions for the selection and installation of base and wall cabinets and countertops.

BMC102 Doors, Paints & Floors**3.5 quarter credit hours***Prerequisites: TRD100 / COR100*

In Window, Door, Floor, and Ceiling Trim students will learn finish work with focuses on the proper methods for selecting, cutting, and fastening trim to provide a professional appearance. Students will describe the properties and functions in Paints or Coatings and general methods used for the cleanup and disposal of water-based and oil-based paints. In Floor Systems, the students will cover framing and the procedure of laying out and constructing a wood floor using common lumber.

BMC103 Paint & Suspended Ceilings**3.0 quarter credit hours***Prerequisites: TRD100 / COR100*

In Sealing the Building Envelope, students learn how to correct heat losses and gains by applying insulating materials to uninsulated areas of the building envelope also how to patch drywall and install weather-stripping. In Brushing, Rolling Paints and Coatings students will learn the types and selection of brushes, rollers, pads, mitts, and related accessories used for applying paints and coatings. In Suspended Ceilings students will learn to describe the materials, layout, and installation procedures for many types of suspended ceilings used in commercial construction.

BMC104 Intro to HVAC**3.5 quarter credit hours***Prerequisites: TRD100 / COR100*

The students will learn the basic principles of heating, ventilation, and air conditioning in Introduction to HVAC, basic safety as well trade licensure and EPA guidelines. The Introduction to Cooling section explains the refrigeration cycle and common refrigerants are introduced. Introduction to Building Envelope Systems describes the various types of windows, skylights, and exterior doors and provides instructions for installing them, as well as installing weather stripping and locksets. The students will learn Thermal and Moisture Protection materials in wall, floors, and attics; it also covers the uses and installation practices for vapor barriers and waterproofing materials

BMC105 Heating Systems**3.5 quarter credit hours***Prerequisites: TRD100 / COR100*

In Introduction to Hydronic Systems students will learn about heating fuels and circulation methods. In Hydronic and Solar Heating Systems students will learn components, and review hydronic and solar heating system layout and installation. In Introduction to Heating students will learn the fundamentals of heating systems and the combustion process. Also, they learn different types and designs of gas furnaces and their components, as well as basic procedures of installation and service. In Environmental Protection Agency (EPA) students will be introduced to regulations and technician certification requirements. In Boiler making Safety issues specific to boilermakers in the trade will be introduced

BMC106 Repairing Concrete & Roofing**3.0 quarter credit hours***Prerequisites: TRD100 / COR100*

Students will learn the requirements for Making Repairs to concrete based on specific problems. Students will explain, demonstrate repair methods and the use of special tools and materials. Students will learn in Repair and Restoration, problems that appear in Masonry structures and describes techniques used to repair them, including tuck-pointing, brick replacement, crack sealing, waterproofing, and stain removal. In Roofing Applications, students will learn how to properly prepare the roof deck and install roofing for residential and commercial buildings.

BMC107 Electrical, Plumbing & Concrete**3.5 quarter credit hours***Prerequisites: TRD100 / COR100*

Students will learn the installation of electric circuits in Health Care Facilities, including the requirements for life safety and critical circuits. Students will learn hot and cold water Plumbing Systems, drainage systems in buildings, insulation requirements on plumbing systems, and piping hook-ups. Students will learn in Exterior Finishing, the various types of exterior finish materials and their installation procedures, including wood, metal, vinyl, and fiber-cement siding. Students will learn in Surface Treatment, an overview of the requirements and application of dry shakes, self-leveling topping, epoxies, and shotcrete.

BMC108 Electrical**3.5 quarter credit hours***Prerequisites: TRD100 / COR100*

Students will learn in Basic Electricity electrical safety and the principles of electricity including voltage, current, resistance, and power. Includes important electrical formulas, circuitry, and common plumbing-related electrical applications. Students will learn in Electrical Theory series, parallel, series-parallel, resistive circuits, Kirchhoff's voltage, current law, and circuit analysis. Students will learn in Device Boxes, the hardware and systems used to mount and support boxes and receptacles. Students will learn the types and applications of Raceways and Fittings. Students will learn in Conductors and Cables wiring techniques. Students will learn the Introduction to the National Electrical Code and types of information found within the code book. In Introduction to Electrical Circuits students will learn Ohm's law as applied to DC series circuits and covers atomic theory, electromotive force, resistance, and electric power equations.

BMC109 Controls, Motors & Low-Voltage**3.5 quarter credit hours***Prerequisites: TRD100 / COR100*

In Control Systems and Fundamental Concepts, the students will learn various types of contactors and relays along with their practical applications. In Motors: Theory and Application, students will learn AC and DC motors, including the main components, circuits, and connections. In Voice, Data, and Video, students will learn installation, termination, and testing systems. In Building Management Systems, students will learn computers and microprocessors that are used to manage zoned HVAC systems; and provides coverage of various network protocols and systems controllers.

BMC110 Plumbing**3.5 quarter credit hours***Prerequisites: TRD100 / COR100*

Students will learn in Residential and Commercial Building Networks how home and business systems such as fire alarms, security, energy, and entertainment can be intergrade using specialized smart home and building management software and controls. Students will learn the Codes used by plumbers across the country and explains how those codes are written adopted, modified, and implemented. Students will learn in Installing Fixtures and Valves the installation of basic plumbing fixture, including bathtubs, shower stalls, lavatories, sinks, water closets, and urinals. Also, reviews the installation of valves, faucets, and how to connect appliances.

BMC111 Plumbing Systems & Components**3.5 quarter credit hours***Prerequisites: TRD100 / COR100*

In Water Distribution Systems, students will learn about the major components and their functions and review water sources, treatment methods, and distribution for the different types of systems. In Introduction to Drain, Waste, and Vent (DWV) the students will learn piping, drains, traps, vent sizing, and how building sewers and drains connect the DWV system to the public sewer system. In Installing Water Heaters, students will learn gas-fired, electric, tankless, heat pump, and indirect water heaters. Students will learn the different types of Plastic Pipe and Fittings used in plumbing applications, how to measure, cut, join, and support plastic pipe. Students will discuss sizing, labeling, and applications of Copper Pipe and Fittings, and review the types of valves that can be used on copper pipe systems.

BUS101 Applied Business Math**4 quarter credit hours***Prerequisite: None*

This course will develop the student's ability to apply their math skills to practical business problems. Topics include interest, annuities, and amortization. Students will gain skills in matters of personal finance related to bank services, stock/bond and mutual fund investing, payroll systems, consumer credit and taxes.

BUS102 Introduction to Business**4 quarter credit hours***Prerequisite: None*

This course is designed to present a broad introduction to the functioning of business enterprise within the U.S. economic framework. The student is introduced to a variety of business topics such as economics, business organization, management, organizational design, human resource management, marketing, information management systems, decision-making, finance and investment.

BUS103 Small Business Management**4 quarter credit hours***Prerequisite: None*

This course explores the world of business from the point of view of a small business owner. This course introduces the student to the theory and practical applications of starting and managing a business. Students learn how to develop a business plan by establishing financial and administrative controls and developing a market strategy for a small business.

BUS105 Principles of Accounting I**4 quarter credit hours***Prerequisite: None*

This course presents accounting principles and their application to various businesses and covers the accounting cycle through closing entries. Students learn how to prepare income statements, balance sheets, and statements of change in owner's equity and cash flow statements.

BUS107 College & Career Success Skills**4 quarter credit hours***Prerequisite: None*

This course is designed to address the psychological and educational adjustment needs of the students. The course stresses career development and assists the students in the understanding of self in the work force and their relationships with others.

BUS109 Business Law**4 quarter credit hours***Prerequisite: None*

This course provides the student with substantial and varied knowledge of business law as it applies to them in their everyday life. Students first learn the fundamentals of the legal system and then proceed to major areas of business law including commercial paper, agency and employment law, business organizations and their regulation, property law, insurance, wills and estates, and consumer and creditor protection.

BUS110 Principles of Accounting II**4 quarter credit hours***Prerequisite: BUS105*

This course advances the student's skills in accounting. This course emphasizes the application of accounting theories and systems. Students learn journaling, posting and analyzing financial statements in both service and merchandising business operations.

BUS115 Computerized Accounting**3 quarter credit hours***Prerequisite: BUS105*

This course is designed to provide students experience with accounting software. Students proceed through all phases of the accounting cycle. Students learn journaling, posting and analyzing financial statements in both service and merchandising business operations.

BUS203 Economic Theory and Analysis**4 quarter credit hours***Prerequisite: None*

The course is an overview of basic economics including production, income, consumption, distribution of the national wealth, money and banking, and domestic and international economic problems. Both microeconomics and macroeconomics are introduced in this course.

BUS204 Principles of Marketing**4 quarter credit hours***Prerequisite: None*

This course is a survey in the field of marketing designed to give a basic understanding of the principles of marketing and the operation of a marketing system. Buying motives, habits, and demands of consumers; channels of distribution, marketing functions and policies; marketing costs; and governmental relationships are explored.

BUS205 Income Tax Accounting**4 quarter credit hours***Prerequisite: BUS105*

This course develops the student's skills and knowledge in the area of income tax accounting, tax preparation, and reporting. Topics covered include sources of income; tax forms and schedules; sources of tax credits and deductions; and tax rate calculations. The role and use of computers in tax accounting and preparation are also covered.

BUS210 Payroll Accounting**4 quarter credit hours***Prerequisite: BUS105*

This course is designed to provide the students with the skills necessary to calculate payroll. Topics include calculating payroll, completion of payroll taxes, preparing records and reports. Payroll laws and regulations, employee payroll records, and accounting for payroll are also covered.

BUS215 Supervision & Management Principles**4 quarter credit hours***Prerequisite: None*

This course provides an in-depth study of leadership, motivation, communication, and labor relations concerning middle and lower-level managers, and first line supervisors. Students will analyze, discuss, and focus on the actual behavior and analytical reasoning required at various managerial levels.

BUS220 Personal Finance**4 quarter credit hours***Prerequisite: None*

This course develops the student's personal financial literacy. Subjects covered include financial planning, goal setting, budgeting, credit/debit savings and investments, retirement planning, taxes, insurance, personal economics, and consumer choices.

BUS225 Personnel and Human Resource Management**4 quarter credit hours***Prerequisite: None*

This course covers the development of insight into the human dynamics and psychology behind the management of human resources. This course presents an overview of the functional activities of people engaged in personnel work. Key problems which are addressed include: dealing with ineffective performance, job conflict, and job-related stress.

BUS235 Managerial Accounting**4 quarter credit hours***Prerequisite: BUS110*

This course involves the interpretation and recording of all types of accounting transactions of a corporation. Emphasis is placed on long-term liabilities, investments, and special management and financial reports. Accounting for partnerships is also covered.

BUS270 Contract Law**4 quarter credit hours***Prerequisite: None*

This course explains the difference between a contract and social agreement, the essential elements of a contract; defines the responsibilities of the parties to the contract; explains the rules, rights, and duties of a sales contract; defines bailment; and explains the importance of bailee lien and the standards.

BUS290 Business Administration Externship**4 quarter credit hours***Prerequisite: This course is offered in the student's last quarter or by Lead Instructor approval.*

The externship provides the student with the opportunity to experience and participate in the duties typical to a real work setting. Instruction centers on observing experienced personnel, as well as participating in actual procedures under close supervision of trained professionals.

CIT100 Word Processing I**3 quarter credit hours***Prerequisite: None*

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Students will be able to work effectively in a computerized word processing environment.

CIT105 Electronic Communications**3 quarter credit hours***Prerequisite: None*

This course covers the electronic communications skills necessary for creating professional business communications. Topics include appropriate email communication, scheduling appointments, and managing contacts.

CIT106 Introduction to Computers**4 quarter credit hours***Prerequisite: None*

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, networking, the Internet, and operating systems. Upon completion of this course the student will be able to demonstrate an understanding of the role and function of computers and the use of computers to solve problems.

CIT110 Information Management Systems**3 quarter credit hours***Prerequisites: None*

This course is designed to give the student an introduction into Word Processing, Spreadsheet Applications, Database Applications, and Presentation Graphics. Students will learn basic data entry, editing, and advanced features, how to produce informative presentations that utilize different presentation features. Students will also become familiar with menu commands, function, formulas, creating charts and graphs, creating and managing databases, working with queries, and data and forms management.

CIT115 Fundamentals of Operating Systems**3 quarter credit hours***Prerequisite: None*

This course is a “hands-on” course in which the student learns the fundamentals of microcomputer operating systems. The student will be able to locate, copy and manage files on a computer by using commands appropriate to both graphical and command-based operating systems.

CIT120 Introduction to the Internet**3 quarter credit hours***Prerequisite: None*

This course provides the student with the knowledge and skills required to work in an Internet technology-enabled environment. The course covers how to use key Internet technologies, such as Web browsers, email, news groups, file sharing programs, and search engines.

CIT125 PC Management & Maintenance**3 quarter credit hours***Prerequisite: None*

This course introduces the student to the concepts of setting up and working with microcomputer hardware. Students will learn component installation, upgrading, peripheral device compatibility and capability. Troubleshooting techniques and debugging are emphasized. Students will install and configure Microsoft operating systems.

CIT130 Network Essentials**3 quarter credit hours***Prerequisite: None*

This course introduces the student to the concepts of data communications, telecommunications and networking. Students are provided with an overview of the principles, configuration, and operation of computer network environments. Students will learn terminology and technology related to networking environments.

CIT135 WordProcessingII**3 quarter credit hours***Prerequisite: CIT100*

This course develops the proficiency in the utilization of advanced topics including graphics, tables, macros, sorting, document assembly, merging and newspaper and brochure columns. Students will learn how to develop a variety of complex business documents.

CIT140 Network Operating Systems**3 quarter credit hours***Prerequisite: None*

This course covers the fundamentals of network administration and system management. Topics include network operating systems: administration of resources; performance and reliability; and configuration and troubleshooting of the desktop environment, network protocols and security.

CIT145 Spreadsheet Applications I**3 quarter credit hours***Prerequisite: None*

This course presents the practical application of the concepts and features of a spreadsheet package. Topics include using and managing worksheets and workbooks; applying formatting and style features; working with data, formulas and functions; managing charts and graphics; and working with outlines, views, and reports.

CIT146 Spreadsheet Applications II**3 quarter credit hours***Prerequisite: CIT145*

This course presents the advanced features and use of a spreadsheet package. Topics include manipulation of data utilizing the macro feature; data import/export; worksheet linkage and consolidation; utilization of auditing and collaborative tools; hyperlinks; and integration with other programs.

CIT149 Presentation Graphics**3 quarter credit hours***Prerequisite: None*

This course introduces the student to the use of presentation graphics programs. Students will learn to create professional presentations through the use of slide creations, transitions, graphics, graphs and organizational charts.

CIT150 Database Applications**3 quarter credit hours***Prerequisite: None*

This course provides an introduction to the principles and features of a database management system. Topics include creating and managing databases, data management and integrity, working with queries and forms, and managing reports.

CIT151 Database Applications II**3 quarter credit hours***Prerequisite: CIT150*

This course introduces the student to the advanced features of database management. Topics include the use of tools and macros, file management, analyzing and filtering data, relational databases, and linking a database to the Web.

CIT210 Web Intrusion Detection & Prevention**3 quarter credit hours***Prerequisite: CIT130*

This course reviews and examines Web application platforms and associated vulnerabilities. Students learn how to secure Internet clients and services. Topics include Internet hacking, Internet databases, servers and services, hacker profiling, and tools used to protect against Internet vulnerabilities.

CIT220 Network Defense Strategies**3 quarter credit hours***Prerequisite: CIT130*

This course introduces the student to prevention methods used to counter malicious hacking within the corporate networking environment. Students learn methods to reduce the risks of potential security threats from internal and external sources. Topics include hardening firewalls, manipulation of TCP/IP ports, detection and prevention of password hacking, and computer forensic analysis.

CIT225 Introduction to Visual Basic**3 quarter credit hours***Prerequisite: None*

This course introduces the student to the fundamentals of object-oriented programming. Topics include project structures, controls, variables, and constants. Students will learn how to write basic problem-solving programs.

CIT230 Web Page Design I**3 quarter credit hours***Prerequisite: CIT120*

This course focuses on the development of web sites utilizing HTML and CSS. Students will learn how to use a text editor to create Web pages with tables, lists, links, forms, graphics, and multimedia.

CIT232 Web Page Design II**3 quarter credit hours***Prerequisite: CIT230*

This course focuses on the creation of Web pages that are interactive, professional and provide information for visitors. Students learn how to plan client sites that are designed to meet the organizations business objectives and address appropriate audience requirements.

CIT234 Web Page Design III**3 quarter credit hours***Prerequisite: CIT232*

This course introduces the student to the practice of integrating multimedia content into Websites. Topics include design animation; basic and advanced techniques; vector graphing for movies, graphics and sounds. Emphasis is placed on creating interesting and dynamic Web sites.

CIT236 Internet Programming**3 quarter credit hours***Prerequisite: CIT151 / CIT230*

This course introduces the students to the concepts of programming used to create dynamic Web sites. The student will learn how to develop and deploy Web applications and services.

CIT239 E-Commerce Strategies and Practices**3 quarter credit hours***Prerequisite: CIT236*

This course offers exploration into the ever changing field of electronic commerce. Students will learn about both business and technological aspects of e-commerce including security, strategies, marketing and legal issues.

CIT250 Network Server Administration**3 quarter credit hours***Prerequisite: None*

This course covers the major concepts and utilities involved in utilizing current network server operating systems. Topics include administrator duties, server organization, rights, use addition, security, shared printing, menus, and network administrative responsibilities.

CIT255 Directory Services Infrastructure I**3 quarter credit hours***Prerequisite: CIT250*

This course provides the student with the knowledge and skills necessary to implement and administer a Directory Service Infrastructure. Topics include active directory administration, group policies, disaster recovery, migration and integration, and active directory tools.

CIT256 Directory Services Infrastructure II**3 quarter credit hours***Prerequisite: None*

This course provides the student with the knowledge and skills necessary to design a directory services infrastructure in an enterprise network. Students learn strategies for identifying organization information technology needs. Topics include analyzing business and technical requirements, designing directory services architecture and designing service locations.

CIT257 Network Security Design**3 quarter credit hours***Prerequisite: CIT250*

This course provides instruction in the analysis of business requirements for resource security. Students will learn to design security solutions that meet the requirements of a computer network system. Students will also learn how to utilize communication channels and access between networks.

CIT258 Managing and Electronic Communications Server**3 quarter credit hours***Prerequisite: CIT250*

This course provides the student with the information necessary to install, configure and administer an electronic mail server. Topics include firewall security, client setup, and working with web-based email.

CIT260 Managing a Network Environment**3 quarter credit hours***Prerequisite: CIT250*

This course provides instruction in the analysis of business requirements for resource security. Students will learn to design security solutions that meet the requirements of a computer network system. Students will also learn how to utilize communications channels and access between networks.

CIT280 Information Technology Professional Procedures**3 quarter credit hours***Prerequisite: This course is offered in the student's second to last quarter or by Lead Instructor approval.*

This capstone course prepares students for the real IT environment. Students will build a broad intellectual framework and integrate topics from all IT subjects. Students manage project schedules and resources, conduct analyses and document system requirements utilizing a team concept. Students are taught job attainment skills and behaviors of positive professionalism that support the profession of information technology.

CIT290 Computer Externship**4 quarter credit hours***Prerequisite: This course is offered in the student's last quarter or by Lead Instructor approval.*

This course provides students with the experience of working in an IT environment. Students perform 120 hours of work as a computer specialist in an area that corresponds to their area of study. Students are supervised by a trained professional.

CM100 Blueprint Reading**4.0 quarter credit hours***Prerequisites: None*

In this course, blueprint reading, geometric dimensions and tolerances, projections and views are introduced. Students are encouraged to develop skills in technical sketching and the use of precision measuring instruments. Emphasis is placed on concepts of quality control and quality assurance and inspection planning.

CM110 Mathematics for Manufacturing Occupations**4.5 quarter credit hours***Prerequisites: None*

This course addresses the solving of mathematical problems relevant to the field of computerized manufacturing and robotic manufacturing technology. The course spans the various areas of applied algebra, geometry and trigonometry as well as decimals, fractions, percentages and proportions as they relate and help solve trade and manufacturing-related math problems.

CM115 Basic Machining**4.0 quarter credit hours***Prerequisites: CM100 / CM110*

The Basic Machining course is designed to introduce the student to the basics of machining. This includes the processes of work holding, milling, drilling, speed rates, chip loads, basic fixture design, basic CNC concepts, and inspection of machined features, basic shop etiquette and safety.

CM120 Metallurgy**4.0 quarter credit hours***Prerequisites: CM100 / CM110*

In this course, students will have the opportunity to review the functions of the metallurgical laboratory and equipment including mechanical testing, metallography, heat treatment and extractive metallurgy. Basic principles concerning materials science including atomic and crystal arrangements and their effect on mechanical properties are addressed as well as metals and alloys classification systems.

CM125 Metrology Techniques and GD&T**4.5 quarter credit hours***Prerequisites: CM100 / CM110*

This course includes concepts of inspection of machined parts, tools included are micrometers, calipers, functional gauges including plug gage and pin sets, air columns, positional functional gages and CMM verification. Also included in this course is an in depth overview of Geometric Dimensioning and Tolerancing (GD&T) which is heavily utilized in modern machining practices.

CM130 Mechanical Design and Producibility**4.0 quarter credit hours***Prerequisites: CM100 / CM110*

Concepts and importance of design are explored within this course. The student is introduced to the concepts of design for manufacturability both in the ability to physically make the part, as well as manufacture the part profitably. The student is also introduced to calculation of tolerance stackups as these can be a hindrance to the manufacturability of the part.

CM135 Introduction to CNC/CAD Turning and Milling**4.0 quarter credit hours***Prerequisites: CM100 / CM110*

Throughout this course, students are introduced to automated design (CAD) and automated machining (CNC) concepts utilized in the manufacture of machined parts. This includes G-Code programming, solid modelling, 2D and 3D blueprints, part holding, programming and processing of machined parts.

CM140 CNC Programming – Turning (HAAS)**3.5 quarter credit hours***Prerequisites: CM100 / CM110*

Utilizing the partnership with HAAS, this course includes concepts of CNC lathe machining, setup and operations. Tooling and work-holding systems and the basics of manual part programming for drilling, turning and threading operations using G codes are also addressed. Hands on practice is included in this course. This course is key to the capstone project for the student.

CM145 CNC Programming – Milling (HAAS)**3.5 quarter credit hours***Prerequisites: CM100 / CM110*

Utilizing the partnership with HAAS, this course includes concepts of CNC milling machining, setup and operations. Tooling and work-holding systems and the basics of manual part programming for drilling, turning and threading operations using G codes are also addressed. Hands on practice is included in this course. This course is key to the capstone project for the student.

CM150 Fixture Design and Tooling**4.0 quarter credit hours***Prerequisites: CM100 / CM110*

In this course, students will have the opportunity to review the functions of fixture design and tooling. The student will design the fixtures needed for his/her capstone project. Students will also select the tooling needed. Hands on practice is provided in this course and is key to the capstone project.

CM155 Continuous Improvement – Lean Manufacturing**4.0 quarter credit hours***Prerequisites: CM100 / CM110*

Throughout this course, students are challenged to learn and implement Lean/CI journey into their mindset and apply those concepts to the manufacturing environment.

CM160 Operations and Materials Management**4.0 quarter credit hours***Prerequisites: CM100 / CM110*

This course presents students with a complete overview of the business operations. Included are concepts of finance, planning, inventory, safety, sales and marketing.

CM170 Robotics and Cellular Manufacturing/Capstone Project and Certification Review**8.0 quarter credit hours***Prerequisites: CM100 / CM110 / CM115 / CM120 / CM125 / CM130 / CM135 / CM140 / CM145 / CM150 / CM155 / CM160*

This course is the capstone to the CNC / Robotics degree. The student is presented with the basics of robotics and how this technology advances productivity in the machine shop environment. Here the student demonstrates their ability to plan, program, and manufacture machined parts utilizing basic machining practices as well as CNC/CAD programming and machining competencies. The student is also introduced to the NIMS certification exam and prepared to test for the NIMS certification.

CM200 Crew Leadership and Safety**3.5 quarter credit hours***Prerequisites: None*

The course covers basic leadership skills and explains different leadership styles, communication, delegating, and problem solving. Job-site safety and the crew leader's role in safety are discussed, as well as project planning, scheduling, and estimating. Includes performance tasks to assist the learning process

CM210 Quality Control and Project Supervision**3.5 quarter credit hours***Prerequisites: None*

This course defines different types of quality control in a professional job-site context. Throughout the course, explanations are provided as to how to incorporate quality and safety through effective communication, document control, and inspections protocols and procedures.

CM220 Project Planning and Contract Management**3.5 quarter credit hours***Prerequisites: None*

This course addresses the importance of formal job planning and creating a performance-based work environment. The Work Breakdown Structure (WBS) as the foundation that identifies deliverables, tasks, and time are included. Additionally, the course introduces the basics of quality control and defines the roles and responsibilities of an effective team and how to allocate resources.

CM230 Human Relations and Problem Solving**4.0 quarter credit hours***Prerequisites: None*

This course focuses on the communication process and developing effective communication and leadership skills. Throughout the course, problem solving for decision making will be addressed, defined, and practiced. Additionally, the potential of human relations difficulties and how to resolve them will be addressed

COR100 Core Curriculum: Craft Skills**4.0 quarter credit hours***Prerequisites: None*

This course introduces the students to skills commonly used in construction crafts. In Basic safety, trainees will learn how to identify and follow safe work practices and procedures as well as how to properly inspect and use safety equipment, used in the trade. They will learn proper procedures in the use and maintenance of both Hand, and Power Tools found in construction. Students will be introduced to the methods and procedures used in the selection and installation of Circuit Breakers and Fuses. They will also learn Materials Handling techniques, important skills used on job sites.

ETC100 Electrical Safety, DC & NEC**4.0 quarter credit hours***Prerequisites: TRD100 / COR100*

Students will be introduced to the different sectors of the trade and types of work to be found in the field. Electrical safety rules and regulations including hazardous conditions are covered. The student is introduced the NFPA70 (National Electric Code). DC electrical circuits and electrical theory are introduced, direct-current (DC) circuits. Subject matter includes atomic structure and electron flow theory, electrical units of measure for DC circuits, Ohm's Law, Kirchhoff's Law, DC power calculations, and a survey of various DC devices and apparatuses,

ETC101 Electrical AC/DC Theory and Test Equipment**3.0 quarter credit hours***Prerequisites: TRD100 / COR100*

This course introduces the student to the basic theory and application of AC Theory, and the operation/use of Electrical test equipment. The methods and procedures used when making conductor terminations and splices are introduced.

ETC102 Electrical Drawings and Load Calculations**3.5 quarter credit hours***Prerequisites: TRD100 / COR100*

Construction Drawings are expanded to include electrical drawings. Selection and applications of cable tray are presented. Procedures for low voltage topics including voice, data, and video are explained. Load Calculation of feeders and services are described.

ETC103 Hand Bending, Motors & Motor Controls**3.5 quarter credit hours***Prerequisites: TRD100 / COR100*

This course introduces the student to the various types of motors including ratings, motor enclosures, and braking requirements. Conduit bending is introduced along with Motor Controls.

ETC104 Device Boxes and Advanced Controls**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

This module explains how to select and size outlet boxes, pull boxes, and junction boxes according to NEC (NFPA70) requirements. NEC requirements are stressed in the selection of various types and applications of raceways, wireways, and ducts. Advanced Controls are introduced to the student.

ETC105 Conduit Bending and Lighting**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

The Student is introduced to the various types of devices and installation procedures used in residential wiring. The selection of pull/junction boxes is introduced based on NEC regulations. Conduit bending exercises continue and the methods and procedures used in the handling and installation of different types of lamps and lighting fixtures are introduced.

ETC106 Conductors and Lighting**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

The Student will learn the types and applications of conductors. The module also introduces tools, materials, and techniques used in conductor installations. Practical applications of lighting are introduced to the student.

ETC107 Branch and Feeder Calculations**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

This course explains the NEC installation requirements for electric generators and storage. NEC requirements for branch and feeder circuit calculations are introduced. The Student will be introduced to Control Systems and Fundamental Concepts including the NEC requirements and procedures used in the selection and installation of contactors and relays.

ETC108 Motors and Motor Protection**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

The Student is introduced to the procedures used when sizing and selecting overcurrent protection according to the applicable NEC requirements. This module also presents the methods and procedures related to distribution equipment including grounding, switchboard testing and maintenance, ground fault sensing, and interpreting electrical drawings. This module introduces the calculations used to size motor branch and feeder circuits, overcurrent protection, and disconnects.

ETC109 Transformers and Standby Systems**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

The methods and procedures used in selecting and wiring transformers are introduced in this module. The Student uses the NEC requirements and general installation considerations for the selection of Commercial Electrical Services and for Standby and Emergency Systems.

ETC110 Specialty Transformers and HVAC Controls**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

This module introduces the student to the backup power and special communication systems and wiring devices necessary for health care facilities. Fire alarm systems introduced include fire alarm control units, Digital Alarm Communicator Systems (DACS), installation wiring for alarm initiating and notification devices, and alarm system maintenance. Troubleshooting HVAC systems and their controls and NEC requirements are presented to the student

ETC111 Motor Operations**3.5 quarter credit hours***Prerequisites: TRD100 / COR100 / ETC100 / ETC101 / ETC102 / ETC103*

Heat tracing systems along with their applications and installation requirements are introduced in this module. The Student is introduced to basic motor operation and maintenance. Medium voltage terminations and splices are presented in this module.

GBM101 Managing Diverse People**4 quarter credit hours***Prerequisites: PRM120 / HM101*

This course introduces students to foundational principles in cultural inclusion in a professional environment. Emphasis is placed on diversity recognition and value, strategies in direct, clear, and unbiased language and communication approaches. Students will be given the opportunity to gain knowledge in cultural influencers and an understanding of how to maximize rather than exclude diversity when working with or managing peers in a professional setting.

GBM102 UX/UI Marketing Strategies**3.5 quarter credit hours***Prerequisites: PRM120 / HM101*

This course addresses the interconnectedness of information flow in current business and marketing practices. Social Media and profile-driven customization digital paths are covered as well as how marketing and promotions are can become immediate and dynamic; connecting with new and growing potential customer groups.

GEN101 Speech**4 quarter credit hours***Prerequisite: None*

This course is designed to develop and improve a student's oral communication skills. Special attention is given to standard pronunciations and appropriate professional diction. Students gain practical experience by participating in individual exercises, group activities and specific speaking assignments. Poise, confidence and a polished style of delivery are emphasized throughout the course.

GEN102 Psychology**4 quarter credit hours***Prerequisite: None*

This course is a broad study of fundamental principles of psychology applied to accomplish business and personal ends. The course surveys the various perspectives of psychology including behavioral, cognitive, psychoanalytic, perception, consciousness, human development, learning intelligence, emotion, personality, abnormal behavior, approaches to therapy and social psychology.

GEN104 College English**4 quarter credit hours***Prerequisite: None*

This course introduces the principles and practices of developing effective written communication by learning, applying and adapting the five factors that influence an author's choices in writing: purpose, audience, voice, social context and genre. Students explore personal writing projects such as memoirs, reviews, and commentaries, through the writing process alongside instruction in self-editing, peer revision, using sources, and grammar.

GEN105 Human Relations**4 quarter credit hours***Prerequisite: None*

This course instructs students in the principles of human relations and behavior, motivation and performance, personal and organizational communication systems, leadership styles, and organizational culture.

GEN106 Culture & Diversity**4 quarter credit hours***Prerequisite: None*

This course is designed to develop the student's ability to recognize, examine and incorporate inter-cultural diversity (racial, ethnic, gender, and religion), a major motivational component in contemporary society. Topics include communication, micro-culture, environmental context, perceptual and socio-relational context, inter-cultural relationships, acculturation, and culture shock.

GEN107 Written Communications**4 quarter credit hours***Prerequisite: None*

This course continues the development of effective written communication. The five factors that influence an author's choices - purposes, audience, voice, social context, and genre - are reinforced and reapplied to professional writing projects such as, business letters, reports, and proposals. Students learn, develop, and edit for professional writing standards by focusing on grammatical correctness, document presentation, and American Standard English.

GEN108 Life Science **4 quarter credit hours**

Prerequisite: None

This lecture course prepares the student in the development of basic sciences for courses in anatomy, physiology, pharmacology, anesthesiology, and clinical pathology.

GEN110 Contemporary Government in America **4 quarter credit hours**

Prerequisite: None

This course provides students with the essential information on American Government. Topics include constitutional foundations, political processes, and public policy. Students will also focus on current affairs in government and politics.

GEN111 Humanities in Contemporary Society **4 quarter credit hours**

Prerequisite: None

This course provides students with a foundation for understanding in humanities. Students will be exposed to the visual arts, architecture, the performing arts, and literature. Students will also be introduced to the concepts involved in artistic perception.

GEN113 Statistical Analysis **3 quarter credit hours**

Prerequisite: None

This course introduces the student to the basic statistical concepts. Topics include: mean, median and mode; random sampling and experiments; graphs and plots; data set variations; linear correlations; normal probability distribution and control charts; and hypothesis testing.

GEN150 Introductory Biology **4 quarter credit hours**

Prerequisite: None

This course introduces the student to biological principles. Topics include: organization of living matter, metabolism, reproduction, genetics, evolution, and ecology.

GEN199 Spanish Conversation and Grammar **4 quarter credit hours**

Prerequisite: None

This course is designed to enable students to communicate in Spanish and learn the basics of Spanish grammar. The course gives the student a basic vocabulary, which will allow them to communicate in a number of settings including the business field, legal fields and social settings.

GEN201 College Math **4.5 quarter credit hours**

Prerequisites: None

This course provides students with an opportunity to not only discover how to solve general mathematical problems, but also how to apply what they've learned to problem solving in everyday situations. College Math covers a range of mathematical topics, including: polynomials, rational expressions, quadratic and linear equations, conic sections, functions, and systems of equations, as well as statistical graphs and data use and analysis. Students will also have the opportunity to explore how critical thinking can be enhanced with knowledge of Mathematics.

GEN202 Research and Report Writing **3 quarter credit hours**

Prerequisite: GEN104

This course concentrates on three major areas: library research, draft writing and formal presentation. Students are taken through an in-depth study of the process for writing effective formal reports. They are shown how to obtain and use various information sources, document the information; and the proper formatting of a report. Students are required to produce a 10-page paper on a topic relevant to their needs.

GEN204 Intro to Psychology **4.5 quarter credit hours**

Prerequisites: None

This course provides students with an overview of the field of psychology, including the history and science of the field; theories of personality; heritage and cultural influences throughout the life span; consciousness and mental states; perception, memory, learning and intelligence; psychological disorders and treatments; emotion, stress and health

GEN 212 History of American Government**4.5 quarter credit hours***Prerequisites: None*

This course introduces students to the American political system from local to state and federal levels of government. It covers the making of laws, the institutions, rights and liberties of federal citizenship, policy formulation, diverse political groups, and key issues. The course covers the historical background of the Declaration of Independence, Articles of Confederation, and the struggles to ratify the Constitution of 1787. The course also covers significant historical events and doctrines. The course emphasizes how government affects us, as well as how we can affect change in government via responsible citizenship.

GEN215 Oral and Written Communication**4.5 quarter credit hours***Prerequisites: None*

This course prepares students for oral and written communication in both college and career contexts. Students will have the opportunity to develop oral communication skills by developing a working understanding of the fundamentals of communication, and researching and preparing persuasive and informative speeches and presentations. Foundational skills include understanding the communication process and perceptions, different uses of language, types of nonverbal communication, the importance of listening, and the function of communication in effective teamwork. Written communication will be explored by composing essays and shorter writings with an emphasis on the writing process and using effective rhetorical strategies. Students will examine the importance of understanding audience, purpose, genre, style, and professionally appropriate documentation.

GEN220 Critical Reading and Thinking**4.5 quarter credit hours***Prerequisites: None*

This course is designed to acquaint the student with the process of analyzing the reliability of information and the relative biases of the sources. The student will learn to identify the differences between facts and inferences and conclusions. The student will also learn to consider information critically based upon analysis of point of view. The student will also be taught to analyze an argument and recognize its component parts. Emphasis will be placed upon identifying the characteristics of critical thinking and traditional barriers thereto.

GEN229 Life Science**4.5 quarter credit hours***Prerequisites: None*

This course prepares the student with a general knowledge of biological science. The course emphasizes the interdependence of various organisms with each other and the environment, and relates information to current issues including the impact of humans on the world around us.

GEN230 Ethics**4.5 quarter credit hours***Prerequisites: None*

This course explores the basic ethical theories relating to societal issues such as lying, cheating, establishing ethical business practices, honoring ethical obligations in medicine, abortion, affirmative action, the death penalty, extramarital sex, pornography, animal rights, world hunger, and the environment, as well as the tools to practically apply arguments and deal with these social issues.

HAC102 The Fundamentals of HVAC**4 quarter credit hours***Prerequisites: None*

This course introduces the students to skills commonly used in the HVAC trade. Introduction to HVAC covers basic principles of heating, ventilation, air conditioning, and career opportunities. Basic Electricity introduces the concepts of power generation and distribution, common electrical components, AC and DC circuits, and electrical safety. In Alternating Current basic concepts of alternating current and its use are presented. Air Distribution Systems, the fundamental concepts of air movement and explanation of how these concepts form the basis for air distribution design will be introduced. In Basic Electrical Circuits and Wiring, students practice wiring basic circuits in the lab. Environmental Protection Agency (EPA) regulations and Technician Certification requirements are introduced in this course; students will have the opportunity to take EPA's Core Certification Exam.

HAC103 Introduction to HVAC: Cooling and Heating Systems**3.5 quarter credit hours***Prerequisites: None*

This course introduces the students to cooling and heating systems. Introduction to Cooling explains the fundamental concepts of the mechanical refrigeration cycle and components that are required to make it work. Introduction to

Heating provides an overview of common residential heating systems; gas and electric forced-air systems, as well as, Hydronic heating systems will be covered. Environmental Protection Agency (EPA) regulations and Technician Certification requirements are discussed in this course; students will have the opportunity to take EPA's Type I Certification Exam.

HAC104 HVAC Essential Service Task and Piping

3.5 quarter credit hours

Prerequisites: HAC102 / HAC103

This course introduces the students to essential service task, and piping found in HVAC systems. In Leak Detection, Evacuation, Recovery, and Charging; the four essential service tasks are introduced leak detection, evacuation, recovery, and charging by the weight method, in accordance with Environmental Protection Agency (EPA) requirements. In Basic Carbon Steel Piping Practices, trainees will learn how to identify carbon steel, materials, fittings; and, the different methods for joining and assembling these different fittings. In Basic Copper and Plastic Piping Practices, trainees will learn how to identify the various plastic and copper piping materials and fittings. Additionally, students will learn the different methods for joining and assembling them.

HAC105 Fundamentals of Welding and Heat Pumps

3.5 quarter credit hours

Prerequisites: HAC102 / HAC103

This course introduces the students to brazing and soldering skills commonly needed by the HVAC technician. Also, Heat Pumps and Hydronic Systems are introduced. In Soldering and Brazing the technician is introduced to the equipment, techniques, and materials used to safely join copper tubing through both soldering and brazing. Heat Pumps, introduces the students to split systems, and packaged heating systems, students will install a complete heat pump system. In Metering Devices, students are introduced to the various types and primary functions of metering devices. Compressor Change-out Lab, gives the students the opportunity to practice brazing skills learned in the course; working in teams trainees will recover and evacuate the system to EPA requirements and complete a compressor change-out.

HAC106 HVAC Refrigerant Delivery Systems and Wiring Terminations

4.0 quarter credit hours

Prerequisites: HAC102 / HAC103

Refrigerant and Oils introduces the trainees to the various refrigerants and oils used in the industry. Compressors, introduces the students to what is known as the heart of any HVAC system. Fasteners, Hardware, and Wiring Terminations provide guidance related to working with a variety of components used in HVAC systems. Introduction to Hydronic Systems the equipment used to transfer heat, and circulation methods are introduced.

HAC107 HVAC Air Delivery Systems

4.0 quarter credit hours

Prerequisites: HAC102 / HAC103

This course introduces the trainee to the various air delivery systems found in the HVAC trade. Sheet Metal Duct Systems and Fiberglass and Fabric Duct Systems, discuss the materials used to construct air duct systems. An introduction to air distribution in commercial structures; various types of systems, air terminals, air source equipment, and accessories will be discussed in Commercial Airside Systems. Air Quality Equipment introduces the students to the importance of humidity control for indoor air quality and human comfort. Basic Maintenance is an introduction to common task associated with keeping the HVAC system operating efficiently. EPA Type II Requirements prepares the student for the Type II Certification Exam.

HAC108 Steam and Commercial Hydronic Systems

4.0 quarter credit hours

Prerequisites: HAC102 / HAC103

In Steam Systems the equipment and controls used for storing and moving steam energy are introduced. Commercial Hydronic Systems expands the student's knowledge gained throughout the program; various types and components of commercial hot-water heating and chilled-water cooling systems are introduced. Chimneys, Vents, and Flues, discusses the requirements of properly venting fuel-burning furnaces and boilers. Retail Refrigeration Systems provides trainees with guidance related to these systems. An understanding of the applications, principles, and troubleshooting of retail refrigeration systems are vital to the future success of trainees in the HVAC/R trade. In System Air Balancing trainees will learn about the skills, and tools needed to balance air systems.

HAC109 Troubleshooting Controls, Motors, and Cooling**3.5 quarter credit hours***Prerequisites: HAC102 / HAC103*

This course introduces students to electrical and mechanical troubleshooting of HVAC systems. In Control Circuit and Motor Troubleshooting trainees will learn how to troubleshoot the various controls, motors, and associated circuits in the HVAC trade. In Troubleshooting Cooling the student will focus on techniques for identifying the causes of cooling problems. The trainee's ability to properly troubleshoot is crucial in becoming a qualified HVAC Technician and is a quality that employers are looking for in their new technicians. This course is considered to be lab intensive with numerous hands on activities.

HAC110 Troubleshooting HVAC**3.5 quarter credit hours***Prerequisites: HAC102 / HAC103*

This course provides the skills needed to troubleshoot HVAC equipment, which are vital to the future success of trainees in HVAC/R trade. In Troubleshooting Heat Pumps trainees are provided a review of heat pump operating cycle and troubleshooting procedures common to these systems. Troubleshooting Gas Heating, information is provided on the skills needed to troubleshoot gas-fired furnaces and boilers. Construction and operation of oil-fired heating systems is covered in Troubleshooting Oil Heating. Troubleshooting accessories commonly found in heating and cooling equipment are discussed in Troubleshooting Accessories.

HAC111 Commercial and Industrial HVAC**3.5 quarter credit hours***Prerequisites: HAC102 / HAC103*

Indoor Air Quality instruction provides the technician with guidance on how to maintain good indoor air quality in accordance with established standards. In Commercial and Industrial Refrigeration Systems, trainees focus is on commercial and industrial applications; equipment, control systems, and refrigerants used in the commercial/industrial field are introduced. The skills needed to troubleshoot and repair zoned, ductless, and variable refrigerant flow systems will be provided in Zoning, Ductless, and Variable Refrigerant Flow Systems. In Advanced Electrical Circuits and Wiring students are given the opportunity to work with advanced circuits and wiring.

HAC112 Building Management Systems**4.0 quarter credit hours***Prerequisites: HAC102 / HAC103*

The characteristics of water and treatment requirements are introduced in Water Treatment. In Building Management Systems students develop necessary skills in understanding the applications, principles, and troubleshooting management systems in the HVAC trade. Energy Conservation Equipment explores the energy conservation technologies and devices used in residential and commercial HVAC systems. In the final week students will be introduced to EPA Universal Requirements; and, are provided the opportunity to take EPA Universal Certification Exam.

HAC113 HVAC System Design: Review and Certification**7.0 quarter credit hours***Prerequisites: HAC102 / HAC103 / COR101 / HAC106 / HAC104 / HAC105 / HAC107 / HAC108 / HAC109 / HAC110 / HAC111 / HAC112*

Construction Drawings and Specifications focuses on the interpretation of construction drawings and specifications associated with HVAC installations in new construction. System Startup and Shutdown technicians are provided with information and skills needed to startup and shutdown commercial HVAC equipment. Alternative and Specialized Heating and Cooling Systems provides technicians with guidance related to alternative heating and cooling systems. Students develop the necessary skills to understand the applications, principles, and troubleshooting of these systems. Customer Relations is a presentation on the importance of establishing good relations with customers and through role play provides guidance on how to achieve that goal. In Managing Electrical Hazards students learn how to identify electrical hazards in the work place and avoiding them using NFPA 70E as their guide. In Heating and Cooling System Design the selection of proper heating and cooling equipment along with proper design of air distribution and refrigerant piping systems are introduced. Fundamentals of Crew Leadership teaches the skills need to become an effective crew leader; basic leadership skills, safety, and project control will be covered. Program Wrap-up and Certifications provides the technician with an opportunity to complete missing required assignments and retake as needed the certification and module exams. The technician will create a portfolio of his/her accomplishments and or resume for job hunting purposes.

HM101 Hospitality Industry Business Practices and Analytics **4 quarter credit hours**

Prerequisites: None

This course is designed to introduce students to a diversity of business practices and strategies specific to the hospitality industry. Primary business practices will include financial management procedures, human resources and employee development practices, legal procedures, and day-to-day operational processes, marketing and promotion, and organizational strategic planning; to name a few. Emphasis will be placed on the importance of recording and analyzing a diversity of data in order to support an informed decision making process that enhances organizational performance.

HM102 Sustainable Strategies of Hospitality Management and Leadership **4 quarter credit hours**

Prerequisites: PRM130 / HM101

In this course, students will be familiarized with management strategies that influence employee performance and engagement that drives overall organizational performance. As an outcome to effective strategic planning processes, emphasis is placed on the development of a healthy working environment, positive organizational culture, team building and accountability as well as systematic improvement and development of team members.

HM103 Organizational Sustainability and Resource Optimization **3.5 quarter credit hours**

Prerequisites: PRM130 / HM101

In this course, students will learn about principles of sustainability from an organizational and environmental perspective. Relative to the environment, students will be exposed to systems relating to energy efficiency, waste management, water conservation, and eco-design. Relating to organizational sustainability, students will learn about marketing, customer relations, human resources, and financial / asset management that drives organizational success from a long-term perspective.

HM104 Sales and Marketing - A Competitive Advantage **4 quarter credit hours**

Prerequisites: PRM130 / HM101

This course is designed to provide students with the necessary skills relating to hospitality industry sales and marketing relating to the provision of services, facilities, food/beverage and accommodations. Emphasis will be placed on the conducting of market analysis that leads to the implementation of practices that result in increased organizational competitive advantage.

HM105 Food and Beverage Operations Management **4 quarter credit hours**

Prerequisites: PRM130 / HM101

In this course, students will become familiar with food and beverage operations and health department regulations and inspections procedures. Emphasis will be given to the identification of a diversity of industry segments and the importance of researching current trends in food and beverage production and service. This course also provides students with the understanding of basic management skills related to operating food and beverages outlets.

HM106 Travel and Tourism Industry Overview **3.5 quarter credit hours**

Prerequisites: PRM130 / HM101

This course provides students with an overview of the basics in understanding tourism and its effects on the Hospitality Industry. Customer service for tourists is addressed as well as providing transitional services to customers. New trends in tourism are addressed as well as the global connectedness of the Hospitality Industry nationally and internationally.

HM107 Hospitality Industry Principles of Revenue Management and Finance **4 quarter credit hours**

Prerequisites: PRM130 / HM101

In this course, students will examine the importance of the concepts of revenue management and finance in the context of organizational success within the hospitality industry. Emphasis is placed on the successful financial management systems that include profit-and-loss statements, income statements and other information technology-based systems that contribute to organizational success.

HM108 Event Planning and Guest Services **3.5 quarter credit hours**

Prerequisites: PRM130 / HM101

This course provides an exploration of theory and practice relating to guest service strategies that lead to enhanced customer engagement and satisfaction levels. Emphasis is placed upon the successful management and assessment of

the guest experience in the context of existing service theory and best practices. Students also learn about event planning and guest services in the hospitality industry. Emphasis is placed on event scope, budget process, client relations, staffing, and time management. Students will gain understanding relating to client requests and delivering expectations in an effective manner that enhances organizational performance and overall brand advancement.

IT106 Introduction to Computers

4.0 quarter credit hours

Prerequisites: None

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, networking, the Internet, and operating systems. Upon completion of the course the student will be able to demonstrate an understanding of the role and function of computers and the use of computers to solve problems.

IT115 Fundamentals of Operating Systems

4.0 quarter credit hours

Prerequisites: None

This course is a “hands-on” course in which the student learns the fundamentals of microcomputer operating systems. The student will be able to locate copy and manage files on a computer by using commands appropriate to both a graphical and command-based operating system.

IT125 PC Maintenance and Management

3.5 quarter credit hours

Prerequisites: IT106 / IT115

This course introduces the student to the concepts of setting up and working with microcomputer hardware. Students will learn component installation, upgrading, peripheral device compatibility and capability. Troubleshooting techniques and debugging are emphasized. Students will install and configure Microsoft operating systems.

IT130 Network Essentials

3.5 quarter credit hours

Prerequisites: IT106 / IT115

This course introduces the student to the concepts of data communications, telecommunications and networking. Students are provided with an overview of the principles, configuration, and operation of computer network environments. Student will learn terminology and technology related to networking environments.

IT135 Information Technology and Professional Procedures

4.0 quarter credit hours

Prerequisites: IT106 / IT115

This capstone course prepares students for the real IT environment. Students will build a broad intellectual framework and integrate topics from all IT subjects. Students manage project schedules and resources, conduct analyses and document system requirements utilizing a team concept. Students are taught job attainment skills and behaviors of positive professionalism that support the profession of information technology.

IT140 Network Operating Systems

3.5 quarter credit hours

Prerequisites: IT106 / IT115

This course covers the fundamentals of network administration and system management. Topics include network operating systems; administration of resources; performance and reliability; and configuration and troubleshooting of the desktop environment, network protocols and security.

IT150 Database

3.5 quarter credit hours

Prerequisites: IT106 / IT115

This course provides an introduction to the principles and features of a database management system. Topics include creating and managing databases, data management and integrity, working with queries and forms, and managing reports.

IT160 Network Server Administration

3.5 quarter credit hours

Prerequisites: IT106 / IT115

This course covers the major concepts and utilities involved in utilizing current network server operating systems. Topics include administrator duties, server organization, rights, user addition, security, shared printing, menus, and network administrative responsibilities.

IT170 Network Security Design**4.0 quarter credit hours***Prerequisites: IT106 / IT115*

This course provides instruction in the analysis of business requirements for resource security. Students will learn to design security solutions that meet the requirements of a computer network system. Students will also learn how to utilize communications channels and access between networks.

IT180 Introduction to Programming**3.5 quarter credit hours***Prerequisites: IT106 / IT115*

This course covers such topics as programming language characteristics, integrated development environments, flowcharts, algorithms and pseudo code, variables, operators, conditional statements, looping statements, procedures, error-handling and debugging object-oriented programming techniques, user interface design, software modeling, and extensible Markup Language (XML) Web Services.

IT208 Green Information Technology**4.0 quarter credit hours***Prerequisites: IT255*

This course provides a holistic perspective towards greening IT. Modern IT systems rely upon a complicated mix of people, processes and products. Holistically, this book outlines how green-conscious people adopt green processes to produce or consume green products and services. Specifically, the first part of this book details how green IT can be achieved in and by hardware, software, network communication and data center operations. The second part with the strategies, frameworks, processes and management of greening IT initiatives. The third part highlights innovation to enable greater efficiency of IT products and services.

IT210 Cloud Technology**4.0 quarter credit hours***Prerequisites: IT106 / IT115*

This course provides a hands-on comprehensive study of Cloud concepts and capabilities across the various Cloud service models including Infrastructure as a Service (IaaS), Platform as a Service (PaaS), Software as a Service (SaaS), and Business Process as a Service (BPaaS). IaaS topics start with a detailed study the evolution of infrastructure migration approaches from VMWare/Xen/KVM virtualization, to adaptive virtualization, and Cloud Computing / on-demand resources provisioning. Mainstream Cloud infrastructure services and related vendor solutions are also covered

IT220 Business Information Technology**4.0 quarter credit hours***Prerequisites: IT255*

This course provides a holistic perspective towards greening Information Technology (IT) and modern IT systems. Emphasis will be placed on IT architecture, cyber security and data mining. Additionally, focus will be placed on mobile technologies and commerce, including Web2.0 and Social Media.

IT230 IT Project Management**4.0 quarter credit hours***Prerequisites: IT106 / IT115*

This course provides students with the foundations of project management—project integration, scope, time, cost, quality, human resource, communications, risk, and procurement—using the experiences of real-life businesses as case studies.

IT255 Directory Services Infrastructure**4.0 quarter credit hours***Prerequisites: None*

This course provides the student with the knowledge and skills necessary to implement and administer a Directory Service Infrastructure. Topics include active directory administration, group policies, disaster recovery, migration and integration, and active directory tools.

IT258 Managing an Electronic Communication Server**4.0 quarter credit hours***Prerequisites: IT255*

This course provides the student with the information necessary to install, configure, and administer an electronic mail server. Topics include firewall security, client set-up, and working with web-based email.

IT290 IT Externship**4.0 quarter credit hours***Prerequisites: IT106 / IT115 / IT125 / IT130 / IT135 / IT140 / IT150 / IT160 / IT170 / IT180 / IT210 / IT230*

This course provides the student with the experience of working in an IT environment. Students perform 120 hours of work as a computer specialist in an area that corresponds to their area of study. Students are supervised by a trained professional.

MA102 Patient Care**3.5 quarter credit hours***Prerequisites: None*

This course introduces the medical assistant's role in patient care. Emphasis is placed on assisting with physical examinations, obtaining vital signs and anthropometric measurements, preparation and maintenance of exam rooms, and assisting in life span specialties. Medical documentation is also introduced.

MA103 Pharmacology and Pathology**4.0 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces the principles of pharmacology. Emphasis is placed on drug classification and dosage calculation, routes and methods of drug administration, prescription management, and abbreviations used in pharmacology.

MA104 Specimen Collection and Analysis**3.5 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces the proper handling, collecting, transportation, and testing of various types of specimens. Emphasis is placed on specimen collection and analysis, including equipment and procedures. Hematology, phlebotomy, microbiology, and nutritional concepts as they pertain to organ systems and pertinent tissues are presented.

MA105 Ethical Decision Making in Healthcare**4.0 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces Allied Health students to a practical framework for ethical decision making in a healthcare environment. This is a scenario-based course and students review various case studies to identify appropriate decision making practices.

MA106 MA Technology Fundamentals**4.0 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces students to personal computer systems using Microsoft Windows© and its applications, such as desktop features, search capabilities, and file management. The course also introduces students to creating, editing and formatting documents and spreadsheets, word processing, and presentation software.

MA112 MA Externship**6.0 quarter credit hours***Prerequisite: MED101 / MA102 / MA103 / MED102 / MED111 / MA104 / MED112 / MED103 / MED114 / MED115 / MA105 / MA106*

This is an advanced course applying medical assistant skills at a sponsoring medical facility. The course provides 160 hours of supervised work involving medical assistant practical/procedural skills, medical office management skills, and career professionalism. Students will be expected to perform entry-level medical assisting duties, as assigned by the designated supervisor. The course also provides 10 hours at the campus.

MAT100 Introduction to Massage Therapy**50 Clock Hours***Prerequisites: None*

This course provides theory and principles of massage therapy. Professional standards of communication, draping, client positioning, hygiene and body mechanics are emphasized. Ethical issues including scope of practice, informed consent, confidentiality, boundaries, and dual relationships are introduced.

MAT104 Anatomy **40 Clock Hours**

Prerequisite: None

This course is designed to give the student a basic understanding of human anatomy, with particular emphasis on organelles, tissues, organs, and the musculoskeletal system using a system-based approach. The course is based on the premise of structure in relationship to function. The student will complete this course with background knowledge of the structure of the human body.

MAT105 Massage Therapy Techniques **50 Clock Hours**

Prerequisite: MAT100

Students learn basic sequence and application of Swedish massage techniques. The anatomical and physiological effects of massage are understood, together with the indications, precautions, and contraindications for particular massage therapy techniques. Students will also learn SOAP charting, assessment and documentation.

MAT108 Wellness and Nutrition **40 Clock Hours**

Prerequisite: None

This course focuses on the connection between wellness and nutrition. Students learn the metabolic and physiologic basics of nutrition and the role poor nutrition plays in the development of diseases. Students will learn the role of stress, the importance of whole-body wellness and stress reduction techniques.

MAT110 Upper Body Palpation Lab **40 Clock Hours**

Prerequisite: MAT104

This class is a hands-on palpation of muscles, tendons, bones, ligaments, arterial pulses and lymph nodes of the upper body.

MAT115 Lower Body Palpation Lab **40 Clock Hours**

Prerequisite: MAT104

This class is a hands-on palpation of muscles, tendons, bones, ligaments, arterial pulses and lymph nodes of the lower body.

MAT120 Physiology for Massage Therapy I **40 Clock Hours**

Prerequisite: MAT104

This course is designed to give the student a basic understanding of human physiology, with particular emphasis on cell physiology, homeostasis skeletal system physiology, muscular system physiology, nervous system physiology, and integumentary system physiology. The student will complete this course with background knowledge involving the functions of the human body and the effects massage therapy may have on the body regarding human physiology.

MAT125 Physiology for Massage Therapy II **40 Clock Hours**

Prerequisite: MAT120

This course is a continued study of human physiology as it relates to the profession of massage therapy. Lecture will continue with the physiology of the nervous, endocrine, cardiac, lymph, urinary, and reproductive systems. Treatment modalities will be discussed with indications and contraindications for massage as it relates to each of the systems.

MAT230 Massage Therapy Advanced Techniques **50 Clock Hours**

Prerequisite: MAT105

This course focuses on integrating a variety of massage techniques specific to common musculoskeletal conditions. Students learn to design massage therapy sessions that incorporate clinical goals using appropriate massage techniques. Students will also learn principles and application of hydrotherapy and thermo-therapy modalities and the associated physiological responses, indications, and contraindications.

MAT240 Eastern Modalities **50 Clock Hours**

Prerequisite: MAT230

This course introduces the students to Eastern bodywork. Students will learn theory, application, and techniques for Eastern bodywork methods such as Shiatsu, Five Element Theory, Ayurvedic Medicine, Jin Shin Do, and Accupressure.

MAT250 Kinesiology**50 Clock Hours***Prerequisite: MAT110 / MAT115*

This course introduces students to the principles of therapeutic movement. The relationship between anatomy and the kinesiology of joints and muscles are studied, as are complications, precautions, and contraindications when applying basic therapeutic movement protocols.

MAT260 Clinical Integration**50 Clock Hours***Prerequisite: MAT110 / MAT115*

This course focuses on integrating a variety of massage manipulations specific to common musculoskeletal dysfunctions. Students learn and practice neurological, orthopedic, and special tests related to the practice of massage therapy. Students will integrate assessment techniques, formulate and deliver a treatment plan appropriate to a variety of dysfunctions within the scope of the practice of massage therapy.

MAT280 Student Teaching Clinic**60 Clock Hours***Prerequisite: MAT230*

Students at this level of the massage therapy program are ready to use their new skills with the public in a supervised teaching clinic housed on campus. Students will utilize clinical assessment skills to determine tissue and/or anatomical system(s) involved including indications/contraindications. They will design a treatment plan, perform and document a treatment protocol relevant to the client's condition. Students will also work in the office taking phone calls for appointments and questions regarding the student clinic. They will keep records, create and update client charts and file necessary paperwork.

MAT290 Massage Therapy Externship**180 Clock Hours***Prerequisite: All MAT Courses*

This course is designed to give students practical experience in a professional setting. At the completion of the course, students will be able to apply massage techniques in a variety of traditional and non-traditional settings as well as demonstrate professional communication with clients and colleagues.

MBC101 Procedural Medical Terminology**4 quarter credit hours***Prerequisites: None*

This course provides students with an opportunity to become familiar with medical terminology required to function successfully as a medical biller/coder. This is a foundational study of basic medical terminology and is designed to provide the student with a basic knowledge and understanding of medical language used by health professionals.

Students learn how to construct medical terms using Greek and Latin prefixes, suffixes, word roots and combining forms. Emphasis is on word recognition and spelling.

MBC102 General Anatomy & Physiology**4 quarter credit hours***Prerequisites: None*

This course is designed to give the students a basic understanding of human anatomy and physiology required for work as a Billing and Coding specialist. In this course, a study of the essential principles of human anatomy and physiology is presented, including basic chemistry, cell, and tissue studies. Systems covered in this course include integumentary, skeletal, muscular, neurological, genitourinary, reproductive, and digestive. The course is designed to help unify anatomy and physiology concepts, stimulate critical thinking, and motivate students to master new vocabulary as they learn about the connectedness of human structure and function.

MBC103 Medical Coding – Diagnosis**4 quarter credit hours***Prerequisites: MBC101 / MBC102*

This course is an introduction to ICD -9-CM and ICD-10-CM (International Classification of Diseases 10th Revision Clinical Modification) coding classification systems that classify morbidity and mortality information. In the course students will discover how to code medical diagnoses for medical insurance claims. Emphasis is placed on utilizing anatomy, physiology, and pathology in the selection of proper codes.

MBC104 Medical Coding**4 quarter credit hours***Prerequisites: MBC101 / MBC102*

This course is designed to introduce students to the CPT (Current Procedural Terminology) coding and classification systems developed by the American Medical Association. Medical services, procedures and treatment performed for

patients are transcribed into CPT numeric codes. Main topics covered in this course include: CPT coding procedures, section guidelines, medicine section, modifier usage, and HCPCS (Health Care Common Procedural Coding System). Emphasis is placed on Evaluation & Management, HCPCS Coding, Radiology, Pathology and Laboratory, and Medicine.

MBC105 Health Care Records – Ethical Practices

3.5 quarter credit hours

Prerequisites: MBC101 / MBC102

This course is designed to provide students with the basic concepts for correctly dealing with patient health information as currently practiced in health care and medical offices. Emphasis is placed on procedural and strategies knowledge and skills including: privacy, security regulations, fraud and overall industry compliance.

MBC106 Regulatory Issues in Health Information

4 quarter credit hours

Prerequisites: MBC101 / MBC102

Legal and regulatory issues in health care are addressed in this course. Emphasis is placed on delivery of health care services and documentation of care. The rights and responsibilities of providers, employees, payers, and patients in a health care context are explored and addressed. Legal terminology pertaining to civil liability and the judicial and legislative processes are also covered in this course.

MBC107 Health Care Informatics

3.5 quarter credit hours

Prerequisites: MBC101 / MBC102

This is a review course in health care informatics which include: the use of computers, general and professional communication and information technologies and practices. These skills are combined with operational systems used in problem solving, decision-making, and health care process improvement. Throughout the course the following topics will be explored and applied: data management, requirements and tools in health care delivery, information technology, and the emerging field of health informatics.

MBC108 Medical Insurance Processing and Coding

4 quarter credit hours

Prerequisites: MBC101 / MBC102

This course introduces the student to insurance and billing, and completion of the CMS 1500 claim form. Students will learn key concepts related to specific types of medical insurance, the life cycle of a claim, contract interpretation, clinical records and documentation, and billing processes related to physician billing. Students also learn medical practice accounting and basic office functions related to the insurance and billing in the workplace. Emphasis is placed on verbal and written communication skills as they relate to insurance and billing.

MBC109 Pathophysiology

4 quarter credit hours

Prerequisites: MBC101 / MBC102

This course is a study in the diseases and disorders of the human body. Using a systems approach, students are introduced to a general study of human diseases including causes, categories, terminology, and pharmaceutical applications. Emphasis is placed on signs, symptoms, and treatment of common diseases and disorders.

MBC110 Pharmacology

4 quarter credit hours

Prerequisites: MBC101 / MBC102

This course introduces the principles of pharmacology. Emphasis is placed on drug classification and dosage calculation, routes and methods of drug administration, prescription management, and abbreviations used in pharmacology.

MBC111 Claims Analysis

4 quarter credit hours

Prerequisites: MBC101 / MBC102

This course addresses the completion of the UB-04, identifying and addressing claims errors; occurrence, value, and revenue code usage. Emphasis is placed on compliance and practices and procedures required in claims processes.

MBC112 Medical Coding Institutional Billing and Reimbursement

4 quarter credit hours

Prerequisites: MBC101 / MBC102

This course introduces Medical Billing and Coding students to CMS-1450 (UB04), ICD-9/10-CM for diagnosis, CPT volume III for procedures, medical revenue codes, Diagnostic Related Groups (DRG), major diagnostic categories, charts, institutional forms and the electronic clearinghouse. The course addresses how to locate and sequence

diagnostic codes, identify hospital departments that input data for the CMS-1450 (UB04) claim form block data and locate errors on a computer-generated CMS-1450 (UB04) claim form. Topics in this course include: Prospective Payment System (PPS), Uniform Hospital Discharge Data Set (UHDDS), diagnostic related groups (DRGs), late effects, supplementary classifications, and computerized encoding software systems. Appropriate and relevant medical terminology and anatomy and physiology will be addressed.

MBC113 Medical Office Externship **5 quarter credit hours**

Prerequisites: SS101 / MBC101 / SS102 / MBC102 / MBC103 / MBC104 / MBC105 / MBC106 / MBC107 / MBC108 / MBC109 / MBC110 / MBC111 / MBC112

Students will be required to attend and participate in a 100 hours externship at a medical office environment within which medical coding transcriptions will be completed and observed. Competencies required by the industry will be observed by the externship supervisor who will also report on the performance of the student in the medical office and transcription environment. Students will also be required to attend on campus sessions totaling 20 hours during this externship period and full attendance is expected as well as completion of all activities and learning tasks as assigned by the externship instructor.

MCB100 ICD Diagnosis Coding **4 quarter credit hours**

Prerequisite: MED100 or concurrently

This course introduces the student to the concept of diagnosis coding. Students are instructed in the use of the International Disease Classification manual. Emphasis is placed on utilizing anatomy, physiology, and pathology in the selection of proper codes. Students will also become familiar with encoder software.

MCB105 Basic CPT Coding **4 quarter credit hours**

Prerequisite: MCB100

This course is designed to introduce the student to the Current Procedural Terminology manual. Students will learn coding concepts related to procedural coding. Emphasis is placed on Evaluation and Management, HCPCS coding, Modifiers, Radiology, Pathology, and Medicine. Students will also become familiar with encoder software.

MCB110 Medical Insurance & Billing **4 quarter credit hours**

Prerequisite: MCB105

This course introduces the student to insurance and billing. The student will learn key concepts related to specific types of medical insurance, the lifecycle of a claim, contract interpretation, clinical records and documentation, and billing processes related to physician billing. Students also learn medical practice accounting and basic office functions related to insurance and billing in the workplace. Emphasis is placed on verbal and written communication skills as they relate to insurance and billing.

MCB115 Specialty Procedure Coding **4 quarter credit hours**

Prerequisite: MCB105

This course is a study of the surgery section of the Current Procedural Terminology manual. Students will learn a systematic approach to coding anesthesia services and surgical procedures. Utilizing knowledge of anatomy and physiology, medical terminology and pathology, students will perform abstraction of documentation to ensure accurate code assignment. Students will continue to work with encoder software as it pertains to each of the section of the CPT manual discussed in this course.

MCB200 Hospital & Facility Coding **4 quarter credit hours**

Prerequisite: MCB110 / MCB115

This course instructs the student in the coding aspects of the hospital and medical facility. Students learn basic concepts regarding hospital and facility organization, structure and regulations. Students will learn coding conventions and guidelines associated with proper use of ICD procedural coding, DRGs, MS-DRGs, PPS and Revenue Codes.

MCB205 Hospital & Facility Billing **4 quarter credit hours**

Prerequisite: MCB200

This course provides a comprehensive study of medical billing for hospital and facility services using ICD, CPT and HCPCS coding to complete UB-40 claim forms. Students will be able to demonstrate the ability to analyze payment and denials for accuracy as well as perform queries.

MCB210 Health Claims Analysis**4 quarter credit hours***Prerequisite: MCB110*

This course provides the students with the knowledge needed for health claims examining. Students will learn the skills necessary to process, pay, and apply claims as an examiner for many different types of medical entities such as physicians' offices, workman's compensation, managed care, and dental services. Emphasis is placed on accuracy and consistency.

MCB220 Reimbursement Methodologies**4 quarter credit hours***Prerequisite: MCB210*

This course instructs the student in methods used in claims reimbursement and adjudication. Students will be exposed to many specialties and the unique requirements of each related to medical billing. Students will learn to adapt to different care environments and also to understand the logic used by insurance companies to determine coverage. Students will perform hands-on claims auditing.

MCB290 Coding & Billing Externship**6 quarter credit hours***Prerequisite: All MCB Courses or by Lead Instructor Approval*

This course requires 180 hours of work as a medical coding & billing specialist. Students will work in a variety of settings such as hospitals, clinics, medical insurance companies, and claims processing locations. Students are also required to complete a virtual coding lab two hours a week.

MED100 Medical Terminology I**4 quarter credit hours***Prerequisite: None*

This is a beginning study of basic medical terminology and is designed to provide the student with basic knowledge and understanding of medical language used by health professionals. Students learn how to construct medical terms using Greek and Latin prefixes, suffixes, word roots and combining forms. Emphasis is on word recognition and spelling.

MED105 Medical Terminology II**4 quarter credit hours***Prerequisite: MED100*

This course is a continued study of medical terminology as it pertains to body systems and diseases. Students will learn terms that do not follow conventional medical terminology structure. Emphasis is placed on pronunciation, spelling, abbreviations and related medical terms. Students also learn the utilization of medical terminology as it pertains to medical reports, specialty treatments, and procedures.

MED110 Anatomy & Physiology I**4 quarter credit hours***Prerequisite: MED100*

In this course a study of the essential principles of human anatomy and physiology is presented, including basic chemistry, cell and tissue studies. Systems covered in this course include basic chemistry, cells and tissues, integumentary, skeletal, muscular and digestive.

MED115 Anatomy & Physiology II**4 quarter credit hours***Prerequisite: MED110*

This course is a continued study of the structure and function of the human body and the mechanisms for maintaining homeostasis within it. Systems covered include nervous, endocrine, cardiac, lymphatic, urinary, and reproductive as well as the concepts of development, metabolism, fluid and electrolyte balance, and acid-base balance are included.

MED120 Medical Law & Ethics**4 quarter credit hours***Prerequisite: None*

This course is a study in the basic concepts and standards of law and ethics applicable to health care personnel and the practice of medicine. Topics include licensure, certification, registration, contract, and consent for treatment, confidentiality, medical negligence, torts and criminal offenses, and bioethics. Students will discuss ethical decision-making as it pertains to current ethical dilemmas.

MED130 Diseases & Disorders **4 quarter credit hours**

Prerequisite: MED115

This course is a study in the diseases and disorders of the human body. Emphasis is placed on signs, symptoms, and treatment of common diseases and disorders.

MED140 Dosage Calculations **4 quarter credit hours**

Prerequisite: None

This course is an instruction in math processes utilized in calculation of medication dosages. Students will develop skill in the metric, apothecary, and household systems of measurement. Student will perform computations necessary to administer medication in liquid, tablet, and capsule form. A review of fractions, percent, ratios and Roman numeral will be included, emphasizing examples used in the most common medication orders.

MED200 Pharmacology **4 quarter credit hours**

Prerequisite: None

This course is a general study of drug classifications. Students learn the theory behind controlled substances, medication administration, medication safety, treatment of specific diseases and disorders, and special consideration for children and the aged. Topics include drug classifications, dosage and administration, side effects, contraindications and patient education.

MED205 Medical Office Procedures **4 quarter credit hours**

Prerequisite: None

This course is a general study of the administrative procedures of the medical office environment. Students will learn and perform effective communications skills, appointment scheduling, records management, telephone procedures, daily transactions, composing routine business correspondence, inventory of supplied, meeting management, travel itineraries and payroll.

MED210 Basic Clinical Procedures **4 quarter credit hours**

Prerequisite: None

This course is a study in the theory and application of the clinical functions required in the ambulatory care setting. Topics include OSHA guidelines, sterilization of instruments, assisting with patient examinations, proper documentation, and patient instruction and education. This course requires student participation.

MED225 Coding & Insurance Procedures **4 quarter credit hours**

Prerequisite: None

This course introduces students to insurance processing and provides them with knowledge of federal, state, and local regulations for claims filed with Medicare, Medicaid, Worker's Compensation and commercial insurance. Students also learn procedural and diagnostic coding.

MED230 Laboratory Procedures **4 quarter credit hours**

Prerequisite: None

This course instructs the students in the safe practices of laboratory procedures commonly performed in the medical office. These include use and care of equipment, proper collection, handling, and labeling of specimens, urinalysis, processing of reports, requisitions and results. Students will perform CLIA waved tests while complying with OSHA and blood borne pathogen standards. This course requires student participation.

MED235 Advanced Coding Procedures **4 quarter credit hours**

Prerequisite: MED225 or MCB115

This provides an in-depth understanding of the coding conventions. Students will perform accurate abstracting from medical records, code linkage and auditing related to correct coding conventions. Reimbursement topics such as demonstrating medical necessity are also covered.

MED240 Advanced Clinical Procedures **4 quarter credit hours**

Prerequisite: MED210

This course is a study in the theory and application of specialty clinical procedures in the ambulatory care setting. Topics include assisting with minor surgery, radiologic and diagnostic testing, medication administration, and emergency procedures. Emphasis is on appropriate safety and quality control measures. This course requires student participation.

MED250 Medical Computer Applications **3 quarter credit hours**

Prerequisite: None

This course instructs the students in the operation of computers in the medical office. Students will learn how to utilize common medical office management software as it pertains to medical billing and coding, patient registration and electronic health records. Students will practice data collection, processing and retrieval, appointment scheduling, financial record keeping, accounting and insurance claims processing.

MED290 Medical Assistant Externship **6 quarter credit hours**

Prerequisite: Final quarter and completion of all MED courses or approval of the Lead Instructor

This course provides an opportunity for the student to function in the ambulatory care setting utilizing the skills learned throughout the program. Students are required to complete 180 hours of work as a medical assistant over the length of the quarter. Students are expected to perform both administrative and clinical skills during the externship. Students will meet weekly to discuss externship experiences and certification.

MED295 Medical Office Assistant Externship **6 quarter credit hours**

Prerequisite: Final quarter and completion of all MED courses or approval of the Lead Instructor

This course provides an opportunity for the student to function in the ambulatory care setting utilizing the skills learned throughout the program. are required to complete 180 hours of work as a medical office assistant over the length of the quarter. Students are expected to perform administrative skills during the externship.

MG107 Massage Techniques **4.0 quarter credit hours**

Prerequisites: ML104 / ML105

This course introduces the core foundation, ethics, and scientific art of therapeutic touch. The student will learn the history of massage therapies as well as the massage fundamentals of equipment, environments, sanitation and safety, intake procedures, and SOAP notes. Identification of muscle groups and body mechanics will be introduced.

MG108 Massage Techniques: Spa **4.0 quarter credit hours**

Prerequisites: ML104 / ML105

This course introduces the history, scientific foundations, benefits and practical applications of spa practice and techniques. Focus will be given to the techniques and properties of hydrotherapy, and aromatherapy.

MG109 Massage and Special Populations **4.0 quarter credit hours**

Prerequisites: ML104 / ML105

This course covers the concepts and benefits for the prenatal, geriatric and special needs populations. The role of the massage therapist within the healthcare team is defined and identified.

MG112 Deep Tissue Therapy **3.0 quarter credit hours**

Prerequisites: ML104 / ML105

This course introduces the concepts and applications relating to deep tissue massage, including the importance of therapeutic presence during treatment, trigger point therapy, basic western massage, and seated massage.

MG113 Allied Modalities **4.0 quarter credit hours**

Prerequisites: ML104 / ML105

This course covers the large range of modalities available to the massage professional. Eastern Modalities, Myofascial release, Friction, Sports Massage.

MG115 Licensing Exam Review and Clinicals**8.0 quarter credit hours***Prerequisites: Successful completion of all courses in the diploma program*

This course provides an in-depth review of core concepts and modalities in massage therapy that are examined in the MBLEX licensing exam. This course also includes 30 practicum hours in which students can practice in a clinical environment.

MG116 Massage Business Ethics and Law**4.0 quarter credit hours***Prerequisites: ML104 / ML105*

This course addresses the basic concepts and standards of law and ethics applicable to massage therapy.

ML101 Medical Terminology and Systems**4.0 quarter credit hours***Prerequisites: None*

This course provides students with an opportunity to become familiar with medical terminology required to function successfully as a medical assistant in a professional medical office.

ML102 Administrative Procedures**4.0 quarter credit hours***Prerequisites: ML101 / MA102*

This course explores the administrative activities of a medical office. Emphasis is placed on the roles of the healthcare team, effective communication skills, and medical record management. Legal, ethical, and cultural aspects of healthcare are also introduced.

ML103 Medical Office Emergencies**4.0 quarter credit hours***Prerequisites: ML101 / MA102*

This course introduces the management of medical office emergencies. Emphasis is placed on wound recognition and basic treatment, patient triage through primary assessment. The medical assistant's role in emergency preparedness and response is emphasized throughout. This course also includes CPR and basic First Aid techniques and methods.

ML104 Massage Foundations**4.0 quarter credit hours***Prerequisites: None*

The student will have the opportunity to learn the fundamental principles and expectations of a massage therapist including the massage environment related to client treatment; consultation, assessment, recordkeeping, and sanitation and safety procedures. Additionally, medical terminology and anatomical positioning as it relates to the massage therapy treatment will be discussed.

ML105 Anatomy & Physiology**4.0 quarter credit hours***Prerequisites: None*

This course is designed to give the students a basic understanding of human anatomy, with particular emphasis on organelles, tissues, organs, and the musculoskeletal system using a system-based approach. The four systems covered in this course include: integumentary, cardiovascular, nervous and endocrine. Indications and contraindications for massage concerning these systems will be presented and studied.

ML106 Pathophysiology**4.0 quarter credit hours***Prerequisite: ML104 / ML105*

This course is designed to give the student a basic understanding of human anatomy, with particular emphasis on organelles, tissues, organs, and the musculoskeletal system using a system-based approach. The four system covered in this course include: respiratory, digestive, excretory, and reproductive. Indications and contraindications for massage concerning these systems will be presented and studied.

ML107 Kinesiology**3.0 quarter credit hours***Prerequisites: ML104 / ML105*

This course provides an introduction to the biomechanical principles of human movement, including upper and lower extremities. The course covers the content, function, and pathologies of the skeletal and muscle systems and the indication and contraindication of massage therapy for both.

- ML108 Pathology** **3.0 quarter credit hours**
Prerequisites: ML104 / ML105
This course provides a general overview of pathologies as they relate to massage therapy. The course includes universal precautions and their management in professional practice. Etiology, signs, symptoms, and the physiological and psychological reactions to disease and injury will also be addressed.
- ML109 Bodyworks Survey** **4.0 quarter credit hours**
Prerequisites: ML104 / ML105
This is a general medical and clinical massage course that connects physiological and therapeutic concepts for the massage professional.
- ML111 Minor Surgical Procedures** **3.5 quarter credit hours**
Prerequisites: ML101 / MA102
This course introduces minor office surgical techniques and assisting with diagnostic procedures. Emphasis is placed on surgical asepsis, infection control, preparation of the patient for minor surgery, informed consent, assisting with diagnostic procedures, and postoperative care. Rehabilitative modalities are also introduced.
- ML112 Medical Law for MA** **4.0 quarter credit hours**
Prerequisites: ML101 / MA102
This course introduces students to the fundamental legal policies and procedures surrounding a medical office and specifically as they pertain to the work of medical assistants.
- ML114 Medical Billing Fundamentals** **4.0 quarter credit hours**
Prerequisites: ML101 / MA102
This course is a study of insurance and billing processes. Emphasis is placed on the major insurance companies, claim submission, reimbursement practices, and the coding systems used in healthcare. Bookkeeping procedures are also discussed.
- ML115 Cardiac Care** **3.5 quarter credit hours**
Prerequisites: ML101 / MA102
This course introduces the fundamentals of cardiac care for the medical assistant. The main body systems involved in cardiology (Cardiovascular, and Respiratory) will be explored. The class will discuss pulmonary issues including lung volume and capacity, pulmonary diseases, and airway obstructions. Maintaining and operating electrocardiogram and pulmonary equipment, including identifying causes and corrections of artifacts, will be presented.
- PA115 The Legal System and Terminology** **4.0 quarter credit hours**
Prerequisites: None
This course is designed to teach an overview of the law, the legal profession, and the role of the paralegal. Various areas of law and their required elements will be analyzed. This course is also designed to teach legal terminology so students will have a better understanding of the terminology used in general law practice as well as in specialized areas.
- PA140 Ethics and Technology in the Law Office** **4.0 quarter credit hours**
Prerequisites: PA115 / PA200
In this course, the student reviews the legal and ethical concepts affecting law office management and covers such topics as legal structure, filing and record keeping, billing systems and procedures. Technology such as law office management software, case organization and management software, and electronic discovery are also studied.
- PA180 Evidence** **4.0 quarter credit hours**
Prerequisites: PA115 / PA200
This course provides students with a general understanding of Evidentiary Law, concentrating on the role of evidence, gathering of evidence, and types of evidence. The student will also learn about the concepts of admissibility, relevancy, competency, and credibility. The student will learn the specific evidentiary rules and their exceptions.

PA190 Contract Law**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

This course provides students with a general understanding of contract law, concentrating on types of contracts, contract formation, and capacity to contract, contract legality, contract performance, discharge, and contract elements. The student will also learn about breach of contract, remedies for breach, and the defenses to these claims. The student will further learn about Article 2 of the Uniform Commercial Code and statutory regulation of contracts.

PA200 Legal Research and Writing**4.0 quarter credit hours***Prerequisites: None*

In addition to learning how to perform factual and legal research using the Internet, students develop an understanding of the function of the law library and develop skills in research techniques, legal analysis, and legal writing. They practice using both a traditional library and Internet resources (currently LexisNexis)

PA210 Civil Litigation**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

In this course, the student will learn about the structure, jurisdiction, and operation of court systems with emphasis on trial preparation and the discovery process. Interviewing techniques, evidence, investigation, along with drafting pleadings and motions, the process of lawsuits, and third-party practice

PA215 Administrative Law**4.5 quarter credit hours***Prerequisites: SS103 /GEN220*

This course will teach the student about the following aspects of law: legislation, delegation and limitations on agency, due process of law, agency informal action, rulemaking, acquiring and disclosing, adjudication, and judicial. The student will also understand the concepts of Workers' Compensation law and Social Security disability law.

PA220 Business Organizations**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

In this course, the student reviews all aspects of business organizations including corporation, limited liability companies, limited partnerships and sole proprietorship. The student will become acquainted with the substantive law and procedural tasks involved in the formation and maintenance of each business structure with a concentration of business corporations.

PA225 Intellectual Property**4.5 quarter credit hours***Prerequisites: SS103 / GEN220*

This course provides students with a general understanding of Intellectual Property Law, concentrating on Patents, Copyrights, Trademarks and Trade Secrets. The student will also learn about applications, ownership of intellectual property, transfer of rights, infringement, audits and reviews. The student will learn about Intellectual Property claims and defenses.

PA230 Family Law**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

This course will provide the student with a thorough working knowledge of the basics of family law and an overview of the tasks that a paralegal performs, such as client interviewing and coordinating discovery.

PA235 Human Resources Law**4.5 quarter credit hours***Prerequisites: SS103 /GEN220*

This course provides students with a review of the essential laws, techniques, forms and terminology that govern recruitment and placement, training and development, employee compensation and benefits, labor relations and employee security, and the global management of human resources.

PA240 Real Estate Law**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

This course provides students with a general understanding of Real Property Law. Students develop an understanding of what real property is, the way it can be transferred, the problems that may arise when real property is transferred, and the proper documents to prepare to accomplish the transfer of real property. Students also familiarize themselves with real estate closings, title work, and foreclosures.

PA250 Probate Law and Estate Administration**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

This course will familiarize the student with the study of laws, forms, documents, procedures, and tax consequences involved estate administration, trusts, and guardianships. The student will also learn about information gathering, research, and drafting techniques necessary in the preparation of wills, trusts, and estate plans.

PA260 Tort Law**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

This course provides students with a general understanding of tort law concentrating on general negligence as it relates to bodily injury or injury to property. The students will also learn the defenses to these claims.

PA270 Criminal Law**4.5 quarter credit hours***Prerequisites: SS103 / GEN220*

This course is designed to enable students to understand the rules and the principles that underlie and govern criminal law and procedure. This course will enable students to follow a criminal case through the entire legal process and grasp an overview of criminal law and procedure.

PA280 Bankruptcy Law**4.0 quarter credit hours***Prerequisites: PA115 / PA200*

In this course, the students familiarize themselves with the Federal Bankruptcy court, develop a general understanding of Bankruptcy Law, and complete a Bankruptcy Petition.

PA290 Paralegal Externship**6.0 quarter credit hours***Prerequisites: SS101 / PA115 / SS102 / PA200 / PA140 / PA280 / PA210 / PA190 / PA180 / PA220 / PA230 / PA240 / PA250 / PA260*

Required for all students, this is a supervised field experience in a law office for a minimum of 180 hours during the Quarter.

PAR100 Legal Terminology**4 quarter credit hours***Prerequisite: None*

This course is designed to teach legal terminology so students will have a better understanding of a legal office. They will learn to define legal terms and use them in legal context to correctly spell and pronounce legal terms. Students will also learn terminology used in general law practice as well as in specialized areas.

PAR105 Court Procedures and Law**4 quarter credit hours***Prerequisite: None*

The course introduces the students to the law and procedures involved in civil, criminal, contract and common law. Also tort law, employment law, probate and wills, and remedies will be studied as well as case analysis.

PAR110 Civil Litigation/Procedures**4 quarter credit hours***Prerequisite: PAR105*

This course is designed to enable the student to understand the rules and principles that underlie and govern civil procedures. The course will follow a case from the initial client conference through the trial and post procedures enabling students to be involved in the entire litigation process.

PAR115 Criminal Law and Procedures**4 quarter credit hours***Prerequisite: PAR105*

This course is designed to enable students to understand the rules and principles that underlie and govern criminal law and procedure. This course will enable students to follow a criminal case through the entire legal process.

PAR120 Torts**4 quarter credit hours***Prerequisite: PAR105*

This course is designed to provide the student with information regarding the legal system as it pertains to torts. Students will explore how the attorney and paralegal work as a team. Topics include types of torts, elements of negligence, remedies for tort action, and defenses available in tort cases.

PAR125 Legal Research and Writing **4 quarter credit hours**

Prerequisite: PAR101

This course provides an overview of the legal resources in the United States and how they are used by lawyers and other researchers. Students learn how to use various sources including case reporters, statutes, legal encyclopedias, legal periodicals, and computerized legal research.

PAR200 Family Law **4 quarter credit hours**

Prerequisite: PAR105

This course provides the student with a basic understanding of family law. Topics covered in this course include marriage validity and invalidity, separation agreements, divorce, property disposition, types of spousal support, abuse and neglect, and family crimes and misconduct.

PAR205 Wills, Trusts and Probate **4 quarter credit hours**

Prerequisite: PAR105

This course is designed to give the student an overview of estate planning and administration along with the consequences of and results of failure to plan. The course discusses the role of the legal assistant or paralegal in the area of law known as estate planning and probate practices.

PAR210 Real Estate Law **4 quarter credit hours**

Prerequisite: PAR105

This course is designed to give the student an understanding of basic concepts of real property from what it is to how it is transferred. The course will explore the methods and types of alienation of property and methods of financing property. The use and regulation of land will be discussed as well as the landlord-tenant relationship.

PAR220 Law Office Management **4 quarter credit hours**

Prerequisite: PAR125

This course is designed to give the student an understanding of the management of a law office. Students will learn appropriate ways to deal with personnel and client relations, manage files and utilize law office technology. Timekeeping, legal fees, billing and financial management, and docket control systems are also covered.

PAR290 Legal Externship **4 quarter credit hours**

Prerequisite: Final quarter and approval of the Lead Instructor.

This course provides the student with the opportunity to gain on-the-job training as a paralegal. Students perform 120 hours of work as a paralegal in a legal environment.

PHT100 Introduction to Pharmacology & Pharmacy Practice **4 quarter credit hours**

Prerequisite: None

This course introduces students to the work of pharmacy technicians and the role of pharmacy personnel. Students will learn the concept of pharmaceutical care and the technician's general role in its delivery. Students are also introduced to drug classifications and medical terminology related to pharmacy.

PHT102 Introduction to Anatomy & Physiology for Pharmacy Technicians **4 quarter credit hours**

Prerequisite: None

This course covers the fundamental and principle concepts of human anatomy, physiology, and microbiology. Topics include an introduction of the structure and function of cells, tissues, human organ systems, epidemiology, and microorganism control.

PHT104 Pharmacy Calculations **4 quarter credit hours**

Prerequisite: None

This course teaches the student the mathematical computations needed in the pharmacy practice. Topics include fundamental math calculations, units and measures, dosage calculations, reducing and enlarging formulas, percentage preparations, dilution and concentration, isotonic and electrolyte solutions.

PHT105 Drug Therapy I **4 quarter credit hours**

Prerequisite: PHT102

This course consists of the study of medications used in treating disorders of the body system. This course discusses medications used in the treatment of the special senses, endocrine, integumentary, musculoskeletal, and gastrointestinal systems.

PHT106 Drug Therapy II **4 quarter credit hours**

Prerequisite: PHT102

This course consists is the study of medications used in treating disorders of body systems. This course discusses medications used in the treatment of the cardiovascular, urinary, reproductive and neurological systems. Psychopharmacology is also discussed.

PHT107 Drug Therapy III **4 quarter credit hours**

Prerequisite: PHT106

This course consists of the study of alternative treatments, vitamins and minerals, and herbal supplements. Students learn advantages, disadvantages, contraindications, and side effects of these treatments. Emphasis is on the interaction of these treatments with prescription medications.

PHT200 Institutional Pharmacy **4 quarter credit hours**

Prerequisite: PHT100

This course covers the operational pharmacy principles and procedures relating to the institutional pharmacy. Emphasis is placed on preparing meds and supplies for dispensing; transporting meds and devices to and from nursing units and long-term care facilities; interpretation of physician's orders; inventory control procedures; introduction to non-sterile and sterile compounding, including chemotherapeutic agents, TPN solutions and large volume IV mixtures; and quality control with quality assurance.

PHT205 Community Pharmacy **4 quarter credit hours**

Prerequisite: PHT100

This course is designed to provide skills necessary to effectively practice in a community pharmacy setting. Emphasis is placed on interpretation of prescription orders, drug procurement tasks; inventory control procedures; and quality control with quality assurance.

PHT210 Pharmacy Technology I **3 quarter credit hours**

Prerequisite: CIT100

This course reviews the history of computers in pharmacy, current practice applications, and future trends. Legal and ethical issues surrounding information collection and retrieval are also addressed. Students will learn the skills and knowledge needed to process prescriptions using pharmacy software.

PHT215 Pharmacy Technology II **4 quarter credit hours**

Prerequisite: PHT210

This course emphasizes prescription processing and reimbursement. Students will review patient profiles for prescription fill and refill authorization. Students will gain an understanding of legal and ethical issues related to third party billing, and will analyze rejected claims to learn how to problem solve billing issues. Centers for Medicare and Medicaid Services (CMS) formularies will be reviewed, in addition to understanding legal requirements for reimbursement and claim processing.

PHT220 Admixture & Medical Asepsis **3 quarter credit hours**

Prerequisite: PHT104 / PHT200

This course teaches the student the application of aseptic and sterile techniques. The student will perform activities related to both extemporaneous compounding and sterile compounding, with specific emphasis on quality assurance (QA), quality control (QC), and quality improvement (QI).The student will identify specific considerations for patient care and compounding. The student will identify and utilize supplies and equipment necessary to compound various drug forms, and will utilize pharmaceutical calculation where necessary.

PHT230 Special Topics for Pharmacy Technicians**4 quarter credit hours***Prerequisite: None*

This course is designed to provide information regarding advanced techniques for the pharmacy technician. Topics include long-term care pharmacy, home health care and home infusion pharmacy, mail order pharmacy, and nuclear pharmacy. Students learn the role of the pharmacy technician in each of the settings as well as rules and regulations specific to each.

PHT290 Pharmacy Technician Externship**10 quarter credit hours***Prerequisite: PHT205 and approval of Lead Instructor*

The externship is designed to enable students to obtain hands-on experience in a pharmacy setting. During this externship the student will work as a pharmacy technician in a retail or clinic pharmacy setting for a total of 300 hours.

PRM110 Introduction to Contemporary Business Management**4 quarter credit hours***Prerequisite: None*

This is an introductory survey course that takes a competency based business-oriented approach to current management principles that can be applied over a diverse range of businesses and industries such as construction management, manufacturing, information systems and software development. Because understanding current management concepts is central to operations in various businesses and industries, this course addresses proven management techniques that can be applied to a variety of organizations, whether publicly held, private, or not-for-profit. The course will introduce the student to the importance of effective business communications, team building, managing process change, finance for the manager, ethics, leadership, human resources from a manager's perspective, information systems, and the importance of desktop software applications including project management, word processing, spreadsheets and presentation programs.

PRM120 Managing Change**4 quarter credit hours***Prerequisite: None*

In today's business environment organizations face almost constant change. New governmental regulations, new technologies, competitive pressures, product and process innovations, and mergers and acquisitions all produce pressures for organizations to change and adapt. The modern manager will need skills in leading and managing change. This course analyzes the forces that drive organizations to change, examines impediments to change, and explores a range of approaches for making organizational change more effective. Participants will develop an understanding of change processes and develop practical skills for becoming an organization change agent. This course will also provide the student with practical skills and tools for handling issues related to change, such as dealing with resistance.

PRM130 Business Office Applications**3 quarter credit hours***Prerequisite: None*

This course covers the essentials of using Microsoft® desktop office applications for business purposes. Students should learn how to use Microsoft Office® advanced features including mail merge, creating dynamic forms and tables, creating and saving macros, creating master documents and sub documents, use of spreadsheets, and applying animation and transitions to PowerPoint® presentations. Participants should also learn how to use advanced techniques of Microsoft® Office's® object linking and embedding (OLE) features that enable Office® applications to create compound documents that contain information from any number of different sources. For example, a document in an OLE-enabled Word® document can accept embedded spreadsheet data.

PRM140 Building Effective Teams**4 quarter credit hours***Prerequisite: None*

In today's modern organizations much of the work is performed by teams. The modern manager will need competencies in forming, developing, and leading teams. This course will discuss: the different kinds of teams found in the workplace; the selection of team members; guiding a team's development from initial formation to working together effectively; and dealing with team dysfunctions. Participants will learn how to use tools for diagnosing team strengths and weaknesses and conducting team building sessions. Participants will also learn and practice the skills of observation and intervention needed to facilitate team interaction. This course will be valuable to managers from a wide variety of organizations, whether publicly held, private, or not-for-profit.

PRM150 Spreadsheets and Data Analysis**3 quarter credit hours***Prerequisite: PRM130*

This course expands basic Microsoft Excel skills to consolidate, analyze, and report financial information. By learning these techniques participants become more valuable to their organization. Participants should be able to generate information with increased accuracy, timeliness, and usefulness, which will lead you and others to better decision-making. This course will instruct participants how to use scenarios and data tables to quickly perform what-if analyses. Participants should also learn advanced techniques for filtering and sorting data, lookup, PivotTables, concatenating cells, conditional formatting, and descriptive statistics.

PRM160 Leading Continuous Improvement in Operations**4 quarter credit hours***Prerequisite: None*

In today's highly competitive business environment continuous improvement is critical for success. The modern manager will be expected to lead improvement efforts. These efforts might include leading a team to improve or redesign a business process or solve a specific operational problem. Students will learn the skills needed to lead a team through a disciplined problem-solving process. Students will be provided with concepts and tools for: problem identification and definition; analysis of root causes; and generating and evaluating achievable solutions. Students will also learn to lead process improvement projects using disciplined tools for: process documentation; identification of opportunities to reduce error, waste, and cost; and develop improved processes using Lean processing concepts.

PRM170 Essentials of Project Management Applications**3 quarter credit hours***Prerequisite: PRM110 / PRM130*

This course is designed for managers and will cover important concepts for managing projects using Microsoft® Project® software. Participants will receive hands-on training for developing the project management skills necessary to create tasks, and assign and allocate project resources. They will use techniques to track critical paths, milestones, and project baselines. Participants should also become more productive by learning how to customize a project workspace, track project finances, create a project calendar, schedule tasks, and customize different project views.

PRM210 Finance for Operations Managers**4 quarter credit hours***Prerequisite: None*

This course is designed to introduce important finance and accounting principles for non-financial managers. Participants will learn how to read financial statements, learn how to use proven accounting methods to forecast revenue and plan for growth, and discuss and report financial data using the appropriate terminology. The course will also teach the skills necessary to plan budgets, justify requests and spot problems before they get out of hand, and learn the practical financial skills that should help to make better management and business decisions.

PRM220 Ethics and Social Responsibility**4 quarter credit hours***Prerequisite: None*

Becoming an effective manager takes a lot of business knowledge and experience in areas such as finance and marketing. However, it is equally important to have a real understanding that how you operate your business reflects not just on you, but impacts your customers, employees, investors, and the larger community as well. Having a reputation as an ethical and socially responsible organization can bring significant benefits to a business. The modern manager will not only need to behave ethically but also help create a culture that values ethical behavior and corporate social responsibility. This course provides terminology and conceptual frameworks that will help the student think and talk about ethical issues. This course will also help the participants weigh the potential consequences of their business decisions, and to make moral and ethical distinctions when making decisions. This course will cover areas such as: Ethical perspectives in business; integrity and ethical leadership; corporate social responsibility; employee ethical responsibilities and rights; ethics and the law; ethical issues in finance, marketing, advertising, and human resource management; and ethical issues in a global business.

PRM230 Human Resource Management for Operations Managers**4 quarter credit hours***Prerequisite: None*

Managing people is a critical part of every manager's job. The Human Resource Professionals provide staff support to operations managers by providing systems, procedures, advice and assistance. But, the Manager carries out many of the HR activities. Managers interview and hire candidates; orient and train employees; set performance expectations and goals; conduct performance evaluations and appraisals; provide counseling and coaching to employees; identify and develop high talent employees; handle discipline problems; recognize and reward performance. This course will

review the various HR activities conducted by the operations manager. The course will also focus on how to effectively utilize your HR staff personnel. The course will utilize cases to develop critical thinking about HR issues and develop strategies and skills for handling critical situations.

PRM240 Operations and Facilities Management

4 quarter credit hours

Prerequisite: None

This course is designed to cover the basic principles of facility management (FM) including the evolution of FM theories and the role of FM in today's workplace, including the impact of the workplace on performance and productivity. Topics included in this course include the discussion of various organizational models, FM roles and responsibilities, design and construction, space and asset management, technology, the placement of FM within the organization, FM as it relates to strategic planning within the organization, FM performance measures and benchmarking, operations and maintenance, green technologies, and financial management.

PRM250 Managing Conflict and Negotiation Skills

4 quarter credit hours

Prerequisite: None

Managers in contemporary organizations are expected to deal with misunderstandings and conflicts almost on a daily basis. This course examines workplace conflict and the skills and strategies for resolution. The course explores the causes of conflict and the behaviors that either escalate the conflict or facilitate resolution. Students will also explore their "conflict management style" and its implications. The focus will be on dealing with specific conflict situations such as: employee disputes; conflict between departments; employee grievances; employee performance issues; supplier or customer complaints; and resistance to change. Managers in today's organizations are often called upon to mediate such conflicts and negotiate resolutions. This course teaches how to apply strategies, and tactics to achieve success in negotiations and mediation. Emphasis is given to practical knowledge of negotiations, including planning, conducting, and documenting the final agreement.

PRM260 Business Communication and Knowledge Management

4 quarter credit hours

Prerequisite: None

This course will expand the basic communication skills and knowledge as participants prepare for the increased communication demands of the modern business world. The course will begin with a focus on developing competencies for interpersonal communication. This will include developing an understanding of the basics of perception and how to use the skills of transparent communication and purposeful inquiry to avoid misunderstandings in the workplace. The course will also focus on "knowledge management" with special attention to technologies used to communicate and transfer knowledge which should be treated as a resource and an asset. In the electronic era, workplace communication has undergone drastic changes. The course content will also include communication using writing memoranda, letters, reports, email, electronic messages, blogs, social media, and networking.

PRM270 Transformational Leadership

4 quarter credit hours

Prerequisite: None

In today's competitive environment there is a need for leaders who can take their organizations to a new level of performance. This is what is referred to as transformational leadership and it requires specific competencies. The modern manager needs the knowledge, skills, and abilities needed to become a Transformational Leader. This course will provide the student with knowledge of these competencies and an assessment of their personal strengths and weaknesses. Upon completion of this course each student will have a Personal Developmental Plan for their professional growth as a manager. This course will review various leadership theories from trait, skill, style, situational, and contingency constructs, and their utilization by managers and leaders. The primary emphasis of the course is the importance of the role of a transformational leader who can lead change; engage employees; manage projects; coach employees; design effective structures and processes; and impact organizational culture and performance, whether the organization is publicly held, private, or not-for-profit.

PT110 Introduction to Pharmacy

4.5 quarter credit hours

Prerequisite: None

This course explores the past, present, and future of the pharmacy professions. Additional topics include the evolution of the pharmacy technician, types of pharmacy practices, educational and licensure/certification requirements, and the regulations involved in maintaining confidentiality for healthcare patients.

PT115 Anatomy and Physiology for Pharmacy Technicians **4.5 quarter credit hours**

Prerequisite: None

This course covers the fundamental and principle concepts of human anatomy, physiology, diseases, and disorders of the human body. Topics include an introduction of the structure and function of cells, tissues, and human organ systems.

PT120 Medical Terminology for Pharmacy Technicians **4.5 quarter credit hours**

Prerequisite: PT110 / PT115

This course is a study of basic medical terminology and is designed to provide the student with a foundational knowledge and understanding of medical language used by pharmacy technicians. Students learn how to construct medical terms using Greek and Latin prefixes, suffixes, word roots and combining forms. Emphasis is on word recognition and spelling.

PT125 Pharmacy Calculations **4.5 quarter credit hours**

Prerequisite: PT110 / PT115

This course exposes students to the concepts and theories involved in pharmaceutical calculations used in the creation of medications. The fundamentals of drug dosage calculations and conversions, concentrations and dilutions and the use of the allegation grid will be discussed. Calculations for flow rates, TPN, and other IV medications will be explored. This course presents the fundamental components used in measuring medications in the pharmacy practice. An emphasis will be placed on basic math skills needed by the pharmacy technician.

PT130 Medication Order Entry and Filling Process **4.0 quarter credit hours**

Prerequisite: PT110 / PT115

This course examines the tasks a pharmacy technician may perform during the prescription filling process. Items discussed in this course will include packaging requirements, information contained in a patient package insert and the medications that require a PPI to be dispensed. Additionally, drug distribution systems, and the steps in the filling process a technician performs will be addressed.

PT135 Pharmacy Law and Ethics **4.0 quarter credit hours**

Prerequisite: PT110 / PT115

This course examines the major federal regulations and regulating agencies relating to pharmacy practice. Additionally, patient rights, drug monographs, and the ethical and moral philosophies pertaining to the practice of pharmacy will be discussed. Specific focus will be placed on MSDS sheets and formulae for validity of DEA numbers. Various record keeping methods and documentation using professional standards related to data integrity, security, and confidentiality will be used. The course will address consultation requirements, recall classifications, infection control standards and professional standards regarding pharmacist and technicians roles and responsibilities. Attention will also be given to facility, equipment and supply requirements in a professional pharmacy.

PT140 Pharmacy Technology and Billing **4.0 quarter credit hours**

Prerequisite: PT110 / PT115

This course addresses insurance and other billing approaches and procedures. Attention will be given to “Tele pharmacy” and other pharmacy technology approaches. Additionally, reimbursement policies and plans (HMO, PPO, CMS, and private plans) will be discussed. Third Party Resolutions and Third-party reimbursement systems (Coupons, Self-Pay, PBM, and medication assistance programs) will also be covered in this course. In addition, pharmacy-related computer applications for documenting the dispensing of prescriptions or medication orders and databases, pharmacy computer applications, and documentation management will be used throughout the course.

PT145 Medication Safety and Quality Assurance **4.0 quarter credit hours**

Prerequisite: PT110 / PT115

In this course, attention will be given to error prevention strategies for data entry including patient package inserts and medication guide requirements. Emphasis will be placed on issues that require pharmacist intervention (DUR, OTC recommendations, therapeutic substitutions, misuse of medication, and missed doses) and common safety strategies (tall man lettering, error prone abbreviations, etc.). Risk management guidelines and communication channels that ensure appropriate follow-up and problem resolutions will be addressed throughout the course. Focus will be placed on productivity, efficiency, and customer satisfaction. Additionally, the course will provide an opportunity to identify organizations and the role they play in providing quality in the practice of pharmacy. Special emphasis will be placed on medication dispensing process guidelines and the importance of communication in the pharmacy.

PT150 Pharmacology of Prescription Medications**4.0 quarter credit hours***Prerequisite: PT110 / PT115*

This course focuses on the definitions, terms, and concepts of pharmacology and therapeutic equivalences of prescription medication. Prescription drug classification, brand/generic names, common side effects, along with drug interactions, and pregnancy categories will also be discussed. Dosage forms and routes of administration based on age and disease will be emphasized.

PT155 Pharmacology of OTC Medications and Herbal and Dietary Supplements**4.0 quarter credit hours***Prerequisite: PT110 / PT115*

This course focuses on the definitions, terms, and concepts of pharmacology and therapeutic equivalences of OTC medication and herbal and dietary supplements. Brand/generic names, common side effects, along with drug interactions, and pregnancy categories will also be discussed. Identifying common vitamins, electrolytes, nutritional supplements, minerals, and OTC medications along with appropriate dosage forms and routes of administration are emphasized.

PT160 Sterile and Nonsterile Compounding Techniques**4.0 quarter credit hours***Prerequisite: PT110 / PT115*

This course is a comprehensive exploration of compounding in pharmacy technology. The latest equipment, techniques and methods of compounding medication will be discussed. Students will learn to identify and use sterile, non-sterile, and cytotoxic products, as well as the important aspects of IV compounding. The fundamentals of dosage forms and medicinal flavoring are also presented. Also the concepts of infection control by examining modes of transmission and types of microorganisms. Proper IV preparation, sterile products, and patient safety relating to pharmacy practice will be discussed. A thorough examination of proper hand washing will be completed. Handling and disposal requirements, product stability, and medication order entry process.

PT165 Special Topics for Pharmacy Technicians**4.0 quarter credit hours***Prerequisite: PT110 / PT115*

This course will address current trending topics as they apply to the pharmacy technician including knowledge of immunizations (zostavax, pneumococcal, flu, yellow fever, etc) and the technician's role in the immunization process. Emphasis will be placed on preparing students with a comprehensive awareness of changes in the pharmacy technician professional work environment and how to stay current in professional methods and practices. Information on advanced techniques in specialty pharmacy practices such as long-term care pharmacy, home health care and home infusion pharmacy, mail order pharmacy, and nuclear pharmacy will also be discussed.

PT170 Pharmacy Technician Externship: Practice Setting I**3.5 quarter credit hours***Prerequisite: PT110 / PT115 / PT120 / PT125 / PT130 / PT135 / PT140 / PT145 / PT150 / PT155 / PT160 / PT165*

This is an advanced course applying pharmacy technician skills at a sponsoring pharmacy facility under the direction of a site supervisor. The course provides 80 hours of supervised work involving pharmacy technician practical/procedural skills and career professionalism and 10 hours at the campus. Students will be expected to perform entry-level pharmacy technician duties, as assigned by the designated supervisor.

PT180 Pharmacy Technician Externship: Practice Setting II**3.5 quarter credit hours***Prerequisite: PT110 / PT115 / PT120 / PT125 / PT130 / PT135 / PT140 / PT145 / PT150 / PT155 / PT160 / PT165 / PT170*

This is an advanced course applying pharmacy technician skills at a sponsoring pharmacy facility under the direction of a site supervisor. The course provides 80 hours of supervised work involving pharmacy technician practical/procedural skills and career professionalism and 10 hours at the campus. Students will be expected to perform entry-level pharmacy technician duties, as assigned by the designated supervisor.

SM101 Developing a Digital Marketing Plan**4 quarter credit hours***Prerequisites: None*

This class will consider and strategize the correct digital marketing tools and channels to create long-term, cross-platform digital engagement. The process includes identifying a target audience, reviewing competitor content, integrating with non-digital efforts, prioritizing social media channels and other digital tactics including e-mail marketing, search engine optimization and digital advertising. The course will also consider marketing costs and budget development, as well as train learners to read and understand a request for proposal (RFP).

SM102 Implementing & Managing a Digital Marketing Plan**4 quarter credit hours***Prerequisites: None*

This is a project management course that focuses on the implementation and management of a digital marketing plan. Focus will be put on identifying team members, assigning tasks and task management. Scheduling and monitoring the frequency of social media posts via tools like Hootsuite. Scheduling and monitoring digital advertising. Identifying need for digital assets, assigning and scheduling the creation of content marketing assets and developing e-mail content. A/B testing digital marketing tactics, managing SEO efforts, identifying keywords, measuring conversions and monitoring effectiveness of marketing efforts.

SM103 Social Media Marketing & Promotion**4.5 quarter credit hours***Prerequisites: SM101 / SM102*

This class will explore multiple social media channels. Starting with Facebook marketing and advertising, boosted posts, Facebook events, analytics, and setting up a Facebook company profile. Students will evaluate the advantages of Twitter, Instagram, Pinterest, Linked In, YouTube and other social media platforms for business, including cross-platform customer engagement, marketing, advertising, setting up company profiles and driving social media conversions. Attention will also be given to content marketing and managing content for social media as part of an overall digital marketing plan.

SM104 E-mail, Blogging & Written Communications**3.5 quarter credit hours***Prerequisites: SM101 / SM102*

This course will help students develop written communications for digital marketing, including e-mail subject lines and content, blog writing, composing press releases and proper formatting for various social media and digital platforms. The course will also look at how to develop an e-mail marketing campaign, build and maintain e-mail databases and use blog posts in your digital marketing efforts.

SM105 Creating Video & Display Content**3 quarter credit hours***Prerequisites: SM101 / SM102*

This class will utilize elements of the Adobe Creative Suite (Photoshop, Illustrator, Premiere) as well as other digital media creation and editing software to help students produce engaging video and visual assets used in content marketing for social media, web advertising and mobile devices. The course will also explore the role of digital content producers, quality of content required, asset management, and using visual content across multiple digital marketing channels to influence customer engagement. Students will also consider various types of hardware required to develop visual assets.

SM106 Search Engine Optimization**4.5 quarter credit hours***Prerequisites: SM101 / SM102*

This course will explore the elements, tools and tactics used in search engine optimization (SEO). Students will learn to optimize web sites to influence search engine rankings on sites like Google, Bing and Yahoo; target potential customers by identifying strategic keywords and phrases, analyze traffic sources to better focus marketing spends and increase traffic. SEO concepts considered in this course include page titles, URL structure and headline tags, mapping keywords to content, Google AdWords and pay-per-click, bounce rates, and various search engine marketing tactics.

SM107 Metrics and Analytics**4.5 quarter credit hours***Prerequisites: SM101 / SM102*

Measurement and optimization of digital marketing strategy are essential aspects of engaging customers, generating leads and sales, and getting return on your marketing investment (ROI). Students will learn how to measure the effectiveness of their digital marketing and social media marketing strategies in order to develop methods for ongoing improvement and optimization. Topics in this course will include: Using analytics tools such as Google Analytics and other analytics tools to evaluate a website; establishing a reliable analytics process; defining performance targets; developing Key Performance Indicators (KPI) to measure progress; evaluating with key metrics such as leads created, pages indexed.

SM108 Content Management Systems for Web Development**3.5 quarter credit hours***Prerequisites: SM101 / SM102*

This class will help students build and manage a professional web presence using cloud based, drag and drop web development platforms like Wix, Weebly, Word Press, Joomla and others. These web content management systems require little to no coding, but still allow digital marketers to create websites that allow basic analytic tracking and establish an online destination for converting target consumers.

SM109 Digital Distribution and E-commerce**4 quarter credit hours***Prerequisites: SM101 / SM102*

This course will survey e-commerce and digital distribution strategies, platforms, and technologies for various forms of media and retail products. Included will be setting-up online payments and storefronts, crowdfunding and online fundraising, analysis of pricing, technology requirements, online inventory management, process management, sales and marketing. The course will also consider merchandising strategies appropriate for various content and products.

SM110 Digital Brand Management**4.5 quarter credit hours***Prerequisites: SM101 / SM102*

Designed for participants with a foundation in social media marketing this course will examine reputation management strategies and how to measure and analyze conversation, amplification, applause and economic value in order to optimize social media marketing tactics. Students will learn how to identify key influencers and their characteristics, as well as how to deliver a consistent message for the social sphere. Topics will include identifying and understanding key influencers, making sure digital messaging integrates with non-digital messaging and with a company's mission and values; why style guides matter: the importance of consistency, style and tone for all content produced and shared on behalf of your brand; crisis communication and policies in the social sphere; measuring and analyzing conversation, amplification, applause and economic value; a review of a variety of social media reporting and analysis tools in addition to Google Analytics.

SM111 Marketing for Mobile Devices**3 quarter credit hours***Prerequisites: SM101 / SM102*

This course will examine how mobile marketing fits into your overall digital strategy and investigate geo-marketing, localized marketing, designing for mobile, mobile websites, mobile advertising, m-commerce, SMS, mobile apps and more. Topics will include: Introduction to mobile marketing; Understanding Mobile Devices; Mobile advertising and search; Incentives and loyalty programs; Combining mobile with other channels; Mobile marketing and social media; Location and mobile; Mobile rules and regulations; Mobile marketing measurement and analytics; and the mobile website.

SM112 Social Media & Digital Marketing Capstone**8 quarter credit hours***Prerequisites: PRM130 / SM101 / SM102 / SM103 / SM104 / SM105 / SM106 / SM107 / SM108 / SM109 / SM110 / SM111*

Final review and development course where students apply skills learned in this program to build comprehensive, long-term, cross-platform digital marketing campaigns that include consistent brand messaging and measured engagement. Students will gain 100 hours of experience and leave with multiple digital marketing plans as evidence of their digital marketing skills.

SS101 Student Success Strategies**4 quarter credit hours***Prerequisites: None*

This course explores the basic principles to achieve success in various settings including time and stress management strategies, study skills, professionalism, policies and procedures. Learning and communication methods will be explored in order to promote student success in school and in the workplace. Additionally, the student will learn basic word processing, presentation, and spreadsheet software skills.

SS102 Professional Success Strategies**4 quarter credit hours***Prerequisites: None*

This course is designed to prepare students for career success through a focus on professionalism. The course will emphasize the development of work and human resource skills and professional ethics. Students will learn how to portray professionalism in behavior, presentation, dress, and work ethic, and will also study the professional standards of their chosen industry.

SS103 Digital Communication Strategies**4.0 quarter credit hours***Prerequisites: None*

Students will be introduced to appropriate formats, styles and protocols for communicating through various electronic media, including email, fax, social media, and file uploads/downloads. Special emphasis will be given to the use of digital communications in various business applications, including marketing, promotion, fundraising, and other processes. The legal, ethical, privacy, and security implications associated with all forms of electronic communication will also be highlighted.

TRD100 Core Curriculum: Trade Skills**4.0 quarter credit hours***Prerequisites: None*

Construction Mathematics introduces the students to mathematical operations used in construction, and explains how the metric system and geometry are used in the trade. Construction Drawings most commonly found in the trade are introduced. In Trade Mathematics; the students learn how to solve problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature. The students will be introduced to the *NEC*® requirements and procedures for proper Grounding and Bonding.

VET101 Veterinary Medical Terminology**4 quarter credit hours***Prerequisite: None*

This course is designed to help the student gain a working mastery, both verbal and written, of the language of veterinary medicine. The course emphasizes the structure of medical words and word meanings based on the prefixes, root words, and suffixes found in combination. Emphasis is also placed on directional and descriptive terms.

VET105 Husbandry & Disease Small Animals**4 quarter credit hours***Prerequisite: GEN108 / VET101*

This course covers the basics of husbandry, disease, and immunology in common small animals and exotic species. Emphasis is placed on disease mechanisms, treatment and prevention.

VET109 Veterinary Anatomy & Physiology**3.0 quarter credit hours***Prerequisites: VET114 / VET131*

This course provides an understanding of the basics of anatomy and physiology of small and large animals in regard to the Skeletal, Muscular, Cardiac, Blood, Lymphatic and Nervous systems. Students participate in a dissection lab to gain further understanding of anatomical structures.

VET110 Veterinary Anatomy & Physiology**4 quarter credit hours***Prerequisite: GEN108 / VET101*

This course provides an understanding of the basics of anatomy and physiology of small and large animals. Students participate in a dissection lab to gain further understanding of anatomical structures.

VET111 Husbandry & Disease, Small Animals**4.0 quarter credit hours***Prerequisites: VET114 / VET131 / VET135 / VET109 / VET113*

This course covers the basics of husbandry, disease, and immunology in common small animal species. Emphasis is placed on disease mechanisms, treatment and prevention.

VET113 Veterinary Anatomy Systems & Functions**3.0 quarter credit hours***Prerequisites: VET114 / VET131*

This course provides an understanding of the basics of anatomy and physiology of small and large animals in regard to the Endocrine, Sensory, Respiratory, Gastrointestinal, Urinary and Reproductive systems. Students participate in a dissection lab to gain further understanding of anatomical structures.

VET114 Veterinary Medical Terminology**3.0 quarter credit hours***Prerequisites: None*

This course is designed to help the student gain a working mastery, both verbal and written, of the language of veterinary medicine. The course emphasizes the structure of medical words and word meanings based on the prefixes, root words, and suffixes found in combination. Emphasis is also placed on directional and descriptive terms.

VET115 Husbandry & Disease, Large Animals **4.0 quarter credit hours**

Prerequisites: VET114 / VET131 / VET135 / VET109 / VET113

This course covers the basics of husbandry, disease, and immunology in common large animals. Emphasis is placed on disease mechanisms, treatment and prevention. Students will also learn the relationship of animal disease with man and the aspects of disease prevention.

VET115 Husbandry & Disease Large Animals **4 quarter credit hours**

Prerequisite: GEN108 / VET101

This course covers the basics of husbandry, disease, and immunology in common large animals. Emphasis is placed on disease mechanisms, treatment and prevention. Students will also learn the relationship of animal disease with man and the aspects of disease prevention.

VET125 Large Animal Medical Techniques **4 quarter credit hours**

Prerequisite: GEN108 / VET101

This course is a lecture and laboratory involving common procedures with large animals. Emphasis is placed on restraint, administration of medication, and physical examination. Students will also have opportunities to visit large animal operations.

VET127 Large Animal Medical Techniques **4.0 quarter credit hours**

Prerequisites: VET114 / VET131 / VET135 / VET109 / VET113

This course is a lecture and laboratory involving common procedures with large animals. Emphasis is placed on restraint, administration of medication, and physical examination. Students will also have opportunities to visit large animal operations.

VET130 Veterinary Office Management **4 quarter credit hours**

Prerequisite: None

This course instructs the students in proper record keeping, client communication skills, OSHA regulations and guidelines, inventory, career opportunities, employment skills and assisting with client bereavement.

VET131 Veterinary Office Management **3.0 quarter credit hours**

Prerequisite: None

This course instructs the students in proper record keeping, client communication skills, OSHA regulations and guidelines, inventory, career opportunities, employment skills and assisting with client bereavement.

VET135 Intro to Veterinary Medical Nursing **4.0 quarter credit hours**

Prerequisites: VET114 / VET131 or VET101

This course provides the basics of physical exams, restrain methods, admission and discharge processes. Students learn proper veterinary form completion as it pertains to the medical charting, USDA protocols, and physicals of patients. Emphasis is placed on breed identification as it relates to veterinary care.

VET140 Microbiology **4.0 quarter credit hours**

Prerequisites: VET114 / VET131 / VET135 / VET109 / VET113; or VET110

This course instructs students in the classification, physiology, and morphology of disease-causing microorganisms. The student learns proper laboratory techniques and performs diagnostic testing of pathogens.

VET150 Pharmacology **4.0 quarter credit hours**

Prerequisites: VET114 / VET131 / VET135 / VET109 / VET113; or VET110

This course is an instruction of therapeutic agents utilized in a veterinary practice. Students learn medication classifications and indications. Emphasis is placed on proper calculations, understanding of side effects, dosages, withdrawal times, and potential problems associated with prescription medications.

VET200 Laboratory Animal Procedures **4 quarter credit hours**

Prerequisite: VET110

This course is an instruction in the knowledge of the regulations concerning the care and use of laboratory animals.

VET201 Laboratory & Exotic Animal Medicine**2.5 quarter credit hours***Prerequisites: VET114 / VET131 / VET135 / VET109 / VET113*

This course is an instruction in the knowledge of the regulations concerning the exotic medicine and the care and use of laboratory animals.

VET210 Animal Clinical Procedures**4 quarter credit hours***Prerequisite: VET135*

Students will learn proper techniques for blood draws, specialized testing, wound care, neonatal, and emergency care as it relates to small and large animals.

VET211 Animal Clinical Procedures**5.0 quarter credit hours***Prerequisites: VET114 / VET131 / VET135 / VET109 / VET113 / VET111 / VET201 / VET140 / VET115 / VET150 / VET127*

This course is a lecture and laboratory involving common procedures with small and large animals. Emphasis is placed on restraint, administration of medication by multiple routes, proper techniques for blood draws, specialized testing, wound care, neonatal, dermatology, alternative therapy and physical examination with emphasis on individual systems. Students will also have opportunities to visit large animal operations.

VET220 Clinical Pathology I**5 quarter credit hours***Prerequisite: VET140 / VET150*

This course instructs the students in laboratory management, proper methods of laboratory equipment care and maintenance and training in the areas of sample collection, endoparasitology, urinalysis, and cytology.

VET221 Clinical Pathology I**4.0 quarter credit hours***Prerequisites: VET114 / VET131 / VET135 / VET109 / VET113 / VET111 / VET201 / VET140 / VET115 / VET150 / VET127*

This course instructs the students in laboratory management, proper methods of laboratory equipment care and maintenance and training in the areas of sample collection, parasitology, urinalysis, fecal analysis and cytology.

VET225 Clinical Pathology II**5 quarter credit hours***Prerequisite: VET220*

This course instructs the students in proper methods of laboratory equipment care maintaining and training in areas of hematology, chemistries, and blood parasites.

VET226 Clinical Pathology II**4.0 quarter credit hours***Prerequisites: VET114 / VET131 / VET135 / VET109 / VET113 / VET111 / VET201 / VET140 / VET115 / VET150 / VET127*

This course instructs the students in proper methods of laboratory equipment care maintaining and training in areas of hematology, chemistries, and blood parasites.

VET230 Advanced Animal Clinical Procedures**4 quarter credit hours***Prerequisite: VET210*

This course instructs students in dentistry techniques, alternative medicine, dermatology, toxicology, and physical therapy. Students will also learn cardiopulmonary cerebrovascular resuscitation.

VET231 Advanced Animal Clinical Procedures**4.0 quarter credit hours***Prerequisites: VET114 / VET131 / VET135 / VET109 / VET113 / VET111 / VET201 / VET140 / VET115 / VET150 / VET127*

This course instructs students in dentistry techniques, emergency care, toxicology, and fluid therapy. Students will also learn cardiopulmonary resuscitation.

VET240 Principles of Anesthesia**4.0 quarter credit hours**

Prerequisites: VET114 / VET131 / VET135 / VET109 / VET113 / VET111 / VET201 / VET140 / VET115 / VET150 / VET127; or VET150 / VET210

This course is an instruction in pre-, intra-, and post-surgical anesthesia. Students learn OSHA regulations, proper anesthetic administration techniques, by various deliveries, diagnostic utilization, thorough patient monitoring and management of anesthesia in emergency situations.

VET245 Principles of Radiology**4 quarter credit hours**

Prerequisite: VET135

The course is an instruction in the technical aspects of x-ray diagnostics, radiation safety, and patient restraint and safety.

VET246 Radiology**3.0 quarter credit hours**

Prerequisites: VET114 / VET131 / VET135 / VET109 / VET113 / VET111 / VET201 / VET140 / VET115 / VET150 / VET127

The course is an instruction in the technical aspects of x-ray diagnostics, radiation safety, and patient restraint and safety.

VET255 Principles of Surgery**4.0 quarter credit hours**

Prerequisites: VET114 / VET131 / VET135 / VET109 / VET113 / VET111 / VET201 / VET140 / VET115 / VET150 / VET127 / VET221 / VET211 / VET246 / VET226 / VET231/VET240; or VET230

This course is an instruction in pre-, intra-, and post-surgical care. Emphasis is placed on proper aseptic techniques, instrument identification, handling and care. Common procedures and techniques used in veterinary medicine will be discussed.

VET262 Applied Veterinary Surgery & Anesthesia**4.0 quarter credit hours**

Prerequisites: VET114 / VET131 / VET135 / VET109 / VET113 / VET111 / VET201 / VET140 / VET115 / VET150 / VET127 / VET221 / VET211 / VET246 / VET226 / VET231/VET240

This course is an application of the student's knowledge of surgery and anesthesia principles. Students will practice anesthesia and surgical assisting.

VET265 Applied Veterinary Anesthesia and Surgery**3 quarter credit hours**

Prerequisite: VET230 / VET240

This course is an application of the student's knowledge of surgery and anesthesia principles. Students will practice anesthesia and surgical assisting.

VET290 Veterinary Technician Externship**6 quarter credit hours**

Prerequisite: All VET courses and Program Chair approval.

The externship course gives the student a practical experience in a veterinary office or clinic that is completed after all other veterinary classes have been completed.

VET292 VT Externship**7.5 quarter credit hours**

Prerequisites: VET114 / VET131 / VET135 / VET109 / VET113 / VET111 / VET201 / VET140 / VET115 / VET150 / VET127 / VET221 / VET211 / VET246 / VET226 / VET231 / VET240 / VET255 / VET262

The externship course gives the student a practical experience in a veterinary office or clinic that is completed after all other veterinary classes have been completed.

WLD100 Essentials of Welding**4.5 quarter credit hours***Prerequisites: TRD100 / COR100*

In Welding Safety the course will focus on fundamentals of basic safety. Students will learn to identify and explain lines, material fill, sketch or draw Reading Detail Drawings. In Weld Quality, the students will learn the importance of quality workmanship and identify codes governing welding. Students will describe the Air Carbon Arc Cutting equipment, methods for cutting and cleaning defective metals, gouging and preparing base metals. In Physical Characteristics and Mechanical Properties of Metals students will learn the composition, and classification of common ferrous and nonferrous metals. In Gas Metal Arc Welding (GMAW) Equipment and Filler Metals the students will overview the equipment, safety practice, welding power sources, wire feed, guns and filler metals that are required for GMAW.

WLD101 Thermal Cutting and Metal Preparation**3.5 quarter credit hours***Prerequisites: TRD100 / COR100*

This course demonstrates the Oxyfuel, Plasma and Carbon Arc Cutting processes which will show how to cut and shape metals using various thermal cutting techniques. It also explains Base Metal Preparation techniques.

WLD102 SMAW Beads and Fillets (6010)**3.0 quarter credit hours***Prerequisites: TRD100 / COR100*

This course will focus on Shielded Metal Arc Welding (SMAW) Equipment and Setup, maintenance, and minor repair. It also explains the various SMAW E6010 Electrodes used by industry then requires the student to strike an arc. In SMAW Beads and Fillet Welds the student will learn how to make a stringer, weave, overlapping beads and making fillet welds in multiple position with E6010 electrodes.

WLD103 SMAW Breads and Fillets (7018)**3.0 quarter credit hours***Prerequisites: TRD100 / COR100*

This course will focus on Shielded Metal Arc Welding (SMAW) Equipment and Setup, maintenance, and minor repair. It also explains the various SMAW E7018 Electrodes used by industry then requires the student to strike an arc. In SMAW Beads and Fillet Welds the student will learn how to make a stringer, weave, overlapping beads and making fillet welds in multiple position with E7018 electrodes.

WLD104 SMAW Plate Certification**3.0 quarter credit hours***Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103*

This course will focus on advanced fundamentals of the Shielded Metal Arc Welding (SMAW) process, specifically preparing students to pass AWS D1.1 code plate welding using backing strips. Course content describes how to make multiple pass Groove Welds with Backing on carbon steel plate in various positions using E7018 electrodes.

WLD105 SMAW Open V-Groove Welds**3.0 quarter credit hours***Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103*

This course will focus on advanced fundamentals of the Shielded Metal Arc Welding (SMAW) process, specifically preparing students to pass AWS D1.1 code plate welding using open root joints. Course content describes how to make multiple pass groove welds with Open V-Groove Welds on carbon steel plate in various positions using E7018 electrodes.

WLD106 GMAW Plate**3.0 quarter credit hours***Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103*

This course explains the basic fundamentals of the MIG Welding (GMAW) process. Course content starts with wire-feed welding procedures, then identifies GMAW equipment, and explains the filler metals and shielding gases used to perform GMAW. It also describes how to make multiple pass fillet and V-groove welds on carbon steel plate in various positions.

WLD107 FCAW Plate**3.0 quarter credit hours***Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103*

This course will focus on basic fundamentals of the Flux Cored Arc Welding (FCAW) process. Course content starts with wire-feed welding procedures, then identifies FCAW equipment, and explains the filler metals and shielding gases used to perform FCAW. It also describes how to make multiple pass fillet and V-groove welds on carbon steel plate in various positions.

WLD108 GTAW Plates (Fillets)**3.0 quarter credit hours***Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103*

This course will focus on fundamentals of the Gas Tungsten Arc Welding (GTAW) process. Students will be introduced to GTAW Equipment, maintenance and the use of common Filler Metals. Course content describes how to TIG weld beads and GTAW Fillet Welds

WLD109 GTAW Plate (Groove) and Metallurgy**3.0 quarter credit hours***Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103*

In this module the student will learn how to inter-pass temperature control, Pre-heating and Post-heating procedures that are performed to preserve weldment strength and weld quality. Student will be able to check for proper Joint Fit-Up and Alignment using gauges and measuring devices. This course will focus on the Gas Tungsten Arc Welding (GTAW) process. Students will be introduced to GTAW equipment, maintenance and the use of common filler and V-Grooves welds.

WLD110 SMAW 2-G, 5-G Pipe Welds**3.0 quarter credit hours***Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103*

Explains how to set up SMAW equipment for Open-Root Pipe Welds, and explains how to prepare for and make Open-Root Pipe Welds on carbon steel. Provides procedures for making open-root V-groove welds with SMAW equipment on pipe in the 2G and 5G position.

WLD111 GMAW 2-G, 5-G Pipe Welds**3.0 quarter credit hours***Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103*

This course provides explanations on how to set up GMAW equipment for Open-Root V-groove welds, and explains how to prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with GMAW equipment on pipe in the 2G, and 5G position.

