ROCKFORD
CAREER COLLEGE

2022
College Catalog & Student Handbook

Rockford, IL
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Rockford, IL 61108
815-965-8616
(A Branch Campus of Stautzenberger College – Maumee, Ohio)

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 institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

Programmatic Accreditation

The Rockford Career College 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 Assistant Diploma program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N., Falls Church, VA 22043, 703.917.9503.

The Surgical Technology Degree and Medical Laboratory Technician Degree programs are programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N., Falls Church, VA 22043, 703.917.9503.

Rockford Career College is 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.

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).

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. Further, GI Bill® and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) will be allowed to attend a course for up to 90 days from the date a beneficiary provides a certificate of eligibility or valid VAF 28-1905. The student will receive no penalty nor will the student be required to borrow additional funds to cover tuition and fees due to late payments from the VA.

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.

History

Rockford Career College was founded in 1862 to provide a good business education at a reasonable cost to the residents of Rockford, Illinois. In the years that followed, the school expanded its offerings and added more occupational programs. It is the fifth oldest college in the state of Illinois. Ownership of the school changed several times over the years, but its core mission has remained the same: To provide relevant training to get you into the workforce quickly.

Location and Facilities

Rockford Career College (a Branch Campus of Stautzenberger College – Maumee, Ohio), in Rockford, IL is located at 1130 S. Alpine Road in Rockford, Illinois. This Branch 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 campus includes a visitor reception area, admissions, financial aid, academics, career services, and executive offices.

Consortium Agreement

Online courses are supported through services provided by Stautzenberger College in Maumee, Ohio. Stautzenberger College is owned by AHED of Ohio, Inc., which is owned by American Higher Education Development Corporation. These online courses are specifically designed for the student who will be accessing online courses from a standard home or personal computer. For more information, contact the academic department for additional policies and recommended technology specifications to ensure an optimal learning experience in online 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)
4. Successfully pass the Wonderlic Ability to Benefit Exam (diploma programs only)

In addition to complying with one of the above, each student must successfully pass a Digital Learning Readiness Assessment (DLRA) with a score of 60 or higher. The DLRA is designed to help the school and student understand if they are able to successfully take courses in an online/digital environment. While not all programs at the school are offered online, the student will be required to access and understand the school's Learning Management System (LMS).

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. 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.

Prospective students who do not possess a secondary diploma or certificate (i.e. High School Diploma or GED), may only enroll in diploma-level programs. Students must meet with the admissions department and complete all of the steps in the admissions process. Additionally, students must successfully pass the Wonderlic Ability to Benefit (ATB) exam prior to enrollment. Students who are not successful on the first attempt of the Wonderlic ATB exam must wait a minimum of 24 hours before attempting a second time. Students who are not successful on the second attempt must wait a minimum of one year from the second testing date. Further, the student must complete initial admissions, education, and career services advisement. Finally, students enrolled in diploma-level programs without a secondary diploma or certificate must complete academic advisement at the end of each module and career services advisement at the mid-point and end of program.

Admissions Requirements for the Diploma in Practical Nursing

Students applying for the Practical Nursing Program must meet with an admissions representative, after passing the TEAS pre-assessment test with a composite score of 41.3%, for a pre-admissions meeting to discuss additional requirements, including health screening, immunization records, drug testing, and background check, with the associated fees. Practical Nursing students must provide evidence of COVID-19 vaccination.

Practical Nursing Program Enrollment Selection Rubric

1. **Post-Secondary Education GPA**

GPA of 3.0-3.29	1 Point
GPA of 3.3-3.49	2 Points
GPA of 3.5-3.74	3 Points
GPA of 3.75-4.0	4 Points

2. **Education Credits**

Less than 38 semester credits/54 quarter credits	1 Point
Greater than 38 semester credits/54 quarter credits	3 Points
Completed BA/BS or higher level	5 Points

3. **TEAS Test Score**

Proficient – 41.3 – 58.7%	1 Point
Advanced – 58.8% - 80%	3 Points
Exemplary – 80.1 – 92%	5 Points

4. **Certification**

Current MA or CNA Certification	3 Points

Total Score (1 + 2 + 3 + 4) = _____

Graded Enrollment Selection Rubrics will be tallied prior to enrollment and students will be notified regarding entrance into the Practical Nursing Program.

Acceptance will be based on these rankings. Other qualified applicants will be placed on an alternate list for a potential start date at next enrollment time.

Admissions Requirements for the Associate of Applied Science in Animal Welfare Business Administration

This program is designed for animal welfare professionals with a certificate or coursework in an animal welfare-related program.

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

1. A confirmed certificate/diploma in the field:
    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 in English.
2. 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. A confirmed certificate/diploma in the field:
    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 in English.
2. 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 Administration

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. A confirmed certificate/diploma in the field:
    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 in English.
2. 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 Diagnostic Medical Sonography

In order to successfully enroll in the Diagnostic Medical Sonography programs, applicants must also meet the following requirements:

- Achieve a minimum numerical Accuplacer score of 472/236/236 Overall/ Math/ English. (This must be completed prior to enrolling)
- An applicant who does not achieve the required score may be given a second attempt after a minimum 24 hour waiting period.
- Any applicant is permitted only two attempts to meet the minimum numerical Accuplacer score of 472/236/236 Overall/ Math/ English before being no longer eligible to apply.
- In addition to these requirements, students applying for the Diagnostic Medical Sonography program must meet with an admissions representative, after passing the pre-assessment test, for a pre-admissions meeting to discuss additional requirements, including health screening, immunization records, drug testing and background check, with the associated fees.

Due to limited seating for this program, the Diagnostic Medical Sonography program will require applicants to be evaluated for acceptance into the program by way of an enrollment selection rubric. The purpose of this rubric is to objectively assess applicants to the Sonography program who meet all of the fundamental enrollment requirements and in order to determine the accepted cohort and the alternates to the cohort.

Applicants that do not achieve a minimum numerical Accuplacer score of 472/236/236 Overall/ Math/ English will not be considered for enrollment into the Diagnostic Medical Sonography program and thus the enrollment selection rubric will not apply.

SONOGRAPHY PROGRAM
ENROLLMENT SELECTION RUBRIC

Graduates entering from all Rockford Career College Allied Health Degree and Diploma Programs will have a direct pathway and will be accepted using the following criteria:

1. **EDUCATION**

GPA of 4.0	10 pts.
GPA of 3.7-3.9	8 pts.
GPA of 3.5-3.6	7 pts.
GPA of 3.3-3.49	6 pts.
GPA of 3.1-3.29	5 pts.
GPA of 3.0-3.09	4 pts.

All applicants will be assessed using the following:

1a. EDUCATION (as evidenced by an official transcript in English)

Less than 38 semester credits/54 quarter credits	1 pt.
Greater than 38 semester credits/54 quarter credits	3 pts.
Completed BA/BS or higher level	5 pts.

2. **Accuplacer Overall Score**

Overall score of 472 – 499	1 pt.
Overall score of 500 – 525	3 pts.
Overall score of 526 or higher	5 pts.

Total Score (1 + 1a. + 2) = _____

Graded Enrollment Selection Rubrics will be tallied one week prior to the start of classes and students will be notified at that time regarding their entrance into the Sonography Program.

Acceptance will be based on these rankings and an additional 15% of the applicants will be placed on an alternate list. Accuplacer scores are valid for one year after taking the exam.

Background Checks and Drug Screenings

Due to the fact that states, employers, and registering bodies have certain criteria in place regarding criminal backgrounds, all students who plan on enrolling in the Diagnostic Medical Sonography program must pass a criminal background check in order to be enrolled in the program. In addition, externship sites will require a background check for any student that they accept for their externship and may require further inquiry into the students' background in order to be placed at their site. An externship site may reject a student based on criteria different than those used by Rockford Career College. Convictions, guilty pleas or no contest pleas for certain drug related, fraud based, or other serious crimes will automatically disqualify a prospective student from eligibility for the sonography program. Additionally, Rockford Career College requires candidates to submit to a drug screening test prior to starting their clinical rotation. This also is a requirement of many of the externship sites. The prospective student is responsible for all costs associated with the background check/urinalysis process. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for clinical assignments, externship or employment following completion of the program. Employment and externship decisions are outside the control of the institution.

Admissions Requirements for the Associate of Applied Science in Healthcare Administration

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. A confirmed certificate/diploma in the field:

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 in English.

2. 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 Medical Assistant / X-Ray Technician (Limited Scope)

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

1. A confirmed certificate/diploma in the field:
    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 in English.
2. 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. A confirmed certificate/diploma in the field:
    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 in English.
2. 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, monetary theft, or assault/battery related misdemeanor offenses may not enroll into:

- **Allied Health Programs**
    - **Diagnostic Medical Sonography, Early Childhood Education, Medical Assistant, Medical Office Billing and Coding, Medical Laboratory Technician, Surgical Technology**
- **Cannabis Dispensary Administration**
- **Veterinary Technician**

The following program requires some form of state registration and requires that anyone seeking registration disclose felony criminal history (admissions will not be denied):

- **Dental Assisting**

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:

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

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 business day (excluding weekends and holidays) after the first scheduled class. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within seven business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

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 after Notice of Cancellation is received.

Enrollment Agreement and Binding Arbitration

As a condition of enrollment, Rockford Career College requires each student to sign an enrollment agreement containing the following binding arbitration provision:

ARBITRATION: As a condition of enrollment, the Student and Rockford Career College (the "College") agree to resolve through binding and mandatory arbitration any dispute, claim, controversy, cause of action, lawsuit, or proceeding (including, but not limited to, any statutory, tort, contract or equity claim) between the Student and the College or any current or former employee(s) of the College (collectively, the "Parties") that arises, arose, or has arisen out of, or is or was in any way related to, this Enrollment Agreement, the subject matter of this Enrollment Agreement, or the Student's enrollment, attendance, or educational experience at the College (individually and collectively, a "Dispute"). The Parties are encouraged to make an initial attempt, in good faith, to resolve the Dispute through the College's student complaint process or other informal means. If the Dispute is not resolved pursuant to the College's student complaint process or other informal means, then the Dispute will be resolved by binding arbitration between the Parties.

1. **Explanation of Arbitration.** Arbitration is the referral of a Dispute to an impartial person (an arbitrator) for a final and binding determination of the Dispute. In agreeing to binding and mandatory arbitration, the Parties voluntarily give up certain rights, including the right to pursue a Dispute in court, the right to a trial by a judge or jury, rights to appeal, and other rights that may be available in a court, such as broader discovery rights. As provided by this arbitration provision, the Parties also give up the right to bring or participate in any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. If you have any questions about this arbitration provision or the arbitration process, please contact the Campus President.

2. **Arbitration Procedures**.

(a) The arbitration will be administered by the American Arbitration Association ("AAA") or, in the event the AAA declines or is unable to administer the arbitration, by an arbitration forum or arbitrator that the Parties mutually agreed upon. If, after making a reasonable effort, the Parties are unable to agree upon an arbitration forum or arbitrator, a court having proper jurisdiction will appoint an arbitration forum or arbitrator. The arbitration will be conducted in accordance with the AAA's Consumer Arbitration Rules, or the appropriate rules of any alternative arbitration forum selected by the Parties or appointed by a court, except as modified by this arbitration provision. The AAA's Consumer Arbitration Rules and other information regarding the AAA's arbitration procedures are available from the AAA, which can be contacted by mail at 120 Broadway, Floor 21, New York, New York 10271, by telephone at 212-716-5800, or through its website at www.adr.org.

(b) Any Dispute shall be heard by a single arbitrator who is an attorney. As a condition of appointment, the arbitrator shall follow all applicable substantive laws (except as otherwise provided in this arbitration provision), shall agree to the terms of this arbitration provision, and shall lack authority not to enforce the terms of this arbitration provision. The arbitrator shall have the exclusive authority to determine and adjudicate any issue relating to the existence, formation, validity, enforceability, applicability, or interpretation of this Enrollment Agreement and this arbitration provision, provided, however, that a court shall have exclusive authority to enforce the Class Action Prohibition. The arbitrator's decision shall be accompanied by a reasoned opinion from which there shall be no appeal.

(c) The place of arbitration shall be the location (city and state) of the campus where the Dispute arose ("Campus"). Judgment on the arbitral award may be entered exclusively in the location of the Campus. The law of the state of the Campus shall apply.

(d) The Parties shall each bear their own attorney's fees, costs, and expenses, except that the costs of arbitration, as set forth in the AAA Consumer Arbitration Rules, shall be determined by the AAA Consumer Arbitration Rules.

(e) This arbitration provision governs if there is a conflict with the rules of the arbitral forum.

3. **Class Action Prohibition.** The scope of the arbitration shall be limited to the Dispute between the Parties. The Parties expressly waive all rights to bring any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. The arbitrator shall have no authority or jurisdiction to compel, hear, or permit any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. By way of illustration and not limitation, neither the Student nor the College can bring a class action against each other or participate in a class action against the other, whether as a named class representative or an absent or putative class member.

4. **Federal Arbitration Act.** The parties agree that this Arbitration Agreement involves interstate commerce and that the enforceability of this Arbitration Agreement shall be governed, both procedurally and substantively, by the Federal Arbitration Act, 9 U.S.C. §§ 1-9.

5. **Severability.** If the Class Action Prohibition is found to be illegal or unenforceable as to all or some parts of a Dispute, then those parts will not be arbitrated but will be resolved in court, with the balance of the Dispute resolved through arbitration. If any other part of this arbitration provision is found to be illegal or unenforceable, then that part

will be severed; however, the remaining parts shall still apply and shall be interpreted to as nearly as possible achieve the original intent of this arbitration provision.

6. **Small Claims Lawsuits Permitted.** Notwithstanding anything to the contrary, this arbitration provision does not prevent the Parties from filing a lawsuit in any small claims court of competent jurisdiction.

7. **Inapplicability to Borrower Defense to Repayment Applications to U.S. Department of Education.** The College cannot require the Student to participate in arbitration or any internal dispute resolution process offered by the College prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e); the College cannot, in any way, require the Student to limit, relinquish, or waive his or her ability to pursue filing a borrower defense claim, pursuant to § 685.206(e) at any time; and any arbitration required by this pre-dispute arbitration agreement tolls the limitations period for filing a borrower defense to repayment application pursuant to § 685.206(e)(6)(ii).

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. Students who wish to pay 100% of their program costs in cash must be set up on a payment plan that will ensure the total cost of the program is paid off prior to graduation.

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

The College also makes available a Retail Installment Contract financing option for students who have not been able to obtain sufficient financing through federal, state, or alternative financial aid options which require credit worthiness. In order to qualify and apply for the Retail Installment Contract option, students must first exhaust all other financing options (Title IV, etc.) which could require credit worthiness.

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

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 date of enrollment but prior to the first day of class, all fees, tuition, and any other charges shall be refunded to the student;
   b. 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 cost of any books or materials which may have been provided by the school.
   c. When a student has completed the first week of the course of instruction the school shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:
      - If the student withdraws during the first 25% of the course of instruction, the school shall refund at least 55% of the charged tuition & fees for the term.
      - If the student withdraws during the second 25% of the course of instruction, the school shall refund at least 30% of the charged tuition & fees for the term.
      - 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. Deposits or down-payments shall become part of the tuition.
5. 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.
6. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
7. 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.
8. The school will refund all monies paid by a student for any of the following circumstances:
   - The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
   - The school cancels or discontinues the course of instruction in which the student has enrolled;
   - The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
9. 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 or unofficial withdrawal date, Rockford Career College will disburse the funds in accordance with federal regulations (see Post Withdrawal Disbursements).

Federal 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 or SEOG, the grant money will be disbursed directly to the student's account at the College within forty-five (45) days of determination of the student's withdrawal or graduation date.

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

Academics

Academic Awards

High Honors
Any student who achieves a Cumulative Grade Point Average (CGPA) of 3.5 or better is designated an Honor Graduate. Graduates that earn a Cumulative Grade Point Average (CGPA) of 4.0 or higher will have their official transcript notated as "High Honors Graduate."

Honors
Any student who achieves a Cumulative Grade Point Average (CGPA) of 3.5 or better is designated an Honor Graduate. Graduates that earn a Cumulative Grade Point Average (CGPA) between 3.50 and 3.99 will have their official transcript notated as "Honors Graduate."

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 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) or eleven (11) 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 and attend all scheduled courses. Students who do not attend/post attendance in their scheduled courses will be dropped from the entire program. 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 thirty (30) 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 40 weeks. Full Time students typically take two (2) or 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 in English, 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 in English 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, in addition to any awarded Advanced Academic Standing, 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.

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 program.

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 maximum class size is 50 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 or on-ground 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 an interview prior to being accepted to the site, criminal background checks, immunizations, and/or a health clearance. Check with Career Services and the externship site to obtain a list of required immunizations. All costs for background checks, 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 human health program with an externship component in a clinical setting must complete one or more of 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 season0
- Physical from a Physician
- TB test
- Hepatitis Series
- COVID-19 Vaccination

Students on externship may be removed from an externship site for various reasons. The College expects students to conduct themselves in a professional manner at all times while performing duties at an externship site. This includes arriving on time, performing all duties to the best of their ability, and conducting themselves in a professional manner. At times, students may be removed from an externship site due to a lack of following the guidance or direction of the externship facility. In the event a student is removed, the College will evaluate the circumstances surrounding the removal and opt to either place the student at another externship facility or dismiss the student from the program. If the student is placed at a second externship/clinical facility and is removed again from the site, it will become the student's responsibility to secure a third and final externship site. Each removal from an externship site, unless otherwise approved by the Academic Dean, will be treated as an attempt of the externship course and recorded appropriately on the student's transcript. If a student refuses an externship site for whatever reason, the student will be expected to secure their own externship facility including working with the campus to ensure the externship site is appropriate for training.

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.

Sonography Grading Scale

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	93-100	Superior	4.0	Y	Y	Y	Y
B	85-92	Excellent	3.0	Y	Y	Y	Y
C	77-84	Satisfactory	2.0	Y	Y	Y	Y
D	70-76	Unsatisfactory	1.0	Y	Y	Y	Y
F	Below 70	Fail	0.0	Y	Y	Y	Y
P	N/A	Pass	0.0	Y	Y	N	Y
I	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
LOA	N/A	Leave of Absence	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

Students enrolled in the Diagnostic Medical Sonography program must achieve a "C" or higher in concentration courses to be considered passing.

Grading Scale

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	60%-69.9%		1.0	Y	Y	Y	Y
F	Below 60%	Fail	0.0	Y	Y	Y	Y
I	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
LOA	N/A	Leave of Absence	0.0	N	N	N	N
P	N/A	Pass	0.0	Y	Y	N	Y
PC	N/A	Proficiency Credit	0.0	Y	Y	N	Y
T	N/A	Transfer Credit	0.0	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y

In the Veterinary Technician program, if a student has a grade lower than a 75% in a core program course (any course beginning with the VET prefix), that course must be repeated and a grade of 75% or higher must be obtained for program continuation. Students that receive less than a 75% grade will be required to repeat the class.

In the Surgical Technology and Medical Laboratory Technician programs, if a student has a grade lower than a "C" in a core program course (any course beginning with the ST or MLT prefix), that course must be repeated and a grade of "C" or higher must be obtained for program continuation. Students that receive less than a 70% grade will be required to repeat the class

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 additional time to complete the externship with the permission of the Education Department. Extensions for externship courses are equal to one length of the term, and expire at the end of the term (e.g. Externship courses registered in a five (5) week academic term, a student will have an additional 5 weeks to complete missing requirements) - each additional extension, no more than two (2), must be requested separately. 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

In March 2020, the World Health Organization declare the COVID-19 virus a pandemic. With this declaration, the U.S. Department of Education provided guidance to schools it is permissible to approve a leave of absence for COVID-19 related concerns or limitations. Our school has implemented this leave of absence for situations such as externship sites not available due to shutting down for COVID-19 virus, classes unavailable due to rescheduling of the curriculum to accommodate a student's schedule (i.e. a student moving to online courses versus on ground courses), a student contracting the COVID-19 virus, or any other documented reason related to the COVID-19 virus.

Approved leaves of absences may not exceed 180 calendar days. For Title IV Financial aid purposes (loans and grants), a leave of absence which exceeds 180 days during any twelve-month period is considered a withdrawal according to regulations established by the Department of Education.

The approved LOA may affect the student's financial aid eligibility. The student must return by the scheduled end of the approved LOA or the student will be withdrawn. Prior to returning, the student must meet with the Financial Aid department to determine Title IV eligibility. Additionally, students approved for a LOA, upon return, will need to understand that future courses may not be offered in a sequence that prevents further interruptions. Students on an approved LOA also will be provided a revised anticipated graduation date.

Pursuant to Department of Veterans' Affairs Guidelines, students receiving veteran's benefits will not be eligible for veteran's educational benefits while on Leave of Absence. Students who are participating in Title IV funding understand any loans could enter repayment while on an approved LOA.

Students being placed on a Leave of Absence will complete a Leave of Absence form in the Financial Aid office

Independent Study

An Independent Study (IS) allows a student to complete a course which is not otherwise available to the student due to changes in program composition, scheduling requirements, or as result of such things as maternity, illness, disability, or accident. Independent Study is a structured process whereby students complete a course by meeting the established requirements of the course using a non-traditional method. A student and faculty member will need to sign and agree to the following for the independent study course:

1. No more than 10% of the student's program can be taken via Independent Study and is only offered in residential, credit hour programs. Courses delivered online are not eligible for Independent Study.
2. Students with a CGPA below 2.0 or in Financial Aid Probation school status are not eligible for Independent Study.
3. A faculty member qualified to teach in the discipline of the Independent Study is identified to supervise the student by the Academic Dean.

4. The student and supervising faculty complete the Independent Study Agreement; all In-Class, Lab, Quiz and Exam meeting dates and activity descriptions must be filled in on the Independent Study Course Plan for the student prior to signing of the agreement.
5. The student and supervising faculty sign the Independent Study Agreement.
6. The official Course Syllabus is affixed to the agreement.
7. The Independent Study Agreement is maintained in the student academic file.
8. The student periodically meets (at least weekly) with supervising instructor according to the Plan.
9. The student attends all laboratory sessions according to the Plan.
10. The student attends all proctored tests or quizzes according to the Plan.
11. The supervising faculty records the student's attendance and all graded events.
12. The student's attendance, recorded at least weekly, and final grade are recorded in the Student Information System.
13. At the end of the module/term, for courses not supported by the Learning Management System, the student's quizzes, exams, laboratory, homework, and final grades, as documented on the Independent Study Course Plan, are provided to the Registrar for archiving in the student academic file.
14. Independent Study courses are not eligible for incomplete grades (i.e. extensions). If a student has any questions related to Independent Study, the student will be directed to the Academic Dean.

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 Programs

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. Students taking courses online must complete the online orientation prior to the first day of the first course. Online courses require students to be dedicated and have self-discipline in order to succeed in their courses. In addition, students enrolled in 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:

- A functioning e-mail account
- Access to Microsoft 2013 or Microsoft Office 365
- 2 GHZ Processor or better
- 4 GB of RAM (recommended)
- High-speed internet access
- While dial-up may work, it may not be suitable for many applications
- A supported web browser
    - Mozilla Firefox
    - Internet Explorer, version 10 or higher
    - Chrome
    - Safari (Some content, i.e. Flash, will not work in Safari)
- Sound card and computer speakers to listen to audio presentations
- Headset/microphone
- Operating Systems for PC users
    - Windows 7 - 32 or 64 bit
    - Windows 8

    - Windows 10
- Operating Systems for Mac users
    - OS X 10 - version 10.4x or newer
- Adobe Flash Player
- Adobe Reader
- Java
- A Media Player
    - Windows Media
    - Apple QuickTime

The platform for online courses is Moodle. Students enrolled in online 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 Student Identity Authentication and Privacy
The College Learning Management System (LMS) for 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 comprise 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 comprised, 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.

Students' Physical Location Determination
As part of the admissions process, students must sign the Enrollment Agreement verifying and documenting their physical location at the time of enrollment. The institution will use this attestation as the basis for determining the student's physical location. If a student intends to change their physical location during the course of enrollment in their program, it is the student's responsibility to notify the Campus Leadership via email of the change to their physical location.

Note: Any student, who relocates to a state in which the institution does not have approval to operate, may have their ability to complete the program adversely impacted.

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.

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 of $100 will 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. Students repeating a course due to receiving a failing grade will be charged a non-refundable Course Repeat Fee in addition to the normal course charges. The fee will be $300 per failing course.

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.

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. If a student does not receive Title IV Financial Aid in a term, the term does count toward the maximum time frame in the SAP calculation.

Satisfactory Academic Progress Evaluation Points and Benchmarks

Degree	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Certificate and Diploma Programs	1st	Minimum of 0.5 and 33.4%
	2nd	Minimum of 1.0 and 50%
	3rd	Minimum of 1.5 and 60%
	4th and thereafter	Minimum of 2.0 and 67%
Associate's Degree Programs (>7 months)	1st	Minimum of 1.0 and 33.4%
	2nd	Minimum of 1.25 and 50%
	3rd	Minimum of 1.5 and 55%
	4th	Minimum of 1.75 and 60%
	5th and thereafter	Minimum of 2.0 and 67%
Associate's Degree Programs (<7 months)	1st	Minimum of 1.0 and 50%
	2nd	Minimum of 1.5 and 55%
	3rd and thereafter	Minimum of 2.0 and 67%
	4th 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 financial aid warning meets or exceeds the benchmark, the student is taken off financial aid warning. If, however, a student does not make SAP, the student is placed on financial aid probation. Students on financial aid probation will be notified by the Education Department. **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. If the student chooses to not use Title IV funds, the student will need to secure funding. All coursework attempted will count toward maximum time frame when a student doesn't receive Title IV aid. 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.

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 credits 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, an illness or injury suffered by the student, documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must 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. Examples include: Death of a family member, an illness or injury suffered by the student, documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must 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 within five (5) calendar days will be involuntarily withdrawn from the College. When academically dismissed, a student who wishes to return to the

College 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.

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 and Student Responsibilities
Students not making satisfactory academic progress must meet with the Education Department or a Program Chair for academic advising within seven (7) days of the SAP notification. Further, weekly meetings must occur with the students and academic department during the SAP period. 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 and Course Withdrawals, Failure, and Incompletes
When a student withdraws from a course, the course is assigned a "W" or "WA" 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.

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/term. Students officially enrolled in an externship may petition for up to five (5) weeks 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. At the time the Incomplete grade is changed to a letter grade, SAP will be reviewed to ensure the student is meeting the prescribed qualitative and quantitative measurement. 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 Development Strategies may not petition for an "I" grade. Students in these courses will receive a grade at the end of the course.

Noncredit Remedial Courses / Summer Term
The College does not offer noncredit remedial courses. The College does not have any type of summer term.

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 who would like a physical text book can purchase them, at their own expense. A physical book may not be available for all classes.

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 (via Externship), and Career Services work closely together to develop a network of employers which will utilize current students and graduates program outcomes.

The Career Services Department aids student and graduate placement by educating the local community of program outcomes; actively seeking open employment needs through business to business (B2B) marketing (in person and on the telephone), website searches, and through professional networking associations. Once a student/graduate opportunity is found, the Career Services department verifies skills use, gathers information from the employer regarding the position, company culture, and other necessary work success components, and then begins the process of selecting qualified graduates to speak with and matriculate through the interview and hiring processes.

Career Services and the Externship Administrator work hand-in-hand with students during the last months of their program to ensure students are presented with information about gaining and keeping a job. In the later portion of the Externship, students who appear unlikely to be offered a job from their externship are identified, allowing career services to reach out more aggressively and actively prep students for their job search. Career Services assists students throughout their studies with resume preparation and coaches them on effective interview techniques. The office also matches graduates with positions available in the community, arranges interviews, follows up with both employer and graduate regarding the interview and potential hire, and provides ongoing job notices/opportunities.

Prior to a student's graduation, Career Services schedules an Exit Interview to discuss student needs and to verify the student is prepared for their job search. This process may include coaching and/or distributing information and scheduling follow up appointments in the areas of:

1. Resume preparation.
2. Job search techniques, including how to navigate popular websites and how to network in the community.
3. Completing online applications.
4. Mock interviewing / interview tips / interview follow-up.
5. Arranging a plan of contact in order to maintain a working relationship~~s~~ with Career Services after graduation for continued assistance in securing work in his/her field of study.

Finally, the Career Services Department sends out surveys to both graduates and employers to provide additional feedback to the College in order to evaluate and improve on our programs and services.

There is no guarantee of employment or of a minimum starting salary. No one is authorized by the school to make such guarantees.

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 be a current Rockford Career College student and have a valid state ID to check out materials. Patrons are responsible for all materials checked out on their account and are responsible for reporting the loss or theft of materials to campus library personnel. 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. Library personnel will determine when an item is damaged beyond repair and must be replaced. A fee will be assessed for any lost and/or damaged materials.

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 Disability Services Coordinator or the AHED Chief Compliance Officer at the contact information below.

How Reasonable Accommodations Are Decided Upon
When deciding whether a requested accommodation is reasonable, the appropriate Disability Services Coordinator, Accommodation Services staff and AHED's Compliance Officer will rely upon the following elements:

1. The appropriate documentation of the disability by a qualified professional and any recommendations made by the diagnosing professional;
2. A student's request for a given accommodation;
3. Barriers that might result from the documented disability in the campus environment;
4. Accommodations that might remove such barriers;
5. Whether a student may obtain access to the course, program, service, activity or facility without a given accommodation (that is, whether the student is otherwise qualified for participation in the course or program);
6. The relative cost and burden of providing the accommodation given the size and resources of the school;
7. Whether or not essential elements of the course, program, service, activity or facility are compromised by the requested accommodation; and
8. Whether if, even after the accommodation is given, a student can perform the essential functions of the educational program.

Academic adjustments are based upon an individualized assessment of the student's needs. Ideally, initial accommodation requests should be made prior to the start of class so that the student has the necessary resources in place prior to attending class. All requests should be made in writing to the campus Disability Services Coordinator, who will coordinate the school's effort to provide assistance to students with diagnosed disabilities that substantially limit a major life activity.

Once the student has provided appropriate documentation from a professional qualified to diagnose his or her disability, submitted a written request for an accommodation to the Disability Services Coordinator, and met with the Disability Services Coordinator or Accommodation Services staff to discuss the accommodation services request, the Disability Services Coordinator will then invite faculty for courses in which the student is registered to review the accommodation services requested. Ultimately, AHED's Compliance Officer, after consulting with the campus Disability Services Coordinator, is responsible for determining whether a given request may interfere substantively with the requirements of a course. If he so determines, the student will be informed in writing within 14 days of the original request for accommodations and invited to appeal any negative decision on accommodations resulting therefrom. The student denied accommodations has the option to write a letter appealing the decision, including providing additional relevant information, to AHED's Compliance Officer within 14 days of the denial of services. AHED's Compliance Officer will respond in writing to the appeal within 14 days.

ADA and Section 504 of the Rehabilitation Act Grievance Procedure
As stated in the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, qualified students with disabilities have the right to request accommodations and to receive fair treatment within the educational system. AHED is dedicated to resolving conflicts and disagreements regarding requests for reasonable accommodations. Please note all other complaints not based on request for accommodations or academic adjustments due to a disability are processed pursuant to the College's general Grievance and Appeals policy set forth in the College Catalog & Student Handbook.

If you feel that you have been subjected to unfair or improper treatment with respect to a request for a reasonable accommodation due to a disability or have been discriminated against due to a disability you may contact your campus Disability Services Coordinator. The process and timeline for filing a grievance are as follows:

1. Students shall express their concern initially with the appropriate faculty/staff member involved in the conflict in an informal manner. The campus Disability Services Coordinator should be contacted at the same time by the student to clarify rights and procedures for both parties.

The campus Disability Services Coordinator will keep detailed notes as to the date each step of the accommodations or discrimination grievance process has occurred in order to ensure that the student's request has been fairly addressed. The grievance process will be fully documented including notes recorded of pertinent discussions.

The campus Disability Services Coordinator will further retain all requests for accommodation and complaints of discrimination, supporting documentation, including the date(s) of the request(s) for academic adjustments or services, the nature of each request, the final determinations and the reason(s) for any denials in the student's file.

2. If the complaint is unresolved after the informal discussion, the student may file a formal, written statement of the problem with the campus Disability Services Coordinator's Office. The written complaint to the campus Disability Services Coordinator must clearly state the basis for the complaint (*i.e.,* the who, what, where, when, and why), and must:

- Clearly state the nature and basis of the grievance;
- Be signed and dated;
- Provide the name(s) of the person(s) alleged to have engaged in unfair or improper treatment due to a disability;
- Document specifics of the incident(s) in question; and
- Identify any known witness(es) who have knowledge of the allegations.

Note: In cases of alleged illegal discrimination based on race, sex, or handicap, the campus Disability Services Coordinator will contact AHED's Compliance Officer prior to advising the student about course of action.

3. The campus Disability Services Coordinator, in consultation with AHED's Compliance Officer, will conduct an investigation. AHED's Compliance Officer will respond in writing to the student within 14 days of the filing date of the complaint. As appropriate, AHED may designate different persons to review cases or may consolidate complaints when such action is consistent with administrative efficiency and a fair resolution of the problem. Written notification will be provided to the student in such a case.

4. If the student feels that the decision is arbitrary and capricious, or if they have new evidence to present, the student may appeal in writing to AHED's Compliance Officer within 14 days of the decision. If no appeal is made in writing to AHED's Compliance Officer within 14 days of the decision, then the decision shall be final. Upon appeal to AHED's Compliance Officer, the following must be done:

- A copy of the appeal must be submitted to the campus Disability Services Coordinator and to AHED's Compliance Officer; and
- Upon appropriate review, the appellate determination must be communicated in writing to all parties involved within 14 days of the date of the appeal.

5. At any state of the grievance procedure, if it was determined that law and/or college policy was violated, a remedy to the problem will be offered. If it was determined that there was no violation, the complainant will be notified within

14 days and other options for possible resolution of the complaint will be explained, including the right of the student to contact the United States Department of Education, Office of Civil Rights, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60601. The office can also be reached at 312-730-1560 or at ocr.chicago@ed.gov.

The Disability Services Coordinator for each AHED campus is:

Location	Disability Services Coordinator	Contact Number	E-Mail Address
Stautzenberger College – Maumee	Student Services Director 1796 Indian Wood Circle Maumee, OH 43537	419-866-0261	clmiller@stautzenberger.com
Stautzenberger College – Brecksville	Dean of Academics 8001 Katherine Blvd Brecksville, OH 44141	440-838-1999	aoneal@stautzenberger.com
Rockford Career College	Dean of Students 1130 S. Alpine Rd #100 Rockford, IL 61108	815-965-8616	dharriott@rockfordcareercollege.edu

AHED's Compliance Officer is Jeffrey Bodimer. His contact information is as follows:

Jeffrey Bodimer
Chief Operations/Compliance Officer
American Higher Education Development Corporation
116 Village Blvd, Suite 200
Princeton, NJ 08540
jbodimer@ahed.com

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.

Students using sponsored Rockford Career College social media sites, such as pages in Facebook, and Instagram, are expected to conduct themselves in a manner that complies with the terms of the student code of conduct. The code of conduct also applies to those students who identify themselves with (insert college name) and/or use their Rockford Career College email address in social media platforms such as professional blogs, LinkedIn, Facebook, etc.

While Rockford Career College does not typically provide editorial review of the content of social media sites used by its students, Rockford Career College does reserve the right to ask students to take down content that is deemed in violation of the student code of conduct, from third party complaints, applicable law or regulation, or computer and network management concerns.

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.

Appropriate	Inappropriate
Uniforms	
• **Neat** • **Clean and pressed**	• Wrinkled uniform • Dirty, bleached or torn uniform
Shirts, Tops and Jackets	
• **White T-shirts** • **White sweaters**	• Colored shirts or jackets • Jackets or sweatshirts over uniforms • T-shirts must be tucked in and may not hang below the uniform
Shoes and Footwear	
• **Non-porous, solid top shoes (e.g., leather, vinyl, rubber, plastic)**	• Any other shoes
Personal Hygiene	

• **Fingernails:**
  ○ **Short cut**
  ○ **Natural**
  ○ **Neutral colored and well maintained at all times**
	• No strong perfume or deodorants
	• Gel or acrylic fingernails
	• Colored fingernails
	• Long fingernails

Hair and Hats	
• **Hair:** ○ **Kept up off shoulders**	• Long, loose hair that is not clean • Hats are **never** appropriate
Jewelry	

• **Pierced ears**
  ○ **One (1) earring per ear**
  ○ **Earrings should be small and professional**
  ○ **Piercings kept to earlobes**
	• No large hoops
	• No facial piercings

Tattoos	
• **Be aware that visible tattoos will impede your job search**	• Offensive tattoos must be covered at all times
Rockford Career College ID must be worn at all times	

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.

Appropriate	Inappropriate
Uniforms	
• **Neat** • **Clean and pressed**	• Wrinkled uniform • Dirty, bleached or torn uniform
Shirts and Jackets	
• **White t-shirts** • **Blue jackets (in cold weather)** • **White or black thermals (in cold weather)**	• Colored shirts • Sweatshirts over uniforms • T-shirts must be tucked in and may not hang below the uniform
Footwear	
• **Black steel-toed boots**	• Any other shoes
Hair and Hats	
• **Hair must be kept neat** • **Long hair should be tied back**	• Hats are **never** appropriate inside the campus
Tattoos	
• **Be aware that visible tattoos will impede your job search**	• Offensive tattoos must be covered at all times
Jewelry	

• **Pierced ears**
  ○ **One (1) earring per ear**
  ○ **Earrings should be small and professional**
• **Piercings kept to earlobes**
	• No facial piercings

Rockford Career College ID must be worn at all times	

Grievance and Appeals Policy

This policy applies to all grievances and appeals which are not based on request for accommodations or academic adjustments due to a disability which are processed pursuant to the ADA and Section 501 of the Rehabilitation Act Grievance Procedure set forth in the Accommodations Services Handbook. 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 appropriate Lead Instructor, Program Chair, or Nursing Administrator.

Step 3: Communicate with the Dean of Academics.

Step 4: Communicate with the Campus President. A "Complaint Form" can be obtained from the Campus President or the Dean of Academics.

Step 5: 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 6: 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 7:

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.

Step 8: Medical Assisting and Surgical Technology Students Only:

Complaints may be submitted to the programmatic accreditor, ABHES. All complaints must be submitted in writing using the ABHES Complaint Form. This form is available from ABHES or at www.abhes.org. The written complaint and supporting documentation must be emailed to info@abhes.org, or mailed to 7777 Leesburg Pike, Suite 314, North Falls Church, Virginia 22043. Complaints must be n sufficient detail and clarity to permit the program to respond effectively and to permit ABHES to make a determination of the facts relating to the complaint. Complaints must be made within 90 days of the last event that is material to the complaint.

Step 9: STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Campus President or online at www.accsc.org.
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.

Stautzenberger College and Rockford Career College Title IX Policy

I. Introduction
   A. Stautzenberger College and Rockford Career College., (the "College") is committed to providing a working and educational environment for all faculty, staff, and students that is free of unlawful harassment, sexual violence, discrimination, and retaliation. College policy prohibits harassment or discrimination based on race, religious creed, color, national origin, ancestry, marital status, sex, military and veteran status, physical and mental disability, medical condition, age, sexual orientation, gender, gender identity, gender expression, genetic information, volunteer or internship status, or any other classification protected by the federal, state or local law. In accordance with Title IX of the Education Amendments of 1972 ("Title IX"), the College prohibits discrimination based on sex, which includes Sexual Harassment (as defined below), and adopts the policy and procedures set forth herein to ensure a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment or on the basis of a protected class or status, and for allegations of retaliation (the "Policy").

   B. This Policy applies to all persons involved in the operation of the College and prohibits sexual or other unlawful harassment or discrimination by any employee of the College, as well as students, customers, vendors or anyone who does business with the College. It further extends to prohibit sexual or other unlawful harassment or discrimination by or against students of the College. Any employee, student or contract worker who violates this Policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the College does business engages in sexual or other unlawful harassment or discrimination, the College will take appropriate corrective action.

   C. As part of the College's commitment to providing a harassment-free working and learning environment, this Policy shall be widely disseminated to the College community through publications, the College website, to all employees and students, to all applicants for employment and admission, at new employee orientations, student orientations, [to all unions and professional organizations holding collective bargaining or professional agreements with the College], 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 equitably. The College will quickly respond 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.

   D. Inquiries about the application of Title IX and this Policy may be directed to the Title IX Coordinator or the Assistant Secretary for Civil Rights of the Department of Education (contact information below).

II. DEFINITIONS
   A. **Advisor** means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
   B. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, discrimination, or retaliation.

C. **Consent** is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.
D. **Covered Program** means an education program or activity over which the College exercised substantial control over both the Respondent and the context in which the sexual harassment occurred.
E. **Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
F. **Final Determination** means a decision by [the preponderance of the evidence] that the alleged conduct did or did not occur and whether it did or did not violate this Policy.
G. **Formal Complaint** means a document signed by the Complainant or signed by the Title IX Coordinator alleging Sexual Harassment, discrimination, or retaliation in violation of Title IX.
H. **Investigator** is the person(s) charged by the College with gathering evidence and preparing an investigative report.
I. **Parties** means the Complainant and Respondent.
J. **Respondent** means the individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment, discrimination, or retaliation.
K. **Retaliation** means taking a materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any person because that person made a complaint, participated, or refused to participate in any part of the process associated with this Policy.
L. **Sexual Assault** occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).
M. **Sexual Harassment** is broadly defined to include any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect: (1) Any instance of *quid pro quo* harassment by a College employee; (2) any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; and (3) any instance of sexual assault, dating violence, domestic violence, or stalking.
N. **Supportive Measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after filing of a formal complaint or where no formal complaint has been filed.
O. **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

III. Title IX Coordinator

The following individuals serve as the Title IX Coordinator at their respective College campuses and have the primary responsibility for coordinating the College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent Sexual Harassment, discrimination, and Retaliation. Questions about this Policy, Complaints, or notice of alleged violations can be made by contacting the appropriate Title IX Coordinator.

Campus	Title IX Coordinator	Phone	Email	Address
Rockford Career College	Marc Sherrod	815-967-7317	msherrod@rockfordcareercollege.edu	1130 S. Alpine Road Rockford, IL 61108
Stautzenberger College - Maumee	Amy Beauregard	419-866-0261	abeauregard@stautzenberger.com	1796 Indian Wood Circle Maumee, OH 43537
Stautzenberger College - Brecksville	Andrew O'Neal	440-838-1999	aoneal@stautzenberger.com	8001 Katherine Blvd Brecksville, OH 44141

In addition, the College has designated the Campus President of each campus as a person with authority to address and correct Sexual Harassment, discrimination, and Retaliation.

Campus	Campus President	Phone	Email	Address
Rockford Career College	Guary Bernadelle	815-965-8616	gbernadelle@ahed.com	1130 S. Alpine Road Rockford, IL 61108
Stautzenberger College - Maumee	Amy Beauregard	419-866-0261	abeauregard@stautzeberger.com	1796 Indian Wood Circle Maumee, OH 43537
Stautzenberger College - Brecksville	Gary Azotea	440-838-1999	gazotea@stautzenberger.com	8001 Katherine Blvd Brecksville, OH 44141

In addition to the foregoing individuals, the College has directed all of its [full-time] employees to report any knowledge they have of Sexual Harassment, discrimination, and Retaliation to their Title IX Coordinator.

IV. Office of Civil Rights

You may also contact the U.S. Department of Education's Office for Civil Rights, the federal agency responsible for overseeing Title IX.

Assistant Secretary for Civil Rights Office for Civil Rights U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-1100 Phone: (800) 421-3481 TDD: (877) 521-2172 Email: OCR@ed.gov www.ed.gov/ocr	**Rockford Career College** Office for Civil Rights, U.S. Department of Education John C. Kluczynski Federal Building 230 S. Dearborn Street, 37th Floor Chicago, IL 60604 Telephone: (312) 730-1560 Facsimile: (312) 730-1576 Email: OCR.Chicago@ed.gov
Stautzenberger College – Maumee Office for Civil Rights, U.S. Department of Education 1350 Euclid Avenue, Suite 325 Cleveland, OH 44115 Telephone: (216) 522-4970 Facsimile: (216) 522-2573 Email: OCR.Cleveland@ed.gov	**Stautzenberger College – Brecksville** Office for Civil Rights, U.S. Department of Education 1350 Euclid Avenue, Suite 325 Cleveland, OH 44115 Telephone: (216) 522-4970 Facsimile: (216) 522-2573 Email: OCR.Cleveland@ed.gov

V. Filing a Complaint

Anyone can report a violation of this Policy. You may report alleged violations of this Policy in the following ways:

A. Submit a Formal Complaint to the appropriate Title IX Coordinator. You may submit a Formal Complaint in person during business hours or at any time by using the email or mailing addressed listed for the Title IX Coordinator.
B. Submit an informal complaint in person during business hours or at any time by using the telephone numbers, email addresses, or mailing address listed for the Title IX Coordinator or the Campus President.

VI. Formal Complaint Resolution/Grievance Process

The College is committed to equitably and promptly responding to reports of Sexual Harassment. Once a Formal Complaint is submitted, the College will proceed through the following steps:

A. Supportive Measures will be offered to the Complainant and the Respondent;
B. The Title IX Coordinator will provide notice of the Formal Complaint, including the allegations contained therein, to the Respondent;
C. The Respondent will be presumed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process;
D. The Title IX Coordinator will determine if removing the Respondent on an emergency basis is warranted; and if such action is taken, the Respondent will be given the opportunity to meet with the Title IX Coordinator to offer reasons for why the Respondent believes the action is not warranted;
E. Both the Complainant and the Respondent will be offered an Advisor by the College and informed of their right to choose their own Advisor;
F. The Title IX Coordinator will assign an Investigator to gather all relevant evidence (both inculpatory and exculpatory) and prepare a report detailing their investigative findings;
    1. The burden of gathering evidence and the burden of proof rests with the College, not with either the Complainant or the Respondent;
    2. Respondent will be given written notice setting forth the date and time of any interviews with the Investigator;
    3. The Complainant and Respondent have the right to be accompanied by an Advisor during interviews with Investigators;
    4. The Complainant, Respondent, and their Advisors, will be given a copy of the investigative report and given at least ten (10) days to review and respond;
    5. The Investigator may then amend their report to include the additional evidence;
    6. Investigations are conducted in an expeditious manner, usually within thirty (30) days; however, depending on a variety of factors (e.g., complexity of case, availability of witness, etc.), additional time may be required when good cause is shown.
G. The Title IX Coordinator will review the investigative report and any responses to the report provided by the Parties, and then make a determination as to whether evidence exists that Sexual Harassment occurred within the College's educational program or activity.
    1. If the Title IX Coordinator determines that there is evidence that Sexual Harassment occurred within the College's educational program or activity, the Formal Complaint will be scheduled for hearing; or
    2. The Title IX Coordinator will dismiss the Formal Complaint and provide the Complainant and Respondent a written explanation describing the reasons for the determination (*Note*: *Dismissal of a Title IX Formal Complaint does not mean that the responsible individual cannot be held responsible for conduct that violated any College policy or code of conduct*).
H. When a Formal Complaint is referred to hearing, the hearing process will proceed as follows:
    1. The Parties and their Advisors will be given at least ten (10) days' advance notice of the hearing date and time;
    2. The hearing notice will contain specific information about the hearing process, however, all hearings will allow for the following:
        (1) The presence of the Parties' Advisors;
        (2) The opportunity to present evidence, present witnesses, and to cross-examine the other party's witnesses;

(3) An impartial adjudicator who will run the hearing and make written findings consistent with the evidence presented and applying the preponderance of the evidence standard; and

(4) The impartial adjudicator will make a Final Determination that will, among other things, detail their conclusions, rationale, and summarize the evidence considered (including credibility determinations), and any disciplinary sanction or remedies the College will impose on the Respondent.

I. The Title IX Coordinator will be responsible for the effective implementation of any remedies contained in the Final Determination. The range of potential sanctions include, up to and including suspension or dismissal from school.

J. Any party may request an appeal of a Final Determination to the Campus President within three (3) days following receipt of the Final Determination. The Final Determination will only be overturned if the appellant cites to a procedural irregularity that affected the outcome, new evidence that was not available at the time of the hearing, or presents evidence that the Title IX Coordinator or adjudicator had a conflict of interest that affected the outcome.

VII. Additional Provisions

A. A Complainant may withdraw their Complaint at any time and the College will respect such request unless the Title IX Coordinator determines that investigating the allegations is necessary for the maintenance of a safe and discrimination free educational environment and is otherwise reasonable in light of the circumstances.

B. 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 will 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.

C. Title IX and this Policy do not alter the College's commitment and obligations not to discriminate on the basis of sex imposed by Executive Order 11246, as amended; section 704 and 855 of the Public Health Service Act (42 U.S.C. 298b-2); Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e *et seq*.); the Equal Pay Act (29 U.S.C. 206 and 206(d)); any rights guaranteed by the United States Constitution, any other Act of Congress or Federal Regulation; any applicable State or local law or regulation; or any other College policy, rule, or regulation.

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 Upper Iowa 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 Students

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, generally, and the Campus Disability Services Coordinator or AHED Compliance office with any inquiries and complaints relating to discrimination based on disability.

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 Disclosures

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 https://www.rockfordcareercollege.edu/consumer_information/gainful_employment.

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 the Rockford Career College Campus. 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 campus, 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		
AC: Addiction Counseling Tech.	AH: Allied Health	AT: Automotive Technology
AWM: Animal Welfare	BA: Business Administration	BIO: Biology
CAD: Drafting	CD: Cannabis Dispensary Admin.	CM: Construction Management
COR: Trades	DA: Dental Assisting	DMSG: Sonography
EC: Early Childhood Education	ETC: Electrical	GEN: General Education
HAC: HVAC/R	HR: Human Resources	IT: Information Technology
MA: Medical Assistant	MAX: X-Ray (Limited Scope)	MBC: Medical Billing & Coding
MED: Medical	ML: Medical	MLT: Medical Laboratory
MS: Microsoft	NUR: Practical Nursing	NUT: Nutrition
PA: Paralegal	PAC: Accounting/Payroll	PHY: Physics
POA: Business	PRM: Project Management	SCA: Supply Chain Admin.
SLM: Sales Management	SM: Social Media	SS: Student Success
ST: Surgical Technology	TRD: Trades	VA: Veterinary Assistant
VET: Veterinary Technician	VO: Virtual Office	WLD: Welding
WD: Web Design		

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.

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.

Programs of Study

Associate of Applied Science in Animal Welfare Business Administration

Delivery Method: **Online** Length: **7 Months**

This Associate's Degree level program in Animal Welfare Business Administration is designed to provide students with the opportunity to gain knowledge and skills required for the business side of animal welfare administration. The program includes courses in General Education subjects such as History of American Government, Life Science, Oral and Written Communication as well as other subjects including Digital Communications and Psychology. These courses help prepare students in general knowledge and understanding. Additionally, students will study animal welfare administration and management and fundraising, along with other related topics. Successful completion of this program will require students to participate in online instructional sessions and to complete all required assignments. Such assignments may include reading, projects, papers, and various learning activities. A student can anticipate self- study activities that equal about two (2) hours for every one (1) hour of instructor-led activity. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in this field.

Program Outcomes:

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

1. Increase general knowledge as a result of general education courses;
2. Understand foundational management principles within an animal welfare professional environment;
3. Develop skills in professional communication and fundraising for animal welfare contexts of work;
4. Gain knowledge of and skills in developing strong and effective professional teams;
5. Develop skills in professional leadership and personnel supervision.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
	61 transferred core credits		61.0
AWM205	Principles of Animal Welfare Administration and Management	50	4.5
AWM215	Principles of Animal Welfare Personnel Supervision and Leadership	50	4.5
AWM225	Animal Welfare Public Relations and Fundraising	50	4.5
AWM235	Building Effective Teams in an Animal Welfare Setting	50	4.5
	Total	**200**	**79.0**
General Education Requirements			
GEN201	College Math	50	4.5
GEN204	Introduction to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN216	Written Communications	50	4.5
GEN217	Oral Communications	50	4.5
GEN229	Life Science	50	4.5
	Total	**300**	**27.0**
Other Requirements			
SS103	Digital Communication Strategies	50	4.0
	Total	**50**	**4.0**
	Grand Total	**550**	**110.0**

Associate of Applied Science in Business Administration

Delivery Method: **Online** Length: **7 Months**

The purpose of the Associate level degree 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:

1. Develop a strong and general knowledge base of information through the General Education courses;
2. Demonstrate critical thinking strategies and methods in various settings;
3. Develop and demonstrate communication effectively in written, oral and digital settings;
4. Effectively explore and apply current business practices and strategies that will enhance various professional business settings;
5. Gain knowledge in organizational planning and strategic negotiation methods used in current contexts of business;
6. 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		53.0
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
	Subtotal	**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
GEN216	Written Communications	50	4.5
GEN217	Oral Communications	50	4.5
GEN229	Life Science	50	4.5
	Subtotal	**300**	**27.0**
Other Requirements			
SS103	Digital Communication Strategies	50	4.0
	Subtotal	**50**	**4.0**
	Grand Total	**550**	**102.0**

Associate of Applied Science in Construction Administration

Delivery Method: **Online** Length: **7 Months**

The purpose of the Associate level degree program in Construction Administration is to provide existing and credentialed trades professionals with an opportunity to continue their studies in the construction 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. Additionally, this program includes courses in construction administration, best practices and procedural issues facing today's trade and construction administration 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:

1. Gain a wide knowledge of the management of construction teams;
2. Review and practice management techniques and strategies for the trades and construction professional;
3. Develop knowledge and skills in safety and contract procedures in the management of a construction project and team of workers;
4. Explore current issues and challenges of project planning and costs;
5. Develop general knowledge as a results of the general education courses in the program.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
	64 transferred core credits		64.0
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
	Subtotal	**200**	**78.5**
General Education Requirements			
GEN201	College Math	50	4.5
GEN204	Introduction to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN216	Written Communications	50	4.5
GEN217	Oral Communications	50	4.5
GEN229	Life Science	50	4.5
	Subtotal	**300**	**27.0**
Other Requirements			
SS103	Digital Communication Strategies	50	4.0
	Subtotal	**50**	**4.0**
	Grand Total	**550**	**109.5**

Associate of Applied Science in Diagnostic Medical Sonography

Delivery Method: **Blended** Length: **19 Months**

The mission of the Diagnostic Medical Sonography Academic Associate Degree Program is dedicated to providing quality education for its students in order to promote excellence in the art and science of Diagnostic Medical Sonography. The goals of the program are to prepare competent entry level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal sonography-extended concentration, and to prepare competent entry level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the obstetrics and gynecology concentration. The program strives to provide learners with the academic and clinical experiences that will serve to produce knowledgeable, competent and empathetic diagnostic medical sonographers with a commitment to the performance of quality imaging and the pursuit of lifelong learning. Rockford Career College's Academic Associate of Applied Science Degree in Diagnostic Medical Sonography program prepares students to become competent sonographers in the general ultrasound concentration. Graduates of the program will acquire entry-level cognitive, psychomotor and affective skills to perform quality diagnostic ultrasound examinations required of a general sonographer on the abdomen, pregnant and non-pregnant pelvis, fetal structures and fetal measurements, superficial structures and segments of the vascular system. The student will have the opportunity to study the Anatomy, Physiology and Pathophysiology of scanned organs, learn the appropriate scanning protocols, recognize normal and abnormal sonographic patterns, and provide accurate technical impressions to the interpreting physician. The core curriculum includes an on-campus lecture component, an on-campus laboratory component and an off-campus integrated clinical component. The final externship component is structured to include a progressive supervised clinical training experience in a clinical environment with required competencies, logs and evaluation by the students of the learning experience. Upon completion of the program, graduates who have diligently attended class and completed the clinical training requirements should have the skills to seek entry-level employment as diagnostic medical sonographers in general ultrasound and acquire certifications by passing the credentialing examinations in Physics, Abdomen and Obstetrics and Gynecology. 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 sonography related positions.

Program Outcomes:

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

1. Demonstrate skills in oral and written communications including the application of ethical and legal principles and the use of professional judgment and discretion.
2. Demonstrate knowledge of basic patient care and comfort including knowledge of infection control, universal precautions, anticipating and responding to patient needs, identifying life-threatening situations and implementing emergency care like CPR when appropriate.
3. Demonstrate knowledge and understanding of human gross and sectional anatomy, physiology and pathophysiology and recognition of normal and abnormal sonographic appearances.
4. Demonstrate knowledge, understanding and clinical application of acoustical physics, Doppler principles and ultrasound instrumentation in optimizing ultrasound examinations.
5. Demonstrate knowledge and understanding of ultrasound and tissue interactions and the probability of biological effects
6. Demonstrate knowledge and skills in clinical history acquisition and writing a technical impression
7. Understand the fundamental concepts for implementing a quality assurance and improvement program and the policies, protocols and procedures for the general function of the ultrasound laboratory
8. Demonstrate knowledge and understanding of the role of a sonographer in performing interventional/invasive procedures
9. Pass all final evaluations in lecture, laboratory and clinical training using the lab protocols and clinical competencies detailed in the SCAN.
10. Complete the clinical hour requirements in both integrated and externship rotations.
11. Present the required clinical cases prior to graduation and recognize the importance of continuing education and professional development.
12. Complete a minimum of one service learning activity prior to program completion.

13. Acquire the RT(S) (Registered Technologist – Sonography) in Abdomen and Obstetrics by passing the American Registry of Radiologic Technologist (ARRT) examination and then acquire the RDMS (Registered Diagnostic Medical Sonographer) credential in Abdomen and Obstetrics by passing the American Registry for Diagnostic Medical Sonography (ARDMS) examination.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements (Delivered On-Ground)			
BIO125	Anatomy and Physiology I	52	4.0
BIO150	Anatomy and Physiology II	52	4.0
DMSG105	Introduction to Basic Scanning	52	4.0
DMSG120	Ultrasound Physics	62	5.0
DMSG135	Abdomen Sonography I	87	5.0
DMSG130	Pathophysiology	30	3.0
DMSG150	Abdomen Sonography II	87	5.0
DMSG170	Ethics and Medical Law in Sonography	30	3.0
DMSG200	Introduction to Vascular Sonography	87	5.0
DMSG205	Sonography of Superficial Structures	87	5.0
DMSG210	Gynecological Sonography	87	5.0
DMSG215	Obstetrical Sonography	87	5.0
DMSG250	Registry Review	20	2.0
DMSG280	Clinical Externship I	180	6.0
DMSG285	Clinical Externship II	180	6.0
DMSG290	Clinical Externship III	180	6.0
DMSG295	Clinical Externship IV	180	6.0
MED105	Basic Health Care Skills with CPR Certification	20	2.0
ML101	Medical Terminology and Systems	50	4.0
	Subtotal	**1,610**	**85.0**
General Education Requirements (Delivered On-Ground or Online)			
GEN201	College Math	50	4.5
GEN204	Introduction to Psychology	50	4.5
GEN216	Written Communications	50	4.5
GEN217	Oral Communications	50	4.5
GEN229	Life Science	50	4.5
PHY100	Introduction to Physics	50	4.5
	Subtotal	**300**	**27.0**
	Grand Total	**1,910**	**112.0**

For all DMSG courses, MED105, MED106, BIO125, and BIO150 students must achieve a 77% or higher to successfully pass the course.

**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.*

Associate of Applied Science in Healthcare Administration

Delivery Method: **Online** Length: **7 Months**

The purpose of the Associate level degree program in Healthcare Administration 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:

1. 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;
2. Review and practice management techniques and strategies for the healthcare professional;
3. Develop knowledge and skills in technical and professional areas of healthcare;
4. Explore current issues and challenges of diversity in a healthcare professional setting;
5. Develop general knowledge as a results of the general education courses in the program.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
	60 transferred core credits		60.0
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
	Subtotal	**200**	**78.0**
General Education Requirements			
GEN201	College Math	50	4.5
GEN204	Introduction to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN216	Written Communications	50	4.5
GEN217	Oral Communications	50	4.5
GEN229	Life Science	50	4.5
	Subtotal	**300**	**27.0**
Other Requirements			
SS103	Digital Communication Strategies	50	4.0
	Subtotal	**50**	**4.0**
	Grand Total	**550**	**109.0**

Associate of Applied Science in Medical Assistant / X-Ray Technician (Limited Scope)

Delivery Method: **Blended** Length: **7 Months**

This associate degree in Medical Assistant / X-Ray Technician (Limited Scope) programs is designed to provide students with the opportunity to gain knowledge and skills required for entry level positions in the medical assistant profession. The associate degree program includes training in office administration procedures, technology required in medical offices and x-ray imaging and techniques. The program includes a 160-hour externship 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. 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 everyone (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, students should be able to:

1. Demonstrate a required level of professionalism and skill in both written and oral communication and collaborative skills appropriate to a professional work environment.
2. Demonstrate limited scope x-ray techniques and positioning.
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.
7. Develop general knowledge as a result of the general education courses in the program.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
	74 transferred core credits		74.0
	Subtotal		**74.0**
General Education Requirements			
GEN201	College Math	50	4.5
GEN204	Introduction to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN216	Written Communications	50	4.5
GEN217	Oral Communications	50	4.5
GEN229	Life Science	50	4.5
	Subtotal	**300**	**27.0**
Other Requirements			
SS103	Digital Communication Strategies	50	4.0
	Subtotal	**50**	**4.0**
	Grand Total	**350**	**105.0**

All Medical Assistant / X-Ray Technician (Limited Scope) program students are strongly encouraged to attempt the RMA certification examination offered through American Medical Technologists within 30 days prior to their expected date of program completion.

Associate of Applied Science in Medical Laboratory Technician

Delivery Method: **Blended** Length: **18 Months**

In this Associate's degree-level program of study, students are given the opportunity to study comprehensive courses in Clinical Chemistry, Hematology and Microbiology. The program is designed to provide students with a balanced education in theory and practice in the field of Medical Laboratory Technician (MLT). Throughout the program, students are taught the relevant knowledge and skills necessary to perform critical tests that provide physicians with the information and data required to diagnose life-threatening diseases. Additionally, externship opportunities are provided in order that students may gain relevant practical experience in a professional setting. The curriculum also prepares students to take the American Medical Technologists (AMT) Certification Credentialing Exam for Medical Laboratory Technician (MLT). Upon successful completion of this program and certification, students may look for entry level positions in the MLT or MLT-related field(s).

Program Outcomes:

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

1. Perform routine clinical laboratory procedures within acceptable quality control parameters in Hematology, Chemistry, Immunohematology, and Microbiology under the general supervision of a Clinical Laboratory Scientist or Pathologist;
2. Demonstrate technical skills, social behavior, and professional awareness required in a professional medical laboratory setting;
3. Understand and work effectively as part of a healthcare team of medical professionals in a medical laboratory context of work;
4. Apply systematized problem solving techniques to identify and correct procedural errors, identify instrument malfunctions and seek proper supervisory assistance, and verify the accuracy of laboratory results obtained;
5. Operate and maintain laboratory equipment, utilizing appropriate quality control and safety procedures;
6. Perform within the acceptable guidelines of the code of ethical standards of a medical laboratory technician;
7. Recognize and participate in activities which will provide current knowledge and upgrading of skills in laboratory medicine;
8. Develop effective general knowledge and communication skills.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements (Delivered On-Ground)			
AH225	Diversity Issues and Challenges in Healthcare	50	4.5
ML101	Medical Terminology and Systems	50	4.0
MLT100	Introduction to Clinical Laboratory Science	50	3.5
MLT105	Anatomy and Physiology for the Healthcare Professional	50	4.0
MLT107	Medical Law and Ethics in Healthcare	50	4.5
MLT111	Introduction to Clinical Chemistry	100	7.0
MLT120	Immunohematology	50	3.5
MLT125	Parasitology / Mycology	50	3.5
MLT130	Phlebotomy	50	3.5
MLT135	Hematology I	50	3.5
MLT140	Urinalysis / Body Fluids	50	3.5
MLT145	Clinical Microbiology	50	3.5
MLT150	Immunology / Serology	50	3.5
MLT155	Clinical Laboratory Math	50	3.5
MLT160	Hematology II / Coagulation	50	3.0
MLT165	MLT Externship I	150	5.5
MLT170	MLT Externship II	150	5.5
MLT175	MLT Externship III	150	5.5
	Subtotal	**1,250**	**75.0**
General Education Requirements (Delivered Online)			
GEN201	College Math	50	4.5
GEN204	Introduction to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN216	Written Communications	50	4.5
GEN217	Oral Communications	50	4.5
GEN229	Life Science	50	4.5
	Subtotal	**300**	**27.0**
Other Requirements (Delivered On-Ground or Online)			
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Subtotal	**100**	**8.0**
	Grand Total	**1,650**	**110.0**

For all MLT courses students must achieve a 70% or higher to successfully pass the course.

As a condition of graduation, all Medical Laboratory Technician program students must attempt a certification examination within 30 days prior to their expected date of program completion. The acceptable examination is the MLT (ASCP) examination offered through the American Society for Clinical Pathology. Official proof of completion of examination must be presented to the Program Chair in order to process a request to graduate. A certification examination must be attempted at least once prior to confirmation of graduation.

**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.*

Associate of Applied Science in Paralegal Studies

Delivery Method: **Online** Length: **7 Months**

The Paralegal Studies Associate's degree (A.A.S.) provides students with an opportunity to continue their Paralegal / legal secretary 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, History of American Government, Introduction to Psychology, 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 / legal secretary 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, legal secretary 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 History of American Government, College Math, Oral and Written Communication, Introduction to Psychology, 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			
	60 transferred core credits		60.0
PA215	Administrative Law	50	4.5
PA235	Human Resources Law	50	4.5
PA245	Advanced Legal Research and Writing	50	4.5
PA270	Criminal Law	50	4.5
	Subtotal	**200**	**78.0**
General Education Requirements			
GEN201	College Math	50	4.5
GEN204	Introduction to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN216	Written Communications	50	4.5
GEN217	Oral Communications	50	4.5
GEN229	Life Science	50	4.5
	Subtotal	**300**	**27.0**
Other Requirements			
SS103	Digital Communication Strategies	50	4.0
	Subtotal	**50**	**4.0**
	Grand Total	**550**	**109.0**

Associate of Applied Science in Surgical Technology

Delivery Method: **Blended** Length: **18 Months**

The Associate of Applied Science degree in Surgical Technology program curriculum has been carefully designed to blend didactic instruction, hands-on training in the lab and clinical work to ensure that learners develop the requisite knowledge, skills, and behaviors necessary to gain employment as entry-level surgical technologists and become contributing members of the multidisciplinary health care workforce. 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. Students are encouraged to obtain entry-level employment as a surgical technologist in the medical industry.

Program Outcomes:

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

1. Demonstrate knowledge of basic sciences related to surgical technology. (Cognitive)
2. Recognize and assist with emergency situations. (Cognitive, psychomotor)
3. Demonstrate application and knowledge of competencies of aseptic technique (Cognitive, psychomotor)
4. Practice within ethical and legal standards in relation to patient, physician, hospital, and personnel. (Cognitive, psychomotor and affective)
5. Demonstrate skills in oral and written communications including the application of ethical and legal principles (Cognitive, psychomotor and affective)
6. Apply knowledge of anatomy and physiology to surgical procedures. (Cognitive, psychomotor and affective)
7. Prepare and function as a Surgical Technologist during pre-, intra-, and post-surgical procedures. (Cognitive, psychomotor and affective)
8. Demonstrate application and knowledge related to workplace and patient safety (Cognitive, psychomotor and affective)
9. Establish and maintain effective interpersonal relationships. (Affective)
10. Demonstrate continuing educational growth. (Cognitive)
11. Demonstrate employability skills. (Cognitive, psychomotor and affective)

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements (Delivered On-Ground)			
BIO126	Anatomy & Physiology I	50	4.0
BIO151	Anatomy & Physiology II	50	4.0
ML101	Medical Terminology and Systems	50	4.0
ST100	Surgical Technology Principles and Practice	50	4.0
ST101	Introduction to Surgical Technology	50	4.0
ST102	Surgical Technology Fundamentals	100	7.5
ST103	Operating Room Skills / Case Management	70	4.0
ST104	Surgical Procedures and Techniques I	70	4.0
ST105	Surgical Procedures and Techniques II	70	4.0
ST106	Surgical Procedures and Techniques III	70	4.0
ST107	Advanced Operating Room Skills	70	4.0
ST285	Certification Exam Prep I	15	1.5
ST286	Certification Exam Prep II	15	1.5
ST290	Clinical Externship I	170	5.5
ST291	Clinical Externship II	170	5.5
ST292	Clinical Externship III	170	5.5
	Subtotal	**1,240**	**67.0**
General Education Requirements (Delivered Online)			
GEN201	College Math	50	4.5
GEN204	Introduction to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN216	Written Communications	50	4.5
GEN217	Oral Communications	50	4.5
GEN229	Life Science	50	4.5
	Subtotal	**300**	**27.0**
Other Requirements (Delivered On-Ground or Online)			
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Subtotal	**100**	**8.0**
	Grand Total	**1,640**	**102.0**

For all ST courses students must achieve a 70% or higher to successfully pass the course.

**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.*

Associate of Applied Science in Veterinary Technician

Delivery Method: **Blended** Length: **24 Months**

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.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements (Delivered On-Ground)			
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	280	9.0
	Subtotal	**1,150**	**79.5**
General Education Requirements (Delivered Online)			
GEN129	Veterinary Life Science	50	4.5
GEN201	College Math	50	4.5
GEN204	Introduction to Psychology	50	4.5
GEN212	History of American Government	50	4.5
GEN216	Written Communications	50	4.5
GEN217	Oral Communications	50	4.5
	Subtotal	**300**	**27.0**
Other Requirements (Delivered On-Ground or Online)			
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Subtotal	**100**	**8.0**
	Grand Total	**1,550**	**114.5**

Diploma in Accounting / Payroll Clerk

Delivery Method: **Online** Length: **9 Months**

The diploma in the Payroll Clerk program provides students with the opportunity to train in payroll processes, procedures, computer applications and operating systems. The purpose of this program is to prepare students professionally and academically to work in a business or payroll business or field. 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. Students are encouraged to obtain entry-level employment as a payroll clerk, accounting clerk, bookkeeper or related field.

Program Outcomes:

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

1. Explain the basic payroll systems and procedures used in computing wages and salaries and timekeeping methods used to record time worked.
2. Demonstrate payroll operations, the preparation of payroll registers, and the recording of accounting entries.
3. Discuss legal basics of payroll management including the Fair Labor Standards Act.
4. Apply payroll concepts in a computerized accounting software.
5. Discuss benefit administration fundamentals.
6. Evaluate and audit accounting data using spreadsheet software.
7. Categorize tax considerations specific to business entities.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
PAC101	Payroll Practices and System Fundamentals	50	4.0
PAC102	Payroll Laws and Regulations	50	4.0
PAC103	Payroll Processes and Procedures	50	4.0
PAC104	Payroll Accounting	50	4.0
PAC105	Computerized Accounting	50	4.0
PAC106	Income Tax Accounting	50	4.0
POA130	Business Mathematics	50	4.0
MS110	Microsoft Word	50	3.0
MS120	Microsoft Excel	50	3.0
MS140	Microsoft PowerPoint	50	3.0
SLM101	Business and Professional Communication	50	4.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
SS103	Digital Communication Strategies	50	4.0
	Total	**700**	**53.0**

Diploma in Addiction Counseling Technician

Delivery Method: **Online** Length: **9 Months**

The objectives of the Addiction Counseling Technician program are to provide students with an academic foundation for a career in addiction counseling services. The skills learned can be applied in many settings including residential and outpatient counseling programs, employee wellness programs, and hospital detox facilities. The overall objective of this academic program of study is to provide the student with both the academic and practical skills required for employment in a variety of settings in the addiction counseling field. 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 accredited program (see graduation requirements section of the catalog), students can seek or obtain entry level employment as an addiction counselor or in an addiction counselor related field.

Program Outcomes:

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

1. Learn and apply theories of addiction, substance assessment, and counseling techniques.
2. Practice an understanding of diversity and tolerance for others. Apply ethics and boundary considerations when working and interacting with people in addiction counseling.
3. Gain counseling skills including motivational interviewing.
4. Understand the neurobiology of addiction, family addiction dynamics, and special population considerations in addiction counseling.
5. Demonstrate knowledge of group process, case management, crisis intervention, trauma and recovery, and vocational rehabilitation.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Core Requirements			
AC101	Introduction to Addiction Counseling	50	4.5
AC102	Ethics and Boundaries in Addiction Counseling	50	4.5
AC103	Motivational Interviewing	50	4.5
AC104	Multicultural Counseling in Addiction	50	4.5
AC105	Addiction and the Family	50	4.5
AC106	Co-occurring Disorders	50	4.5
AC107	Case Management	50	4.5
AC108	Group Process	50	4.5
AC109	Trauma, Sexual Abuse and Recovery	50	4.5
AC111	Addiction Counseling Capstone	50	4.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Total	**600**	**52.5**
General Education Requirements			
GEN204	Introduction to Psychology	50	4.5
	Total	**50**	**4.5**
	Grand Total	**650**	**57.0**

Diploma in Animal Welfare Administration

Delivery Method: **Online** Length: **9 Months**

This diploma in Animal Welfare Administration is designed to provide students with the opportunity to gain knowledge and skills required for entry level positions in the animal welfare profession. The diploma program includes training in Biology and Comparative Anatomy & Physiology relating to animal care and welfare. Additionally, client communication, animal nutrition and care, and the overall best practices and procedures in animal welfare facility administration and animal ethics and law are addressed. Students will also be introduced to principles of animal welfare volunteer and career management. Successful completion of this program will require students to participate in online instructional sessions and to complete all required assignments. Such assignments may include reading, projects, papers, and various learning activities. A student can anticipate self- study activities that equal about two (2) hours for every one (1) hour of instructor-led activity. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek to obtain entry-level employment in this field.

Program Outcomes:

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

1. Understand foundational principles in animal welfare and nutrition.
2. Define basic terms and concepts in animal biology, anatomy &physiology.
3. Develop knowledge of best practices in animal welfare client communication, facilities management and ethical and legal issues and implications of the industry.
4. Work with others in a professional animal welfare environment.
5. Gain an overall knowledge of animals in our society and humane and behavioral techniques and methods in working with animals.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AWM101	Introduction to Animal Welfare Management	50	4.5
AWM107	Animal Medical Terminology, Anatomy, and Physiology	50	4.5
AWM111	Foundational Principles of Animal Health and Nutrition	50	4.5
AWM122	Companion Animal Behavior, Training, and Enrichment	50	4.5
AWM130	Animal Facility Management	50	4.0
AWM140	Animals in Society, Animal Ethics, Welfare and the Law	50	4.5
AWM150	Principles of Shelter Management and Medicine	50	4.5
AWM170	Environmental & Humane Education and Outreach	50	4.5
AWM185	Exotics and Pocket Pets	50	4.5
AWM190	Client Communication	50	4.5
AWM195	Volunteer and Career Management	50	4.0
AWM199	Animal Welfare Administration Capstone	50	4.5
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Total	**700**	**61.0**

Diploma in Automotive Technology

Delivery Method: **On-Ground** Length: **11 Months**

Offered entirely at the Satellite Location at 1209 S. Alpine Road, Rockford, Illinois

This diploma in Automotive Technology program provides the graduate with the entry-level knowledge and skills required to correctly test, diagnose, replace, repair, and adjust as necessary the components of the mechanical, electronic, hydraulic, and accessories systems on current automobiles. Upon completion of this program, the graduates will be qualified for entry into the automotive service career field as a technician capable of analysis, problem solving, performing most common service operations and under supervision, more specialized or involved tasks with a dealer, independent shop or other service outlet. 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 everyone (1) hour of lecture. Upon successful completion of the program (see Graduation section of the catalog), graduates could seek entry level employment as automotive technician or in an automotive -related field.

Program Outcomes:

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

1. Understand foundational automotive technology principles.
2. Develop skills in professional communication for automotive contexts of work.
3. Develop problem solving skills to assess and diagnose issues with various types of automotives.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
AT101	Automotive Success Strategies	50	4.0
AT102	Gas Engine Operations	50	3.0
AT103	Fuel and Emissions Systems	50	3.0
AT104	Electrical Systems	50	3.0
AT105	Diagnostics	50	3.0
AT106	Manual Transmissions	50	3.0
AT107	Automatic Transmissions	50	3.0
AT108	Air Conditioning and Electronics	50	3.0
AT109	Automotive Electronics	50	3.0
AT110	Brake Systems	50	3.0
AT111	Steering and Suspension Systems	50	3.0
AT112	Service Shop Procedures	50	3.0
AT113	Service Shop Management	50	4.0
AT114	Diesel Engines	50	4.0
AT115	Diesel Fuel Systems	50	4.0
SS102	Professional Success Strategies	50	4.0
	GRAND TOTAL	**800**	**53.0**

Diploma in Business Administration

Delivery Method: **Online** Length: **8 Months**

The diploma program in Business Administration is designed to provide an opportunity for students to develop knowledge and skills relevant and required in professional business environments. This diploma address contemporary business administration 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:

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
MS110	Microsoft Word	50	3.0
MS120	Microsoft Excel	50	3.0
MS140	Microsoft PowerPoint	50	3.0
PRM110	Introduction to Contemporary Business Management	50	4.0
PRM120	Managing Change	50	4.0
PRM140	Building Effective Teams	50	4.0
PRM160	Leading Continuous Improvement in Operations	50	4.0
PRM210	Finance for Operations Managers	50	4.0
PRM220	Ethics and Social Responsibility	50	4.0
PRM270	Transformational Leadership	50	4.0
SLM105	Marketing Management	50	4.0
SLM106	Advertising and Promotion	50	4.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Total	**700**	**53.0**

Diploma in Cannabis Dispensary Administration

Delivery Method: **Online** Length: **8 Months**

The Cannabis Dispensary Administration program provides cannabis patient education and assists with dispensary operations in alignment with state and federal laws that regulate cannabis distribution to clients. The program prepares students to work in a licensed cannabis dispensary. Students should acquire skills to interact with and educate cannabis clients in a regulated environment and the foundational knowledge to pursue additional careers in the cannabis industry. Students seeking employment in this field must be 21 years or older and comply with regulations regarding a criminal background check. Dispensary employees will need to meet State Department of Financial & Professional Regulations requirements to acquire an Agent Card. In addition, the program could prepare students for employment in the transportation, logistics and supply chain management for the cannabis industry. This program should prepare transporters to apply state laws and regulations to securely transport and track cannabis between business licenses. To be employed as a cannabis transporter, employees must be 21 years of age, meet the requirements to obtain a Department of Agriculture identification card, and pass a federal fingerprint test. 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 everyone (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 as a cannabis dispensary employee and/or cannabis dispensary transportation administration position.

Program Objectives:

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

1. Demonstrate their ability to plan for, purchase and manage inventories and identify its impact on organizations.
2. Understand the cannabis laws in your state.
3. Understand the medical use of marijuana.
4. Demonstrate and understand foundational business management practices and approaches.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
CD101	Introduction to Cannabis	50	4.5
CD110	Cannabis and the Law	50	4.5
CD120	Cannabis Cultivation Operations	50	4.5
CD140	Cannabis Pharmacology and Medical Use	50	4.5
CD150	Dispensary Operations	50	4.5
CD160	The Experience of Illness	50	4.5
SCA110	Introduction to Supply Chain Management	50	4.0
SCA130	Inventory Management	50	4.0
SLM102	Introduction to Selling	50	4.0
SLM103	Consumer Behavior	50	4.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Total	**600**	**53.0**

Diploma in CNC and Robotic Manufacturing Technology

Delivery Method: **On-Ground** Length: **10 Months**

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:

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
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
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Total	**800**	**64.0**

Diploma in Computer-Aided Drafting (CAD)

Delivery Method: **On-Ground** Length: **10 Months**

The diploma program in Computer-Aided Drafting (CAD) is designed to provide an opportunity for students to develop knowledge and skills required to prepare drawings for fields related to construction and manufacturing. In this program, students have the opportunity to gain experiences in areas such as reading and interpreting drawing prints, using a popular CAD program to prepare drawings, make mathematical calculations related to preparing drawings, learn proper handling of drawing data, evaluate hardware and software requirements for CAD, use cloud technology for drawing storage/transmission/ retrieval as well as other aspects of the drafting process. In addition to attending courses, students will be required to complete out-of-class assignments. These assignments include, but are not limited to, reading, drill exercises, problem solving projects, research papers, and class 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 can seek entry-level employment as a CAD drafter in an architectural or engineering department or a related field.

Program Outcomes:

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

- Be able to read and interpret a multitude of drawings across different drafting disciplines;
- Visualize two-dimensional projected drawings as three-dimensional models and the reverse;
- Communicate conceptual ideas both graphically and dimensionally through sketches and drawings;
- Use CAD software to prepare two-dimensional CAD drawings to standards and conventions;
- Create three-dimensional CAD solid models and two-dimensional drawing takeoffs from same;
- Demonstrate proper drawing data storage, transmittal and retrieval by use of cloud technology;
- Make mathematical calculations related to the drawing creation process;
- Use of word processing, email, spreadsheets, and data base management systems;
- Identify a CAD program's hardware and software requirements and maintain same;
- Demonstrate hard and soft skills related to continued employment in the work place.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
CAD100	Survey of Computer-Aided Drafting – DraftSight ®	50	3.5
CAD102	Two-Dimensional Drawings in CAD – AutoCAD ®	50	4.0
CAD103	Three-Dimensional Drawings in CAD – AutoCAD ®	50	4.0
CAD121	Computer-Aided Mechanical Drafting Practices	50	4.0
CAD122	Print Reading for Manufacturing	50	4.0
CAD123	Applied Math for Manufacturing	50	4.0
CAD141	Computer-Aided Architectural Drafting Practices	50	4.0
CAD142	Print Reading for Construction	50	4.0
CAD143	Applied Math for Construction	50	4.0
IT106	Introduction to Computers	50	4.0
IT115	Introduction to Fundamentals of Operating Systems	50	4.0
IT125	PC Management and Maintenance	50	3.5
IT210	Cloud Technology	50	4.0
PRM130	Business Office Applications	50	3.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Total	**800**	**62.0**

Diploma in Dental Assisting

Delivery Method: **Blended** Length: **10 Months**

The Diploma in Dental Assisting program prepares students to seek entry-level employment as a Dental Assistant in a variety of dental settings. Typical job titles for a graduate of this program entering the field would be a dental assistant. The content of the program provides students with didactic, laboratory and clinical instruction in dental assisting procedures to include: chairside assisting, dental office administration, infection control and dental treatment procedures commonly performed in a dental setting. 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 as a dental assistant within dentistry or a dental related field.

Program Outcomes:

Upon completion of this program, students 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 dental field and dental assisting.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level dental assistant in a variety of settings.
4. Explain and perform appropriate dental office administrative tasks effectively.
5. Demonstrate knowledge of environmental issues, including bloodborne pathogens, as they relate to infection control and dentistry.
6. Demonstrate the clinical skills, diagnostic procedures, and appropriate operational functions of dental assisting as defined by state and local regulations and/or licensure requirements.
7. Demonstrate skills and attitudes that contribute to safe working conditions in the dental office.
8. Expose, process, mount, and evaluate diagnostic dental radiographs as prescribed by the dentist.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
DA201	Profession and Science of Dental Assisting	50	4.5
DA202	Infection Control Measures	50	4.5
DA203	Dental Office Administration	50	4.0
DA204	Preventative Dentistry	50	3.5
DA205	Dental Care Delivery and Techniques	50	3.5
DA206	General Dentistry	50	3.5
DA207	Dental Materials and Laboratory Procedures	50	3.5
DA208	Dental Specialties	100	7.0
DA209	Introduction to Prosthodontics	50	3.5
DA210	Dental Radiology	100	7.5
DA211	Dental Assisting Externship	180	7.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Total	**880**	**60.0**

Diploma in Early Childhood Education

Delivery Method: **Online** Length: **7 Months**

The Diploma in Early Childhood Education program curriculum has been carefully designed to blend didactic instruction, hands-on training in the lab and clinical work to ensure that learners develop the requisite knowledge, skills, and behaviors necessary to gain employment as entry-level early childhood educators. Course work is designed to prepare students to work with young children of all abilities and special needs in a variety of settings. 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 as an early childhood education or in an early childhood education-related field(s).

Program Outcomes:

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

1. Implement curricula that supports healthy social and emotional development.
2. Organize developmentally appropriate activities.
3. Create schedules and routines to ensure children have enough physical activities, playtime and rest.
4. Keep records of children's progress and routines to include observations and information on meals, activities and medication administered.
5. Recognize signs of social, emotional, physical or developmental delay in children and understand how to plan for children with special needs.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
EC100	The Child Care Worker	50	4.5
EC101	Introduction to Early Childhood Education	50	4.5
EC102	The Developing Child	50	4.5
EC103	Nutrition and Health of a Young Child	50	4.5
EC104	Developing Techniques Working for Young Children	50	4.5
EC105	Curriculum Planning for Young Children	50	4.5
EC106	Family – Community Relationship and Resources	50	4.5
GEN204	Introduction to Psychology	50	4.5
MS110	Microsoft Word	50	3.0
MS140	Microsoft PowerPoint	50	3.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Total	**600**	**50.0**

Diploma in Electrical Technician

Delivery Method: **On-Ground** Length: **10 Months**

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:

1. Gain knowledge of general trades skills and crafts;
2. Develop competency in electrical safety codes, procedures and practices;
3. Gain understanding of electrical theory;
4. Review and practice electrical drawings uses and applications;
5. Gain awareness of and ability to manage time and project work;
6. 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	4.0
ETC102	Electrical Drawings and Load Calculations	50	4.0
ETC103	Hand Bending, Motors & Motor Controls	50	4.0
ETC104	Device Boxes and Advanced Controls	50	4.0
ETC105	Conduit Bending and Lighting	50	4.0
ETC106	Conductors and Lighting	50	4.0
ETC107	Branch and Feeder Calculations	50	4.0
ETC108	Motors and Motor Protection	50	4.0
ETC109	Transformers and Standby Systems	50	4.0
ETC110	Specialty Transformers and HVAC Controls	50	4.0
ETC111	Motor Operations	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
	Total	**800**	**64.0**

Diploma in Heating, Ventilation, Air Conditioning and Refrigeration

Delivery Method: **On-Ground** Length: **10 Months**

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
COR100	Core Curriculum: Craft Skills	50	4.0
HAC103	Introduction to HVAC: Cooling and Heating Systems	50	4.0
HAC104	HVAC Essential Service Task and Piping	50	4.0
HAC105	Fundamentals of Welding and Heat Pumps	50	4.0
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	4.0
HAC110	Troubleshooting HVAC	50	4.0
HAC111	Commercial and Industrial HVAC	50	4.0
HAC112	Building Management Systems	50	4.0
HAC113	HVAC System Design: Review and Certification	100	8.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
TRD100	Core Curriculum: Trade Skills	50	4.0
	Total	**800**	**64.0**

Diploma in Human Resource Administration

Delivery Method: **Online** Length: **10 Months**

The diploma program in Human Resource Administration is designed to provide an opportunity for students to develop the knowledge and skills relevant and required to work in human resources. Students will be given an opportunity to learn about human resource administration, human resource laws, compensating employees, training and developing employees, designing and planning employee benefits, managing diversity, and risk administration. This program prepares students for the Professional in Human Resources (aPHR ®) certification.

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 Human Resources and/or Human Resources-related field(s).

Program Outcomes:

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

1. Demonstrate an understanding of human resource administration
2. Understand laws related to human resources
3. Effectively design compensation systems
4. Effectively develop employee training programs
5. Design and plan employee benefits
6. Understand how to manage diversity in the workplace
7. Understand risk administration concepts
8. Demonstrate an understanding of human resource administration in the global firm

Course Code	Course Title	Contact Hours	Quarter Credit Hours
HR101	Human Resource Management	50	4.0
HR102	Training and Development	50	4.0
HR103	Strategic Compensation	50	4.0
HR104	Employee Benefits Design	50	4.0
HR105	Risk Management	50	4.0
HR106	Human Resources Law	50	4.0
HR107	Managing Diversity	50	4.0
HR108	Staffing and Hiring Process	50	4.0
MS110	Microsoft Word	50	3.0
MS120	Microsoft Excel	50	3.0
MS130	Microsoft Outlook & Office Communications	50	3.0
MS140	Microsoft PowerPoint	50	4.0
PRM120	Managing Change	50	4.0
PRM220	Ethics and Social Responsibility	50	4.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Total	**800**	**61.0**

Diploma in Medical Assistant

Delivery Method: **Blended** Length: **10 Months**

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. 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
MA112	MA Externship	175	6.5
MBC102	General Anatomy & Physiology	50	4.0
MBC105	Health Care Records – Ethical Practices	50	3.5
MBC106	Regulatory Issues in Health Information	50	4.0
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
ML114	Medical Billing Fundamentals	50	4.0
ML115	Cardiac Care	50	3.5
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Total	**875**	**60.0**

As a condition of graduation, all Medical Assistant program students must attempt a certification examination within 30 days prior to their expected date of program completion. Acceptable examinations include the CMA (AAMA) examination offered through the American Association of Medical Assistants and the RMA examination offered through American Medical Technologists. Official proof of completion of examination must be presented to the Program Chair in order to process a request to graduate. A certification examination must be attempted at least once prior to confirmation of graduation. For students who graduated during the COVID-19 pandemic while the school was closed (roughly March 19, 2020 through June 30, 2020), the certification requirement was waived.

**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.*

Diploma in Medical Assistant / X-Ray Technician (Limited Scope)

Delivery Method: **Blended** Length: **12 Months**

This diploma in Medical Assistant / X-Ray Technician (Limited Scope) program 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, technology required in medical offices, and x-ray imaging and techniques. The 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. 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:

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

1. Demonstrate a required level of professionalism and skill in both written and oral communication and collaborative skills appropriate to a professional work environment.
2. Demonstrate limited scope x-ray techniques and positioning.
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
MBC105	Health Care Records – Ethical Practices	50	3.5
MA112	MA Externship	170	6.5
MBC102	General Anatomy & Physiology	50	4.0
MBC106	Regulatory Issues in Health Information	50	4.0
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
ML114	Medical Billing Fundamentals	50	4.0
ML115	Cardiac Care	50	3.5
MX100	Radiographic Imaging Protocols and Positioning	50	3.5
MX101	Radiographic Specialization	50	3.5
MX102	Radiology and Imaging	50	3.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
SS103	Digital Communication Strategies	50	4.0
	Total	**1,070**	**74.0**

All Medical Assistant / X-Ray Technician (Limited Scope) program students are strongly encouraged to attempt the RMA certification examination offered through American Medical Technologists within 30 days prior to their expected date of program completion.

Diploma in Medical Office Billing and Coding

Delivery Method: **Online** Length: **10 Months**

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:

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

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
MBC102	General Anatomy & Physiology	50	4.0
MBC103	Medical Coding - Diagnosis	50	4.0
MBC104	Medical Coding -Procedural	50	4.0
MBC105	Health Care Records – Ethical Practices	50	3.5
MBC106	Regulatory Issues in Health Information	50	4.0
MBC107	Health Care Informatics	50	3.5
MBC108	Medical Insurance Processing and Coding	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
ML101	Medical Terminology and Systems	50	4.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Subtotal	**700**	**55.0**
Externship/Capstone			
MBC113	Medical Office Externship ***or***	120	5.0
MBC114	Medical Office Capstone	50	5.0
	Subtotal	**120 / 50**	**5.0**
	Grand Total	**820 / 750**	**60.0**

Diploma in Paralegal Studies

Delivery Method: **Online** Length: **10 Months**

The Paralegal Studies Diploma program provides students with an opportunity to gain knowledge in the Paralegal / legal secretary 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 principles of U.S. law, legal terminology and documentation, legal software, reasoning, research, writing skill development and professional standard and ethics.. 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
PA115	The Legal System and Terminology	50	4.0
PA140	Ethics and Technology in the Law Office	50	4.0
PA180	Evidence	50	4.0
PA190	Contract Law	50	4.0
PA200	Legal Research and Writing	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
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
	Subtotal	**700**	**56.0**
Externship/Capstone			
PA290	Paralegal Externship ***or***	120	4.0
PA291	Paralegal Capstone	40	4.0
	Subtotal	**120 / 40**	**4.0**
	Grand Total	**820 / 740**	**60.0**

Diploma in Practical Nursing

Delivery Method: **Blended** Length: **14 Months**

The mission of the Practical Nursing Program (PN Program) at Rockford Career College is to provide a quality education while supporting the mission of Rockford Career College. The philosophy and conceptual framework of the PN program, with an emphasis on ethics and respect for the medical profession, will train students to provide a valuable service to the community, while guiding student advancement through practical application, clinical skills, critical thinking and continued learning. The program will maintain the highest standards possible to demonstrate commitment to the program's conceptual framework of holistic health principles; promotion of health and prevention of illness through the life span; and, the science of caring and safety. 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 a nursing-related field.

Program Outcomes:

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

1. Function as a competent practical nurse in diversified health care settings utilizing the nursing process as a methodology for practice
2. Participate as accountable, responsible member of the health care team
3. Demonstrate respect for all human beings
4. Utilize a holistic framework in nursing care throughout the life span
5. Achieve a precision level in biological, physical, psychosocial and nursing sciences
6. Achieve a competent level of clinical judgment
7. Apply knowledge, judgment and skill to safely and accurately administer medication
8. Perform all nursing functions within safe, legal and ethical parameters
9. Contribute to the wellness of individuals, families, and communities
10. Develop passion for life-long learning and the ability for critical thinking that enables thriving in a changing, complex society within our nursing community
11. Qualify to take Licensure Examination

**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
BIO110	Anatomy & Physiology 1	30	3.0
BIO120	Anatomy & Physiology 2	30	3.0
BIO130	Anatomy & Physiology 3	30	3.0
BIO140	Anatomy & Physiology 4	30	3.0
CRT101	Critical Thinking	20	2.0
EHR101	Electronic Health Records	30	2.0
NUR100	Fundamentals of Nursing 1	110	8.0
NUR110	Fundamentals of Nursing 2	130	7.0
NUR115	Pharmacology 1: Medication Administration	40	2.0
NUR122	Medical Surgical Nursing 1	140	8.0
NUR125	Pharmacology 2	20	2.0
NUR133	Medical Surgical Nursing 2	150	8.0
NUR135	Pharmacology 3	20	2.0
NUR144	Medical Surgical Nursing 3	150	8.0
NUR150	Maternity and Pediatric Nursing	60	4.0
NUR160	Professional Issues in Nursing	50	4.0
NUR165	Fundamentals of Mental Health	40	4.0
NUT110	Nutrition 1	20	2.0
NUT120	Nutrition 2	20	2.0
NUT130	Nutrition 3	20	2.0
	Total	**1,140**	**79.0**

Diploma in Veterinary Assistant and Grooming

Delivery Method: **Online** Length: **12 Months**

The Diploma in Veterinary Assistant and Grooming program provides the technical skills and work habits required to seek entry-level positions as Veterinary Assistants. The computer technology and word processing facets of the curriculum enhance students' potential for employment. 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 everyone (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 entry level veterinary assistant and/or veterinary assistant / grooming-related field(s).

Program Outcomes:

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

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional veterinary setting.
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the veterinary assistant field.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level veterinary assistant in a variety of veterinary clinic settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the knowledge of anatomy, physiology, and medical terminology in small animals as it relates to a veterinary assistant profession.
6. Demonstrate an understanding of how to perform small animal restraint during an examination.
7. Evaluate and utilize the information received from an animal's health history form.
8. Perform universal precautions during the course of different veterinary assistant tasks.
9. Explain and perform appropriate administrative tasks effectively.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
GEN129	Veterinary Life Science	50	4.5
SLM101	Business and Professional Communication	50	4.0
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
VA110	Fundamentals of Companion Animal Behavior	50	4.5
VA115	Companion Animal Learning Theory and Behavior Modification	50	4.5
VA120	Behavior Science and Professional Ethics	50	4.5
VA125	Applied Animal Behavior, Training and Environmental Enrichment	50	3.0
VA241	Animal Grooming Theory	50	4.5
VA246	Animal Grooming Lab	70	3.5
VET109	Veterinary Anatomy & Physiology	40	3.0
VET113	Veterinary Anatomy Systems & Functions	40	3.0
VET114	Veterinary Medical Terminology	40	3.0
VET131	Veterinary Office Management	30	3.0
	Total	**670**	**53.0**

Diploma in Virtual Office / Remote Administration

Delivery Method: **Online** Length: **9 Months**

The Diploma in Virtual Office / Remote Administration is designed to provide students with a depth of knowledge to work in a virtual and/or remote environment. Further, the program is designed to assist students with understanding the technology involved with working in a remote environment. 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 as a virtual office and/or remote administration position.

Program Outcomes:

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

1. Implement communications between virtual employees
2. Design an appropriate home office environment for a virtual worker
3. Understand the technology used in a virtual office environment
4. Understand, design and develop various social media postings.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
IT125	PC Maintenance and Management	50	3.5
MS110	Microsoft Word	50	3.0
MS120	Microsoft Excel	50	3.0
MS130	Microsoft Outlook & Office Communication	50	4.0
MS140	Microsoft PowerPoint	50	3.0
POA120	Meeting and Office Management	50	4.0
POA130	Business Mathematics	50	4.0
SLM101	Business and Professional Communication	50	4.0
SM103	Social Media Marketing & Promotion	50	4.5
SM104	Email, Blogging, & Written Communications	50	3.5
SS101	Student Success Strategies	50	4.0
SS102	Professional Success Strategies	50	4.0
VO120	Optimizing Home Office Design	50	4.5
WD100	Digital Design	50	4.0
	Total	**700**	**53.0**

Diploma in Welding

Delivery Method: **On-Ground** Length: 1**0 Months**

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:

1. Gain knowledge and understanding of current theories and uses of welding techniques and skills;
2. Review and practice general trade and craft skills;
3. Gain competency in SMAW and GTAW, GMAW and FCAW plates and fillets;
4. Gain competency in pipe welds;
5. 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	4.0
WLD103	SMAW Beads and Fillets (7018)	50	4.0
WLD104	SMAW Plate Certification	50	4.0
WLD105	SMAW Open V-Groove Welds	50	4.0
WLD106	GMAW Plate	50	4.0
WLD107	FCAW Plate	50	4.0
WLD108	GTAW Plate (Fillets)	50	4.0
WLD109	GTAW Plate (Groove) and Metallurgy	50	4.0
WLD110	SMAW 2-G, 5-G Pipe Welds	50	4.0
WLD111	GMAW 2-G, 5-G Pipe Welds	50	4.0
	Total	**800**	**64.0**

Course Descriptions

AC101 Introduction to Addiction Counseling **4.5 quarter credit hours**

Prerequisites: None

This course provides students with an introduction to addiction counseling and addiction. The course will review substances of abuse and other addictions. Students will learn theories of addiction and introductory substance assessment and counseling techniques. It will review the physical, psychological, and social implications of addiction counseling for various populations.

AC102 Ethics and Boundaries in Addiction Counseling **4.5 quarter credit hours**

Prerequisites: None

This class will provide students with an overview of ethical and boundary considerations in addiction counseling. The class will teach an ethical base for counseling, review ethical dilemmas, and teach various ethical decision-making models relevant to addiction counseling.

AC103 Motivational Interviewing **4.5 quarter credit hours**

Prerequisites: AC101 / AC102

This course is designed to provide the student with an introduction to the primary counseling approaches used in addiction counseling. Motivational Interviewing will be the primary focus of this course, in addition to thought patterns, collaborative work, and honoring client self-direction. Students will also examine Cognitive Behavior Therapy, 12 Step Facilitation Therapy, Contingency Management, Mindfulness Based Approaches, Solution Focused Counseling, and the Community Reinforcement Approach.

AC104 Multicultural Counseling in Addiction **4.5 quarter credit hours**

Prerequisites: AC101 / AC102

This course will focus on the competency of multicultural and special population considerations in addiction counseling. This course will examine the student's own cultural development and assumptions in working with diverse populations, increase awareness of the role drugs and alcohol play in various cultures, and examine best practice methods of treatment incorporating gender and cultural issues.

AC105 Addiction and the Family **4.5 quarter credit hours**

Prerequisites: AC101 / AC102

This course will identify the effects of addiction counseling on the family and will explore current treatment approaches with affected others. Family role identification within a family systems perspective and addiction models will be explored. Additionally, students will review historical and cultural issues that help define family responses to addiction counseling and appropriate best practice models for interventions with family members.

AC106 Co-occurring Disorders **4.5 quarter credit hours**

Prerequisites: AC101 / AC102

Students will cover the most common co-occurring disorders, including Alcohol Dependency, Bipolar, Schizophrenia, Depression, Anxiety, and Polysubstance Dependency. Characteristics of the disorders as well as modalities of treatment options which will also include psychotherapy and pharmacological options will be discussed. The student will also gain a basic understanding of the DSM IV-TR.

AC107 Case Management **4.5 quarter credit hours**

Prerequisites: AC101 / AC102

This course introduces students to the fundamentals of case management. Students will review different models of case management and learn about case management functions including outreach, engagement, assessment, planning, assessing resources, coordination, and disengagement.

AC108 Group Process **4.5 quarter credit hours**

Prerequisites: AC101 / AC102

This course introduces the students to the basic concepts of group dynamics and group work in the behavioral health field. Students will study topics on leadership, group dynamics, group theory, ethics, diversity in groups, and group development. The student will receive an understanding of how and why clients socially construct and maintain social relationships.

AC109 Trauma, Sexual Abuse and Recovery **4.5 quarter credit hours**

Prerequisites: AC101 / AC102

This course introduces students to the fundamentals of child sexual abuse and traumatic stress disorders. The student will learn the fundamentals of how trauma affects an individual, signs and symptoms of trauma reactions, and will learn the appropriate treatment options for the individual.

AC110 Addiction Counseling Externship **4.0 quarter credit hours**

Prerequisites: AC101 / AC102 / AC103 / AC104 / AC105 / AC106 / AC107 / AC108 / AC109

This course is designed to link student classroom learning with professional experience. The student may work with on-site supervision at an addiction counseling agency (or other appropriate addiction counseling placement) to gain 120 hours of practical and observational experience in the field of addiction counseling.

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.

AT101 Automotive Success Strategies **4.0 quarter credit hours**

Prerequisites: None

The overall goal of this course is to facilitate a smooth transition to school by engaging the student in curriculum focusing on academic, career, and life skills. Students will make connections with key personnel within the school that will assist with their questions and provide guidance throughout their education. The student will be introduced to automotive systems, industry certifications, and job opportunities. Students will learn essential skills for the vehicle technician including safety, equipment fundamentals, and the proper use of measurement tools such as dial indicators, micrometers, and calipers. The automotive content will be balanced by an emphasis on skills that will enable students to be successful in school and in life. These skills will include time management, financial management, goal setting, learning strategies, career planning, and critical thinking strategies.

AT102 Gas Engine Operations **3.0 quarter credit hours**

Prerequisites: AT101

This course is designed to provide the student with a detailed study of the modern internal combustion gasoline engine from the basic principles of design and operation to inspection, precision measurement, fitting, and reconditioning, including cooling systems, coolants, lubricating systems, and engine lubricants. Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to diagnose various engine concerns through visual and auditory inspection. Students will learn how to disassemble, measure, troubleshoot, service, and reassemble a gasoline powered internal combustion engine.

AT103 Fuel and Emissions Systems **3.0 quarter credit hours**

Prerequisites: AT101

This course is designed to provide comprehensive coverage of late model gasoline fuel systems from the properties of gasoline to the by-products of combustion, including fuel supply and air induction systems, related emissions controls, and the principles of turbocharging. Emphasis is placed on troubleshooting, replacement, overhaul, and adjustment of fuel injection systems, including computer control models. Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to use diagnostic scan tools to retrieve emission control trouble codes and determine necessary repairs. Students will learn how to diagnose no-start/no-fuel problems on hot and cold engines. Students will learn how to operate exhaust gas analysis equipment and determine necessary action.

AT104 Electrical Systems **3.0 quarter credit hours**

Prerequisites: AT101

This course is designed to provide the student with practical theory in basic and solid state circuitry, including body electrical systems, operation and service of automotive storage batteries, automobile charging systems, starting systems, and lighting systems. Students will evaluate components using both conventional and electronic diagnostic equipment. Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to diagnose basic electrical, charging, starting, and lighting circuits through the use of diagnostic equipment to include test lights, multimeters, and continuity testers.

AT105 Diagnostics **3.0 quarter credit hours**

Prerequisites: AT101

This course is designed to provide the student with knowledge of conventional and computerized engine control systems and scientific engine testing and tune-up. Students will receive detailed instruction on operating principles, testing, replacement and repair of the ignition systems. Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to diagnose mechanical and electrical engine and control systems and determine needed action. Students will learn how to use diagnostic scan tools to retrieve engine, body, and other computerized control module trouble codes to determine condition, status, and determine needed action.

AT106 Manual Transmissions **3.0 quarter credit hours**

Prerequisites: AT101

This course is designed to provide the student with a comprehensive coverage of drive train components, including theory, operating principles, service, and repair techniques of the clutch, differential and rear axles. Gearing, levers, hydraulics, component design, troubleshooting, replacement, disassembly, repair, service techniques, and assembly are emphasized. Manual and 4X4 transfer gear boxes, drive-shafts, U-joints, front and rear differentials, and manual transaxles are featured. Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to diagnose, inspect, remove and replace a clutch. Students will learn how to diagnose, clean, inspect, disassemble, and reassemble a transmission/transaxle. Students will learn how to diagnose, inspect, remove, replace, and service front wheel-drive components and rear-wheel drive components.

AT107 Automatic Transmissions **3.0 quarter credit hours**

Prerequisites: AT101

This course has been developed to provide the student with knowledge and skills needed to successfully diagnose and make needed repairs to automatic transmissions and transaxles. Emphasis is placed on power-flow, operation, design, servicing equipment, troubleshooting, disassembly, inspection, replacement, assembly, testing, and adjustment. Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to perform necessary diagnostic tests using special equipment including scan tools to retrieve transmission/transaxle related trouble codes. Students will learn how to perform necessary service, repairs, and adjustments to automatic transmissions and transaxles.

AT108 Air Conditioning and Electronics **3.0 quarter credit hours**

Prerequisites: AT101

This course is designed to provide the student with theory and application of automobile air conditioning and heating systems. Students will also be presented with the operation of various automobile accessories to include: power windows, door locks, and seats, and air bag operation and service. Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to diagnose abnormal operation of air conditioning and heating systems, remove and replace air conditioning and heating system components, and evacuate and recharge automobile air conditioning systems.

AT109 Automotive Electronics **3.0 quarter credit hours**

Prerequisites: AT101

This course is designed to provide the student with in-depth knowledge of electrical and electronic principles, and advanced circuit applications. Students will learn about automobile computerized control systems as they apply to engine and body control as well as transmission, suspension, braking systems, and other computerized systems. Computer operation, sensors, and actuators are emphasized. Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to diagnose automotive electrical and electronic circuits using a variety of diagnostic equipment to include digital volt-ohm meters, continuity testers, test lights, graphing multimeters, and oscilloscopes. Students will learn how to use diagnostic scan tools to retrieve trouble codes from vehicle computers and determine necessary repairs.

AT110 Brake Systems **3.0 quarter credit hours**

Prerequisites: AT101

This course is designed to provide comprehensive coverage of design, operating principles, maintenance and service of the automotive brake systems and traction control. Emphasis is placed on diagnosis and service of rotors and drums with measuring and resurfacing included. Anti-lock braking is covered from operating principles through diagnosis and service. Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to diagnose mechanical and hydraulic problems within the vehicle braking systems. Students will learn how to diagnose computer control problems within the anti-lock and traction control systems.

AT111 Steering and Suspension Systems **3.0 quarter credit hours**

Prerequisites: AT101

This course is designed to provide the student with detailed instruction of the design and operating principles, maintenance and service of automobile suspension and steering systems including steering geometry and alignment angles. Emphasis is placed on wheel alignment procedures, including computerized four-wheel alignment. Service and diagnostics are stressed including McPherson struts, rack and pinion steering systems, and tire design and applications. New technologies are covered to incorporate electronic steering, and in-depth coverage of computerized suspension systems. Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to diagnose, inspect, and service steering system components using industry standard equipment. Students will learn how to diagnose inspect, remove and replace rear-wheel and front-wheel drive suspension component. Students will learn how to perform alignments on front and rear wheel drive vehicles.

AT112 Service Shop Procedures **3.0 quarter credit hours**

Prerequisites: AT101

This course is designed to provide the students with exposure to an actual shops environment, procedures, and protocol by applying prominent skills obtained in previous courses. Emphasis is placed on the removal and replacement of both engines and transaxles. Methods of securing future employment and the preparation of resumes are highlighted. Knowledge testing and skills application are highlighted among the topics. Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

AT113 Service Shop Management **4.0 quarter credit hours**

Prerequisites: AT101

This course has been designed to provide the student with an orientation and introduction to the management and business component of the automotive industry. The management and procedures associated with automotive related businesses are emphasized including employee/employer expectations, the service write-up process, business organizational structure, career opportunities, customer relations, personnel management, facilities, business records, insurance, and safety. Knowledge relating to management practices within an automotive business will help the student adapt and acclimate to the working environment. Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to prepare an employment resume and application. Students will learn how to complete various forms used in automotive businesses. Students will learn how to properly interview for employment.

AT114 Diesel Engines **4.0 quarter credit hours**

Prerequisites: AT101

In this course students will learn the principles of four-stroke engines, including diesel combustion fundamentals. The course will also cover the unique characteristics of the diesel engine air intake, cooling, lubrication and exhaust systems. Proper diesel engine and component identification will be emphasized during the course by using original equipment manufacture (OEM) service and repair information. The theory of the diesel engine compression brake (Jake break), including periodic adjustments will also be covered.

AT115 Diesel Fuel Systems **4.0 quarter credit hours**

Prerequisites: AT101

Students will learn to safely diagnose and repair mechanical and electronically controlled diesel fuel injection systems. The importance of diesel fuel systems cleanliness and OEM recommended maintenance will be stressed. Fuel system component removal and installation according to OEM guidelines will be emphasized. Students will also be shown how to retrieve electronic control module (ECM) data and correct basic fault codes relating to the diesel fuel system using PC-based software.

AWM101 Introduction to Animal Welfare Management **4.5 quarter credit hours**

Prerequisites: None

This course introduces general concepts of animal welfare, care and management. Topics include the history of animal care and animal welfare, humane issues, career opportunities in the field and the future of the animal care and welfare industries. Upon completion, students should be able to demonstrate a basic understanding of issues related to the animal field.

AWM107 Animal Medical Terminology, Anatomy, and Physiology **4.5 quarter credit hours**

Prerequisites: None

This course introduces students to the basic structure and function of animal cells and tissues, the organization of the body, and a more in depth look at systemic anatomy and physiology. The student will also learn basic animal medical terminology which will reinforce the anatomy and physiology training, aid in understanding more complex topics in future courses and in the field. This course offers a basic overview of anatomy and physiology of domestic species, using a systemic approach. Basic terminology, anatomy, and physiology are key areas of study for students in any animal care profession.

AWM111 Foundational Principles of Animal Health and Nutrition **4.5 quarter credit hours**
Prerequisites: AWM101 / AWM107
This course introduces students to the basics of routine health care, preventative medicine, nutrition and common diseases of domestic animals. Topics include animal wellness, common health problems, nutrients and the role of nutrition in the health and wellbeing of domestic animals.

AWM122 Companion Animal Behavior, Training, and Enrichment **4.5 quarter credit hours**
Prerequisites: AWM101 / AWM107
This course explores the basics of animal behavior, environmental enrichment, and training. Learning theory, animal body language, and behavior modification techniques presented can be applied to a variety of animals, though this course will focus primarily on dogs and cats. Practical strategies for environmental enrichment in different settings will be discussed.

AWM130 Animal Facility Management **4.0 quarter credit hours**
Prerequisites: AWM101 / AWM107
This course will introduce the basics of animal care facility location, design, management and operation. Health and safety of workers and animals in the facility will also be discussed. Concepts will focus on small animal settings including animal shelters.

AWM140 Animals in Society, Animal Ethics, Welfare and the Law **4.5 quarter credit hours**
Prerequisites: AWM101 / AWM107
This course provides students with a background in the areas of animal welfare, moral and ethical obligations and legislation pertaining to animals. Upon completion, students should be able to discuss ethical and legal issues related to animals. In addition, students will study the relationship of animals and humans, including an overview of the history and evolving role of animals in society. Topics include pets and the human-animal bond, animal use in research, production, and entertainment, and the animal-human abuse link.

AWM150 Principles of Shelter Management and Medicine **4.5 quarter credit hours**
Prerequisites: AWM101 / AWM107
This course provides an introduction to various management aspects of animal rescue and sheltering, including discussion on changing paradigms in the animal welfare world. In addition, this course will provide the student with an introduction to topics associated with shelter medicine. The learner will be introduced to shelter epidemiology and population medicine, the importance of spay/neuter, and common infectious diseases associated with sheltered populations. Economically sound testing, prevention and treatment protocols will be discussed. Shelter management topics for review include animal surrender and adoption policies and philosophies, and the corresponding human element including compassion fatigue.

AWM170 Environmental & Humane Education and Outreach **4.5 quarter credit hours**
Prerequisites: AWM101 / AWM107
This course describes the importance of increasing awareness for children and adults in humane and environmental conservation issues, and looks into the power of public perception in changing societal norms. A wide range of humane issues such as the history of the humane movement, violence prevention against animals, responsible animal care, establishing a humane education program within an animal facility, teaching controversial subjects, animals in therapeutic contexts, and building a humane network are explored.

AWM185 Exotics and Pocket Pets **4.5 quarter credit hours**
Prerequisites: AWM101 / AWM107
This course is designed as an introduction to common exotic and pocket pet animals. During the course of study, the student will be introduced to the unique husbandry, handling, and medical needs of various exotic species, rodents, and rabbits often kept as pets and as laboratory animals

AWM190 Client Communication **4.5 quarter credit hours**
Prerequisites: AWM101 / AWM107
This course provides students with an opportunity to learn effective professional communication strategies to use with clients in Animal Welfare and animal care environments. Current best practices are introduced for appropriate

communication in various contexts such as grief management, conflict resolution, animal relinquishment, adoption and animal housing.

AWM195 Volunteer and Career Management **4.0 quarter credit hours**
Prerequisites: AWM101 / AWM107
This course provides students with the opportunity to review and connect with animal welfare volunteer opportunities in local communities. Instructors will work with students in professional networking and career planning and well as volunteer best practices and follow up.

AWM199 Animal Welfare Administration Capstone **4.5 quarter credit hours**
Prerequisites: AWM101 / AWM107 / AWM111 / AWM122 / AWM130 / AWM140 / AWM150 / AWM170 / AWM185 / AWM195
This course provides students with the opportunity to review and connect with animal welfare volunteer opportunities in local communities and begin preparing for an actual externship in an animal care facility at the end of their program of study. Instructors will work with students in professional networking and career planning and well as volunteer best practices and follow up.

AWM205 Principles of Animal Welfare Administration and Management **4.5 quarter credit hours**
Prerequisites: None
This course introduces students to best practices in working with a board of directors as well as understanding how to negotiate working and professional contracts. Students will have the opportunity to learn about goal setting and budget planning, accounting and policy development. Organizational structures and evaluation will be addressed in addition to financial policies and procedures of nonprofit and governmental agencies.

AWM215 Principles of Animal Welfare Personnel Supervision and Leadership **4.5 quarter credit hours**
Prerequisites: AWM205
This course will address principles and techniques in personnel recruitment and training as well as performance evaluations and effectiveness training. Additionally, students will review conflict resolution, mediation and personnel management. Personnel planning and motivation will be addressed as well as supervisory best practices and delegation. Federal, state, and local regulations will also be covered.

AWM225 Animal Welfare Public Relations and Fundraising **4.5 quarter credit hours**
Prerequisites: AWM205
This course will address best practices in principles and methods for organizational services and programs. Additionally, students will have the opportunity to learn public relations techniques and effective fund raising methods. This will include the clear communication of goals and the statistical analysis and reporting. Organizational networking strategies will also be addressed.

AWM235 Building Effective Teams in an Animal Welfare Setting **4.5 quarter credit hours**
Prerequisites: AWM205
In today's modern animal welfare 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.

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.

BIO110 Anatomy & Physiology 1 **3.0 quarter credit hours**

Prerequisites: None

Anatomy and Physiology 1 is designed to provide the student a foundational understanding of the normal structure and function of the human body. The course introduces basic chemistry, microbiology, cell metabolism, and medical terminology. Anatomy and Physiology will be presented each quarter and will be coordinated with the body system being discussed in Medical Surgical Nursing.

BIO120 Anatomy & Physiology 2 **3.0 quarter credit hours**

Prerequisites: BIO110

Anatomy and Physiology 2 is designed to provide the student with an overall understanding of the anatomy of the respiratory, hematologic, and cardiovascular systems. The course content will cover the pathophysiology of each system in preparation for the corresponding disease process presented in Medical Surgical Nursing 1.

BIO125 Anatomy and Physiology I **4.0 quarter credit hours**

Prerequisites: MED105 / MED106

This course is an in-depth study of the cellular structure, tissues, cellular transport mechanisms, cell division, homeostasis and the organization and divisions of the human body. It will include the structure and function of the organs of the human body and the interrelationships of the body's systems with emphasis on the integumentary, muscular, skeletal, nervous, and endocrine systems.

BIO126Anatomy and Physiology I **4.0 quarter credit hours**

Prerequisites: MED106

This course is an in-depth study of the cellular structure, tissues, cellular transport mechanisms, cell division, homeostasis and the organization and divisions of the human body. It will include the structure and function of the organs of the human body and the interrelationships of the body's systems with emphasis on the integumentary, muscular, skeletal, nervous, and endocrine systems.

BIO130 Anatomy & Physiology 3 **3.0 quarter credit hours**

Prerequisites: BIO120

Anatomy and Physiology 3 is designed to provide the student with an overall understanding of the anatomy of the urinary, gastrointestinal, neurological, musculoskeletal and endocrine systems. The course content will cover the pathophysiology of each system in preparation for the corresponding disease process presented in Medical Surgical Nursing 2.

BIO140 Anatomy & Physiology **3.0 quarter credit hours**

Prerequisites: BIO130

Anatomy and Physiology 4 is designed to provide the student with an overall understanding of the anatomy of the sensory, skeletal, lymphatic, immune, reproductive, and integumentary systems as well human development. The course content will cover the pathophysiology of each system in preparation for the corresponding disease process presented in Medical Surgical Nursing 3.

BIO150 Anatomy and Physiology II **4.0 quarter credit hours**

Prerequisites: MED105 / MED106 / BIO125

This course is an in-depth study of the structure and function of the organs of the human body and the interrelationships of the body's systems with emphasis on the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems including early pregnancy.

BIO151 Anatomy and Physiology II **4.0 quarter credit hours**

Prerequisites: MED106 or ML101 / BIO126

This course is an in-depth study of the structure and function of the organs of the human body and the interrelationships of the body's systems with emphasis on the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems including early pregnancy.

CAD100 Survey of Computer-Aided Drafting (CAD) – DraftSight ® **3.5 quarter credit hours**

Prerequisites: *IT106 / PRM130*

This survey course introduces students to the field of computer-aided drafting in an easy to understand and follow elementary way. Students learn how to use a CAD system to draw and edit geometry on-screen as they create two-dimensional drawing views. Students learn how CAD drawing geometry is created, organized, revised, dimensioned, and how generated data is handled and stored in both hard and soft copy formats.

CAD102 Two-Dimensional Drawings in CAD- AutoCAD ® **4.0 quarter credit hours**

Prerequisites: *IT106 / PRM130*

This course introduces students in how to use a popular CAD program to create two-dimensional orthographic drawing views from given two-dimensional and three-dimensional problem assignments. Students learn how to draw and edit geometry on-screen as well as how to organize a CAD drawing by layers and groups of geometry as blocks representing symbols. Students learn how to create, store, recall, and revise drawing data in electronic format.

CAD103 Three-Dimensional Drawings in CAD- AutoCAD ® **4.0 quarter credit hours**

Prerequisites: CAD100 / CAD102 / IT106 / IT115 / IT125 / PRM130

This course introduces students in how to use a popular CAD program to create three-dimensional CAD models in wireframe, surface and solid model formats. Students explore different visual styles and learn how to generate two-dimensional drawing takeoffs from three-dimensional models. Students learn how to create 3-D CAD models from both given two-dimensional and three-dimensional problem assignments.

CAD121 Computer-Aided Mechanical Drafting Practices **4.0 quarter credit hours**

Prerequisites: CAD100 / CAD102 / CAD103 / CAD122 / CAD123 / CAD143 / IT106 / IT115 / IT125 / PRM130

In computer-aided mechanical practices students learn how to use AutoCAD® brand CAD software to prepare detailed two-dimensional drawings for industry to common conventions and ASME standards. Students learn to determine required views needed to describe a given part in a drawing. A primary focus of this course is to properly dimension drawings for parts to be made.

CAD122 Print Reading for Manufacturing **4.0 quarter credit hours**

Prerequisites: CAD100 / CAD102 / IT106 / IT115 / IT125 / PRM130

This course introduces students to the process of interpreting information in engineering drawings for manufacturing. Students learn how to interpret graphical data to communicate that data in English. Course includes practice in reading real-world commercial manufacturing drawings.

CAD123 Applied Math for Manufacturing **4.0 quarter credit hours**

Prerequisites: CAD100 / CAD102 / IT106 / IT115 / IT125 / PRM130

This course covers different applications of mathematics related to engineering and manufacturing technology. An important aspect of this course is teaching students to use an analytical approach to solving problems of arithmetic, geometry and trigonometry with a scientific calculator. Students learn applied geometry, trigonometry for calculations for power transmission devices problems.

CAD141 Computer-Aided Architectural Drafting Practices **4.0 quarter credit hours**

Prerequisites: CAD100 / CAD102 / CAD103 / CAD122 / CAD123 / CAD143 / IT106 / IT115 / IT125 / PRM130

In computer-aided architectural practices students learn how to use AutoCAD® brand CAD software to prepare a set of house plan drawings for construction to common conventions and AIA standards. Students learn to determine required views needed to describe a given building. A primary focus of this course is on properly dimensioning a drawing for homes to be made.

CAD142 Print Reading for Construction **4.0 quarter credit hours**

Prerequisites: CAD100 / CAD102 / CAD103 / CAD122 / CAD123 / CAD143 / IT106 / IT115 / IT125 / PRM130

This course introduces students to the process of interpreting information of architectural drawings for construction. Students learn how to interpret graphical data to communicate that data in English. Course includes practice in reading real-world commercial architectural drawings.

CAD143 Applied Math for Construction **4.0 quarter credit hours**

Prerequisites: CAD100 / CAD102 / IT106 / IT115 / IT125 / PRM130

This course covers different applications of mathematics related to architectural and construction technology. An important aspect of this course is teaching students to use an analytical approach to solving problems of arithmetic, geometry and trigonometry with a scientific calculator. Students learn applied geometry, trigonometry for calculations for power home construction problems.

CD101 Introduction to Cannabis **4.5 quarter credit hours**

Prerequisite: None

This course will discuss the basic life cycle of the plant/plant properties, and the natural origins and evolution of cannabis. Course will also include topics related to how cannabis influenced commercial, medical, ritual and religious practices in culture.

CD110 Cannabis and the Law **4.5 quarter credit hours**

Prerequisite: None

The course will discuss current policy parameters, legal responsibilities and ethical issues of the medical cannabis industry. This course will include an overview and understanding of the various compliance laws in Illinois and Ohio.

CD120 Cannabis Cultivation Operations **4.5 quarter credit hours**

Prerequisite: CD101

This course covers content related to cannabis cultivation center operations including cannabis cultivation, processing, transportation, and disposal, facility requirements related to cannabis cultivation, state regulations and inspections, and biosecurity measures.

CD140 Cannabis Pharmacology and Medical Use **4.5 quarter credit hours**

Prerequisite: CD101

This course provides a foundation of pharmacology topics related to medical cannabis. Content includes product knowledge, basic physiology, drug interactions and methods of administration. This course will also provide an understanding of how cannabis is used with animals.

CD150 Dispensary Operations **4.5 quarter credit hours**

Prerequisite: CD101

This course covers logistic concepts including transportation, inventory, packaging, warehousing, materials handling, order processing, safety protocol and facility location.

CD160 The Experience of Illness **4.5 quarter credit hours**

Prerequisite: CD101

This course explores illness as a social scientific construct, including exploring the intersection of chronic illness and personal identity. The course provides students a practical look at how Cannabis Patient Care Specialists communicate with (and educate) patients.

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, factions, percentages and proportions as they relate and help solve trade and manufacturing-related math problems.

CM115 Basic Machining **4.0 quarter credit hours**

Prerequisites: None

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: None

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 / CM115 / CM120

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 / CM115 / CM120

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 / CM115 / CM120

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 / CM115 / CM120

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 / CM115 / CM120
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 / CM115 / CM120
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 / CM115 / CM120
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 / CM115 / CM120
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.

CRT101 Critical Thinking **2.0 quarter credit hours**

Prerequisites: None

This course is designed to identify students' level of critical thinking and learning type; in order to facilitate higher-order thinking skills by teaching students how to apply critical thinking in their own learning environment. The student will be introduced to online learning programs and focused remediation resources that will serve as tools to assist with basic nursing study, remediation, and test taking skills; which are requisite for successful academic advancement.

DA201 Profession and Science of Dental Assisting **4.5 quarter credit hours**

Prerequisite: None

This course introduces the basic components of the foundational skills necessary for a dental assistant to obtain. Emphasis is placed on the roles and certifications of the dental healthcare team, dental ethics and law regulations. Topics include history of dentistry, oral anatomy, anatomy and physiology, chairside assisting, general dentistry, basic math skills, dental and medical terminology and medical emergencies. It also presents an in-depth study of the anatomy of teeth and structures of the human body and is designed to provide opportunities for the student to learn the structure, morphology, and function of the teeth and supporting tissues. Head and neck anatomy are reviewed with a detailed study of the skeletal system, muscles, nerves, lymphatics, and vascular supply. This non-laboratory course presents a survey of human anatomy and physiology.

DA202 Infection Control Measures **4.5 quarter credit hours**

Prerequisite: None

This course provides an overview of microbiology and procedures performed by the dental assistant. Topics include microbiology and infection control. Highlighted in this course are the topics of infection control procedures for oral health care workers including pathogenic agents, mechanisms of disease transmission, personal protective equipment, and maintaining asepsis around the oral environment. The Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard is also reviewed. The role of the dental assistant in preparing for, recognizing and assisting in the first aid/treatment of medical-dental emergencies is also presented. First Aid, CPR/AED training and certification is also covered.

DA203 Dental Office Administration **4.0 quarter credit hours**

Prerequisite: DA201 / DA202

This course is a comprehensive study on the administrative components in the dental office administration in the dental setting. Topics include systems for information managements, appointment scheduling, recalling, and inventory management. Effective forms of communication and understanding cultural diversity will be discussed. Additionally, patient and insurance billing, receivables, payables, collections, and financial policies will be examined. It introduces practice management skills including office principles including reception techniques, appointment control, third party billing, financial records, computer application skills, and manual and electronic accounting procedures as well as software for the digital office.

DA204 Preventative Dentistry **3.5 quarter credit hours**

Prerequisite: DA201 / DA202

This course is designed to educate the dental assistant on oral health for patient care. Topics include Preventive Dentistry, Nutrition, Fluoride Therapies, Coronal Polishing and Pit and Fissure Sealant Placement. It also explores the concepts of preventive dentistry, dental caries, periodontal disease, patient education and motivations and related dental therapeutics. Dietary considerations for the dental patient is discussed and students will be required to demonstrate the principles of oral communication through oral presentations on selected topics relating to course work.

DA205 Dental Care Delivery and Techniques **3.5 quarter credit hours**

Prerequisite: DA201 / DA202

This course is designed to educate the dental assistant on dental care delivery and techniques in dentistry. Topics includes theory and practice in chairside dental assisting skills such as principles of four-handed and six handed dentistry, dental instrument use and identification, instrumentation basics, ergonomics, vital signs, handpieces, dental burs, dental dam, assisting in the administration of local anesthesia and the principles and regulations concerning pharmacology and prescription writing.

DA206 General Dentistry **3.5 quarter credit hours**

Prerequisite: DA201 / DA202

This course discovers the principles associated with general dentistry. Topics include oral histology and embryology, oral pathology, psychology, chairside assisting, and general dentistry. Emphasis is placed on the clinical recognition, differential diagnosis, and treatment of oral pathologic conditions and associated systemic disorders. The students are expected to understand, recognize, and evaluate pathologic disease and conditions most likely found in dental patients. Analysis of case studies representing a wide variety of oral pathologic conditions stresses disease recognition, differential diagnosis, and treatment modification. Oral histology and embryology will be introduced to develop an understanding of the development, form, and function relationship of these structures.

DA207 Dental Materials and Laboratory Procedures **3.5 quarter credit hours**

Prerequisite: DA201 / DA202

This course is designed to introduce students to the purpose and uses of various materials used in dentistry. Restorative dental materials are discussed with a focus on their biomechanical properties, material science, function, and manipulation. Materials used in various dental specialties and preventive dentistry are presented including restorative and esthetic materials, liners, bases, bonding agents and dental cements. This course focuses on different impression materials and how they are mixed and seated within the mouth. It also introduces laboratory materials and procedures as well as certain equipment that is used. Students will learn hands on by taking impressions on each other, pouring and trimming the models as well as how to fabricate custom trays. The course also provides concepts related to general dentistry procedures with an emphasis on dental assisting during amalgam and composite restorative procedures, tray set-ups and chair side procedures.

DA208 Dental Specialties **7.0 quarter credit hours**

Prerequisite: DA201 / DA202

This course provides theory and discussion of the dental specialties within dentistry. Topics include specialty dental practices of Periodontics, Pediatrics, Endodontics, Orthodontics, and Oral Maxillofacial Surgery. The course emphasizes the setting, procedures, specialty dental instruments/identification, materials, and the dental assistant's role to include the principles of four-handed and six handed dentistry.

DA209 Introduction to Prosthodontics **3.5 quarter credit hours**

Prerequisite: DA201 / DA202

This course addresses concepts related to removable and fixed prosthodontics procedures. Topics include an emphasis on crown and bridge, inlay/onlay, veneers, dental implants, dentures and partials are also discussed. The course emphasizes the setting, procedures, specialty dental instruments/identification, materials, and the dental assistant's role to include the principles of four-handed and six handed dentistry.

DA210 Dental Radiology **7.5 quarter credit hours**

Prerequisite: DA201 / DA202

This course provides the theory, history, science, and general procedures for dental radiography. Topics include: Radiation physics and biology, radiation protection and safety, infection control, recognition of normal anatomical landmarks and abnormal conditions, exposure and processing techniques, prevention of errors, mounting/sequencing, viewing, intraoral techniques, holding devices, and identification and correction of faulty radiographs. Other topics include: quality assurance, legal considerations, film based, digital and extraoral radiography. Lectures and laboratories are used to prepare the student in the use of ionizing radiation in dentistry. Laboratory exercises include the use of dental training manikins. The theories and technical procedures of oral radiography are presented with a clinical application to intraoral and extraoral techniques, as well as analysis of technique errors. Students are required to produce, process, and evaluate diagnostic quality full mouth and bitewing radiographs. Students are expected to gain experience exposing, processing, mounting, and assessing the quality of radiographs. Proficiency in conventional and digital radiographic techniques will be obtained by practicing on a manikin.

DA211 Dental Assisting Externship **7.0 quarter credit hours**

Prerequisite: DA201 / DA202 / DA203 / DA204 / DA205 / DA206 / DA207 / DA208 / DA209 / DA210

This course provides students with practical experience in area dental offices and clinical environment, where they will apply the skills and knowledge acquired in the classroom to competently perform dental assisting functions, including participation in four-handed chairside techniques and related dental assisting procedures. The externship is required for all students and must be completed to be eligible for graduation and to receive their diploma. The student will work for a total of one hundred and sixty (160) uncompensated hours in a clinical dentistry setting. The student is required to satisfactorily complete competencies as well as complete the amount of required hours of the externship in order to satisfactorily pass the course. An externship coordinator will work with students and sites to ensure that required skills and practice are addressed and practiced and that a variety of dental specialties are experienced. Additionally, students will be required to attend the campus for 20 hours to review and complete exam preparation. This externship has a Pass/Fail designation upon completion.

DMSG105 Introduction to Basic Scanning **4.0 quarter credit hours**

Prerequisites: BIO125 / MED105 / MED106 / PHY100

The course includes techniques in patient preparation, clinical history taking, patient positioning and scanning techniques and prevention of musculoskeletal injuries. It also includes understanding screen image orientation, cross-sectional anatomy, transducer orientation and manipulation and the identification of vascular and organ landmarks. The course teaches the use of acoustic windows and basic knobology adjustments for deep organ scanning. It includes techniques in writing technical impression with the use of appropriate sonographic terminology. The course includes orientation to ultrasound equipment, an introduction to basic lab scanning and Ergonomics.

DMSG120 Ultrasound Physics **5.0 quarter credit hours**

Prerequisites: BIO125 / MED105 / MED106 / PHY100

This course provides an introduction to the physical principles of ultrasound. It includes the study of the parameters of both pulsed wave and continuous wave, the components of the ultrasound system, transducer types and architecture, ultrasound modalities, sound tissue interaction, ultrasound artifacts, biological effects, preventative maintenance and the ALARA principle. This course will include knobology and instrumentation in a laboratory environment.

DMSG130 Pathophysiology **3.0 quarter credit hours**

Prerequisites: BIO125 / MED105 / MED106 / PHY100

This course includes the study of the functions, integration and coordination of cells, cellular responses to injury, inflammation, healing and its complications, immunopathology, neoplasia and pathogenesis of cancer. It includes clinical history, signs and symptoms of pathology, laboratory values, imaging modalities and procedures in the management of diseases.

DMSG135 Abdomen Sonography I **5.0 quarter credit hours**

Prerequisites: BIO125 / BIO150 / DMSG105 / DMSG120 / DMSG130 / MED105 / MED106 / PHY100

Review of anatomy and physiology of the digestive system including the GI tract with emphasis on the liver, gallbladder, and pancreas. Includes a discussion of anatomical variants, associated pathological conditions, normal and abnormal sonographic appearances, organ protocols, optimization of image acquisition, case study presentations

and class discussion. Class includes hands-on scanning in the imaging lab, and observation and participation in the clinical environment.

DMSG150 Abdomen Sonography II **5.0 quarter credit hours**
Prerequisites: BIO125 / BIO150 / DMSG105 / DMSG120 / DMSG130 / MED105 / MED106 / PHY100
Review of anatomy and physiology of the urinary system with emphasis on the kidneys and the urinary bladder, adrenal glands, reticulo-endothelial system with emphasis on the spleen and the lymphatic system. Includes a discussion of anatomical variants, associated pathological conditions, normal and abnormal sonographic appearances, organ protocols, optimization of image acquisition, case study presentations and discussion. Course includes hands-on scanning in the imaging lab, and observation and participation in the clinical environment.

DMSG170 Ethics and Medical Law in Sonography **3.0 quarter credit hours**
Prerequisites: BIO125 / DMSG105 / DMSG120 / DMSG130 / MED105 / MED106 / PHY100
This course is designed to introduce the student to the legal and ethical issues that face the healthcare professional. Students will become familiar with Health Insurance Portability and Accountability Act, informed consent, Professional liability and how these legal principles affect the sonographer. The sonographers' scope of practice will be discussed and concepts related to patient safety and communication introduced.

DMSG200 Introduction to Vascular Sonography **5.0 quarter credit hours**
Prerequisites: BIO125 / BIO150 / DMSG105 / DMSG120 / DMSG130 / DMSG135 / DMSG150 / DMSG170 / MED105 / MED106 / PHY100
Review of anatomy and physiology of the cardiovascular system, with emphasis on extracranial arterial, extremity venous and arterial, abdominal vasculature. The course includes discussion of associated pathological conditions, normal and abnormal sonographic appearances. Practical experience with organ protocols, optimization of image acquisition, advanced Doppler techniques required to perform vascular studies, case study presentation and discussion. Course includes hands-on scanning in the school's imaging lab, and observation and participation in the clinical environment.

DMSG205 Sonography of Superficial Structures **5.0 quarter credit hours**
Prerequisites: BIO125 / BIO150 / DMSG105 / DMSG120 / DMSG130 / DMSG135 / DMSG150 / DMSG170 / MED105 / MED106 / PHY100
This course will include a review of the anatomy and physiology of the breast, the male reproductive system, neonatal head, neonatal hip and gastrointestinal tract, thyroid and parathyroid and the muscular system. It includes discussion of associated pathological conditions, normal and abnormal sonographic appearances, organ protocols, optimization of image acquisition, case study presentations and discussions. The course will also include laboratory activities and observation and participation in the clinical environment.

DMSG210 Gynecological Sonography **5.0 quarter credit hours**
Prerequisites: BIO125 / BIO150 / DMSG105 / DMSG120 / DMSG130 / DMSG135 / DMSG150 / DMSG170 / DMSG200 / DMSG205 / MED105 / MED106 / PHY100
Review of anatomy and physiology of the female reproductive system to include uterus, ovaries, breast, and the first trimester pregnant pelvis with discussion of dating the pregnancy, associated pathological conditions, normal and abnormal sonographic appearances, and organ protocols including endovaginal, optimization of image acquisition, case study presentations and discussion. Course includes hands-on scanning in the imaging lab, and observation and participation in the clinical environment.

DMSG215 Obstetrical Sonography **5.0 quarter credit hours**
Prerequisites: BIO125 / BIO150 / DMSG105 / DMSG120 / DMSG130 / DMSG135 / DMSG150 / DMSG170 / DMSG200 / DMSG205 / MED105 / MED106 / PHY100
A study of the sonographic appearance of 2nd and 3rd trimester pregnancies, proper measuring techniques for dating the pregnancy, recognition of both maternal and fetal complications, identification of fetal anomalies, assessment of fetal well-being, relating to the family, protocols, optimization of image acquisition, case study presentations and discussion. Course includes laboratory activities and observation and participation in the clinical environment.

DMSG250 Registry Review **2.0 quarter credit hours**

Prerequisites: BIO125 / BIO150 / DMSG105 / DMSG120 / DMSG130 / DMSG135 / DMSG150 / DMSG170 / DMSG200 / DMSG205 / MED105 / MED106 / PHY100

This course will prepare the students for the final externship and the registry examination. The course will start on reviewing concepts in Physics that are relevant to clinical training like the parameters of pulsed and continuous wave ultrasound, the ultrasound system with emphasis on transducer, receiver and scan converter. It will also include knobology like depth, gain and focus adjustment and recognition of artifacts. The review will include the abdomen with emphasis on the sonography and abnormalities of the liver, gallbladder, pancreas, spleen, kidney and aorta. This course will review the female reproductive systems with emphasis on the sonography of the uterus and ovaries. The course will also cover fetal scanning with emphasis on biometric measurements and fetal abnormalities.

DMSG280 Clinical Externship I **6.0 quarter credit hours**

Prerequisites: BIO125 / BIO150 / DMSG105 / DMSG120 / DMSG130 / DMSG135 / DMSG150 / DMSG170 / DMSG200 / DMSG205 / DMSG210 / DMSG215 / DMSG250 / MED105 / MED106 / PHY100

Observation and participation in those tasks required of a Sonographer in the clinical environment. Students will correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on acclimation to the extern site, procedures, and protocols and begin to perform partial studies on technically average patients. Students will complete competencies as directed by the clinical education plan.

DMSG285 Clinical Externship II **6.0 quarter credit hours**

Prerequisites: BIO125 / BIO150 / DMSG105 / DMSG120 / DMSG130 / DMSG135 / DMSG150 / DMSG170 / DMSG200 / DMSG205 / DMSG210 / DMSG215 / DMSG250 / MED105 / MED106 / PHY100

Observation and participation in those tasks required of a Sonographer in the clinical environment. Students will correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on learning site protocols, concentrating on producing high quality images in a timely manner, and documenting relevant organ anatomy and pathology. Students will complete competencies as directed by the clinical education plan.

DMSG290 Clinical Externship III **6.0 quarter credit hours**

Prerequisites: BIO125 / BIO150 / DMSG105 / DMSG120 / DMSG130 / DMSG135 / DMSG150 / DMSG170 / DMSG200 / DMSG205 / DMSG210 / DMSG215 / DMSG250 / DMSG280 / DMSG285 / MED105 / MED106 / PHY100

Observation and participation in those tasks required of a Sonographer in the clinical environment. Students will correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on performing protocols in a consistent manner, interacting with the site Sonographer to discuss pertinent findings of pathology. Students will complete competencies as directed by the clinical education plan.

DMSG295 Clinical Externship IV **6.0 quarter credit hours**

Prerequisites: BIO125 / BIO150 / DMSG105 / DMSG120 / DMSG130 / DMSG135 / DMSG150 / DMSG170 / DMSG200 / DMSG205 / DMSG210 / DMSG215 / DMSG250 / DMSG280 / DMSG285 / DMSG290 / MED105 / MED106 / PHY100

Observation and participation in those tasks required of a Sonographer in the clinical environment. Students will correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on performing protocols in a consistent manner, interacting with the site Sonographer to discuss pertinent findings of pathology. Students will complete competencies as directed by the clinical education plan.

EC100 The Child Care Worker **4.5 quarter credit hours**

Prerequisites: None

In this course, the student will develop an understanding of the child care worker in relation to guiding the young child. Methods of analyzing programs and possible solutions are investigated as they relate to human behavior.

EC101 Introduction to Early Childhood Education **4.5 quarter credit hours**

Prerequisites: None

Introduction to Early Childhood Education provides an introduction to the early childhood education profession with an emphasis on developmentally appropriate practices, professionalism, and historical foundations of early education. An overview of program models, various types of early childhood programs, community resources, the family's role

in education, diversity, contemporary trends and issues in programs for children ages birth through eight will be addressed.

EC102 The Developing Child **4.5 quarter credit hours**
Prerequisites: None
This course is an overview of the physical-motor, emotional, social, and cognitive growth processes from the prenatal period through adolescence.

EC103 Nutrition and Health of a Young Child **4.5 quarter credit hours**
Prerequisites: EC100 / EC101
This course includes the study of basic human nutrition, the nutritional value of food, relationship of food and food habits to nutrition, relationship of nutrition to biological development, safety, health and sanitary practices, regulations and agencies

EC104 Developing Techniques of Working with Young Children **4.5 quarter credit hours**
Prerequisites: None
This course includes weekly participation experiences with groups of young children. Emphasis is on the childcare worker's role in relation to young children. Discussion of guidance principles and techniques applied to children in group situations, leading toward the development of a personal philosophy of child guidance

EC105 Curriculum Planning for Young Children **4.5 quarter credit hours**
Prerequisites: None
The principals involved in planning, implementing and evaluating developmentally appropriate, evidence-based curriculum for young children are studied. The course focuses on relationships among developmental theory, philosophy, practice, and development of curriculum based on the needs and interests of young children including those who are culturally, linguistically, and ability diverse. The analysis of a wide range of early childhood curriculum models is emphasized

EC106 Family – Community Relationships and Resources **4.5 quarter credit hours**
Prerequisites: None
This course focuses on the child's understanding of his or her world as an individual and as a member of a larger community, and his or her relationship to it. Emphasis is on communication with parents, community leaders and resource people, and their influence on the child's development. Students are required to search out the resources of the community and compile an annotated list of the community resources.

EHR101 Electronic Health Records **2.0 quarter credit hours**
Prerequisites: None
This course is designed to meet increasing utilization of the electronic health record as a means of documentation in a variety of health care settings. The course content will include an overview of the EHR, familiarization with the software, and data entry. The student will have the opportunity to document utilizing the EHR as part of their clinical rotation.

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 **4.0 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 **4.0 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 **4.0 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 **4.0 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 **4.0 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 **4.0 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 **4.0 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 **4.0 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 **4.0 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 **4.0 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 **4.0 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.

GEN129 Veterinary Life Science **4.5 quarter credit hours**

Prerequisites: None

This lecture course prepares the veterinary assistant or veterinary technician who requires development in basic science for courses in anatomy, physiology, pharmacology, anesthesiology, and clinical pathology. Anatomy of the cell and microscopic tissues will be analyzed.

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.

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

GEN212 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.

GEN216 Written Communications **4.5 quarter credit hours**

Prerequisites: None

This course reviews essentials of effective writing with emphasis on parts of speech, grammar, punctuation, and inclusive language. Instruction emphasizes "writing as a process" by focusing on the development of sentence structure and word choice appropriate for the audience and purpose. A variety of essay assignments include, but are not limited to, comparison/contrast, narrative, descriptive, and cause and effect.

GEN217 Oral Communications **4.5 quarter credit hours**

Prerequisites: None

This course helps students develop confidence and professionalism by practicing oral skills in a variety of applications. These include: researching and preparing demonstration, persuasive, and informative speeches, as well as practicing for professional presentations, customer interactions, and interviews. Emphasis is on using proper grammar and language while developing organizational and collaborative skills. Other applications include: role-playing customer interactions, asking questions to probe for information, listening effectively, giving instruction and offering alternatives, and role-playing effective telephone skills.

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.

HAC103 Introduction to HVAC: Cooling and Heating Systems **4.0 quarter credit hours**

Prerequisites: COR100 / TRD100

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 **4.0 quarter credit hours**

Prerequisites: COR100 / TRD100

This course introduces the students to essential service tasks 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 **4.0 quarter credit hours**

Prerequisites: None

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: COR100 / TRD100

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. In 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: COR100 / TRD100

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 tasks 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: COR100 / TRD100

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 **4.0 quarter credit hours**

Prerequisites: COR100 / TRD100

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 **4.0 quarter credit hours**

Prerequisites: COR100 / TRD100

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 **4.0 quarter credit hours**

Prerequisites: COR100 / TRD100

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: COR100 / TRD100

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 **8.0 quarter credit hours**

Prerequisites: HAC102 / HAC103 / HAC104 / HAC105 / HAC106 / 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 needed 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.

HR101 Human Resource Management **4.0 quarter credit hours**

Prerequisites: None

This course is an introductory course in human resources. Topics include business management and strategy, workforce planning, human resource development, compensation and benefits, employee and labor relations, and risk management.

HR102 Training and Development **4.0 quarter credit hours**

Prerequisites: None

This course introduces students to the development of training programs. Students will learn various strategies for training and for designing training programs that are based on user needs.

HR103 Strategic Compensation **4.0 quarter credit hours**

Prerequisites: None

This course introduces students to strategic compensation. Topics include bases for pay, designing compensation systems, and employee benefits.

HR104 Employee Benefits Design **4.0 quarter credit hours**

Prerequisites: None

This course introduces students to employee benefits design. Students learn how to develop and plan employee benefit programs related to healthcare benefits, retirement plans, equity-based employee benefit plans, and ancillary benefits.

HR105 Risk Management **4.0 quarter credit hours**

Prerequisites: None

This is an introductory course in risk management. Topics include insurance, employee benefits, social security, unemployment, and workers' compensation insurance.

HR106 Human Resources Law **4.0 quarter credit hours**

Prerequisites: None

This is an introductory course in human resources law. Topics include: human resources and the law, discriminatory conduct, fair employment practices, disability and medical leave, and employee information and communication mandates.

HR107 Managing Diversity **4.0 quarter credit hours**

Prerequisites: None

This is an introductory course in managing diversity in the workplace. Topics include race, ethnicity, religion, age, gender, sexual orientation, and physical and mental challenges.

HR108 Staffing and Hiring Process **4.0 quarter credit hours**

Prerequisites: None

This course focuses on recruiting, selections, and hiring practices. Students will examine what today's workforce expects, how to efficiently use the recruitment budget, and all steps within the hiring process. The course also provides an overview of the ways in which teams are formed and how they can contribute to an organization’s effectiveness. It takes a close look at the way groups become coherent teams, why groups sometimes fail to perform, and how to build an effective team.

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 Introduction to Fundamentals of Operating Systems **4.0 quarter credit hours**

Prerequisites: IT106 / PRM130

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. Students will install and configure Microsoft operating systems.

IT125 PC Management and Maintenance **3.5 quarter credit hours**

Prerequisites: 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.

IT210 Cloud Technology **4.0 quarter credit hours**

Prerequisites: CAD100 / CAD102 / CAD103 / CAD122 / CAD123 / CAD143 / IT106 / IT115 / IT125 / PRM130

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.

MA102 Patient Care **3.5 quarter credit hours**

Prerequisites: ML101 / MA110 or MBC102

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 / MA110 or 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.

MA104 Specimen Collection and Analysis **3.5 quarter credit hours**

Prerequisites: ML101 / MA110 or MBC102

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.

MA106 MA Technology Fundamentals **4.0 quarter credit hours**

Prerequisites: ML101 / MA110 or MBC102

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.

MA110 General Anatomy and Physiology **4.0 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 medical assistant. 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.

MA112 MA Externship **6.5 quarter credit hours**

Prerequisite: MA102 / MA103 / MA104 / MA106 / ML101 / ML102 / ML103 / ML111 / ML112 or MBC106/ ML114 / ML115

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.

MBC102 General Anatomy & Physiology **4.0 quarter credit hours**

Prerequisites: None

This course is designed to give the students a basic understanding of human anatomy and physiology. 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 **4.0 quarter credit hours**

Prerequisites: MBC101 OR ML101 / 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 **4.0 quarter credit hours**

Prerequisites: MBC101 OR ML101 / 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 OR ML101 / MBC102 / MBC103 / MBC104

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 place on procedural and strategies knowledge and skills including: privacy, security regulations, fraud and overall industry compliance.

MBC106 Regulatory Issues in Health Information **4.0 quarter credit hours**

Medical Assistant Prerequisites: None

Medical Assistant / X-Ray Technician (Limited Scope) Prerequisites: None

Medical Office Billing & Coding Prerequisites: MBC101 OR ML101 / MBC102 / MBC103 / MBC104

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 OR ML101 / MBC102 / MBC103 / MBC104

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 **4.0 quarter credit hours**

Prerequisites: MBC101 OR ML101 / MBC102 / MBC103 / MBC104

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 **4.0 quarter credit hours**

Medical Office Billing & Coding Prerequisites: MBC101 OR ML101 / MBC102 / MBC103 / MBC104

Patient Care Technician Prerequisites: MBC102 / ML101

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 **4.0 quarter credit hours**

Prerequisites: MBC101 OR ML101 / MBC102 / MBC103 / MBC104

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

MBC111 Claims Analysis **4.0 quarter credit hours**

Prerequisites: MBC101 OR ML101 / MBC102 / MBC103 / MBC104

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 **4.0 quarter credit hours**

Prerequisites: MBC101 OR ML101 / MBC102 / MBC103 / MBC104

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 **5.0 quarter credit hours**

Prerequisites: MBC101 OR ML101 / MBC102 / MBC103 / MBC104 / MBC105 / MBC106 / MBC107 / MBC108 / MBC109 / MBC110 / MBC111 / MBC112

Students will be required to attend and participate in a 100 hour externship at a medical office environment where medical coding and/or billing transactions will be completed and observed. Competencies required by the industry will be observed and evaluated by the externship supervisor who will report on the performance of the student in the medical office environment. Students also complete 20 hours of online coursework with the instructor.

MBC114 Medical Office Capstone **5.0 quarter credit hours**

Prerequisites: MBC101 OR ML101 / MBC102 / MBC103 / MBC104 / MBC105 / MBC106 / MBC107 / MBC108 / MBC109 / MBC110 / MBC111 / MBC112

This course continues emphasis on CPT and ICD-10 coding skills, office and insurance collection strategies, and introduces hospital billing concepts. The course includes capstone review and credentialing exam preparation.

MED105 Basic Health Care Skills with CPR Certification **2.0 quarter credit hours**

Prerequisites: None

This course will provide students with basic entry-level knowledge required in the health occupations. This will include an introduction to the different health care systems and agencies; personal responsibilities; promotion of safety; infection control; and vital signs. Students will be required to become CPR certified.

MED106 Medical Terminology **4.5 quarter credit hours**

Prerequisites: None

This course introduces medical terminology related to the major body structures/systems and functions. The terminology used in diagnosis, treatment, and procedures for each disease process is also discussed.

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. (Formerly MBC101).

ML102 Administrative Procedures **4.0 quarter credit hours**

Prerequisites: ML101 / MA110 or MBC102

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 / MA110 or MBC102

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.

ML111 Minor Surgical Procedures **3.5 quarter credit hours**

Prerequisites: ML101 / MA110 or MBC102

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 / MA110 or MBC102

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 / MA110 or MBC102

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 / MA110 or MBC102

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.

MLT100 Introduction to Clinical Laboratory Science **3.5 quarter credit hours**

Prerequisites: None

This course is intended to provide the student with an overview of the medical laboratory. Topics include the history of the field, hospital and laboratory professional organizations, state and federal regulations, and careers in the clinical setting, in research and in industry. The role of the medical laboratory scientist in the clinical setting will be explored further through examination of each laboratory department

MLT105 Anatomy and Physiology for the Healthcare Professional **4.0 quarter credit hours**

Prerequisites: ML101 / MLT100

This course is designed to give the students a basic understanding of human anatomy and physiology required for work as Medical Laboratory Technician. 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.

MLT107 Medical Law and Ethics in Healthcare **4.5 quarter credit hours**

Prerequisites: ML101 / MLT100 / MLT105 / MLT130 / MLT155

This course addresses the basic concepts and standards of law and ethics relevant to healthcare contexts of work. Emphasis is put on regulatory mandates and ethical strategies for patient information and communication. Students are encouraged to gain understanding of the importance of ethical and legal policies and procedures adhered to in a healthcare and healthcare-support professional setting.

MLT111 Introduction to Clinical Chemistry **7.0 quarter credit hours**

Prerequisites: ML101 / MLT100 / MLT105 / MLT130 / MLT155

An introduction to the principles and procedures of various tests performed in Clinical Chemistry. Presents the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values. Also includes basic chemical laboratory techniques, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology.

MLT120 Immunohematology **3.5 quarter credit hours**

Prerequisites: ML101 / MLT100 / MLT105 / MLT130 / MLT155

Immunohematology is a specialized branch of laboratory medicine which involves the study of blood group antigens and antibodies. The processes of quality testing include quality control, basic laboratory techniques and safety. It involves the study of the principles, procedures, clinical significance and practice of a wide variety of procedures including: donor selection, component preparation and use, and techniques used to detect antigen/antibody reactions which may adversely affect a patient receiving a transfusion. The topics to be covered include: donor screening, preparation of components, antigens and antibodies of the ABO, Rh and other blood group systems, pretransfusion testing procedures, hemolytic disease of the fetus and newborn, neonatal and obstetrical transfusion practice, autoimmune hemolytic anemias and adverse effects of transfusion.

MLT125 Parasitology / Mycology **3.5 quarter credit hours**

Prerequisites: ML101 / MLT100 / MLT105 / MLT130 / MLT155

Study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures, quality control, quality assurance, and safety.

MLT130 Phlebotomy **3.5 quarter credit hours**

Prerequisites: ML101 / MLT100

The course follows guidelines in preparation for the phlebotomy technician certification exam and employment as a certified phlebotomy technician. The course focuses on identified topics of basic anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and communicate with patients.

MLT135 Hematology I **3.5 quarter credit hours**

Prerequisites: ML101 / MLT100 / MLT105 / MLT130 / MLT155

A study of the formation, development, morphology, and function of various types of normal and abnormal blood cells, synthesis of hemoglobin, and laboratory diagnosis of anemias and other blood diseases. This course includes laboratory practices that support and reinforce these studies.

MLT140 Urinalysis / Body Fluids **3.5 quarter credit hours**

Prerequisites: ML101 / MLT100 / MLT105 / MLT107 / MLT111 / MLT120 / MLT125 / MLT130 / MLT135 / MLT155

An introduction to the study of urine and body fluid analysis. Includes the anatomy and physiology of the kidney; physical, chemical, and microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance, and safety.

MLT145 Clinical Microbiology **3.5 quarter credit hours**

Prerequisites: ML101 / MLT100 / MLT105 / MLT107 / MLT111 / MLT120 / MLT125 / MLT130 / MLT135 / MLT155

Students learn how to identify microorganisms of medical microbiology with emphasis on the characteristics of clinically significant microorganisms and their biochemical profile, media for isolation, and identification methods for selected pathogens. Introduces identification methods, theories, and techniques used in basic bacteriology parasitology, and mycology. Emphasizes routine identification

MLT150 Immunology/ Serology **3.5 quarter credit hours**

Prerequisites: ML101 / MLT100 / MLT105 / MLT107 / MLT111 / MLT120 / MLT125 / MLT130 / MLT135 / MLT155

This course covers the science of immunology and serology through the study of theories and processes related to natural body defenses. Included are the immune response, principles of antigen-antibody reactions, and the principles of serological procedures as well as quality control, quality assurance, and safety. This includes performance of serological procedures used to aid in the detection or diagnosis of certain diseases. Throughout this course, special emphasis is placed on correlating of laboratory results with the patient's probable condition.

MLT155 Clinical Laboratory Math **3.5 quarter credit hours**

Prerequisites: ML101 / MLT100

This course focuses on performing the mathematical calculations routinely used in laboratory settings. Students explore the concepts of quality control and quality assurance in the laboratory. This course will provide a review of arithmetic and algebra. Next, it presents example-rich chapters on exponential notation and logarithms, rounding and figure significance, measurement systems, solutions and concentrations, dilutions, proportionality, graphs, rates of change, statistics, chemistry, quality control, and method evaluation.

MLT160 Hematology II / Coagulation **3.0 quarter credit hours**

Prerequisites: ML101 / MLT100 / MLT105 / MLT107 / MLT111 / MLT120 / MLT125 / MLT130 / MLT135 / MLT155

The study of hematologic disorders, normal and abnormal cell development, morphology, symptoms of hematologic disease and related testing. Presents an overview of the hemostatic process, diseases, and laboratory evaluations. Includes normal values and abnormal results, specimen processing and quality control.

MLT165 MLT Externship I **5.5 quarter credit hours**

Prerequisites: AH225 / ML101 / MLT100 / MLT105 / MLT107 / MLT111 / MLT120 / MLT125 / MLT130 / MLT135 / MLT140 / MLT145 / MLT150 / MLT155 / MLT160

Students will have the opportunity to complete hands on practice at an externship site for 140 hours. An externship coordinator will work with students and sites to ensure that required skills and practice are addressed and practiced. Additionally, students will be required to attend the campus for 10 hours to review and complete exam preparation. This externship has a Pass/Fail designation upon completion.

MLT170 MLT Externship II **5.5 quarter credit hours**

Prerequisites: AH225 / ML101 / MLT100 / MLT105 / MLT107 / MLT111 / MLT120 / MLT125 / MLT130 / MLT135 / MLT140 / MLT145 / MLT150 / MLT155 / MLT160

Students will have the opportunity to complete hands on practice at an externship site for 140 hours. An externship coordinator will work with students and sites to ensure that required skills and practice are addressed and practiced. Additionally, students will be required to attend the campus for 10 hours to review and complete exam preparation. This externship has a Pass/Fail designation upon completion.

MLT175 MLT Externship III **5.5 quarter credit hours**

Prerequisites: AH225 / ML101 / MLT100 / MLT105 / MLT107 / MLT111 / MLT120 / MLT125 / MLT130 / MLT135 / MLT140 / MLT145 / MLT150 / MLT155 / MLT160

Students will have the opportunity to complete hands on practice at an externship site for 140 hours. An externship coordinator will work with students and sites to ensure that required skills and practice are addressed and practiced. Additionally, students will be required to attend the campus for 10 hours to review and complete exam preparation. This externship has a Pass/Fail designation upon completion.

MS110 Microsoft Word **3.0 quarter credit hours**

Prerequisite: None

Topics include basic and advanced concepts such as creating, editing, and formatting documents, desktop publishing, customizing, and working with large documents.

MS120 Microsoft Excel **3.0 quarter credit hours**

Prerequisite: None

Topics include basic and standard Excel concepts such as creating spreadsheets, working with charts and graphs, formatting, using solver utility, and importing data into Excel.

MS130 Microsoft Outlook & Office Communication **4.0 quarter credit hours**

Prerequisite: None

This course will provide students with the skills necessary to start sending and responding to email, as well as maintaining the Calendar, scheduling meetings, and creating tasks. Through this course the student will gain knowledge of written communications including letters and memos meeting a variety of situations in the business environment through the use of email and traditional communication formats. Included with this course are the writing of good news, bad news, sales, claims, and persuasive correspondence; letters and resumes appropriate to job seeking and application; and practicing oral skills as applied to job interviews and business reports.

MS140 Microsoft PowerPoint **3.0 quarter credit hours**

Prerequisite: None

This course covers basic to advanced skills with PowerPoint. Presentations in PowerPoint and many other media are examined.

MX100 Radiograph Imaging Protocols and Positioning **3.5 quarter credit hours**

Prerequisites: None

This course focuses on radiographic physics, radiation production principles of exposure, and image quality. This course also introduces radiographic positioning of the spine, skull, facial bones and sinuses.

MX101 Radiographic Specialization and Positioning **3.5 quarter credit hours**

Prerequisites: None

This course discusses image quality critique, special procedures for working with pediatric and geriatric patients, management of acute care conditions, and the ethics and legal considerations of radiography. Positioning of the extremities, shoulders, and pelvis is also covered in this course.

MX102 Radiology and Imaging **3.0 quarter credit hours**

Prerequisites: None

This course introduces radiological science and covers the value of effective communication. Patient care, OSHA and HIPAA regulations are presented. Law and ethics for the limited radiographer are discussed. Also, covered are the safety and maintenance of radiological materials and equipment and radiographic positioning for the chest and abdomen.

NUR100 Fundamentals of Nursing 1 **8.0 quarter credit hours**

Prerequisites: None

This course is designed to provide the student with an overall understanding of basic theories and principles of practical nursing incorporating skill competencies in preparation for their clinical experience. There will be an emphasis on nursing process, holistic care, and life span issues that the student will be able to apply in the clinical setting.

NUR110 Fundamentals of Nursing 2 **7.0 quarter credit hours**

Prerequisites: NUR100

This course is designed to provide the student with an overall understanding of the nursing process applied to patients with an emphasis on holistic care and life span issues such as fluid management, wound healing, elimination and pain management. The student will utilize nursing process to identify nursing interventions, which will be incorporated into skill competencies. This course includes clinical experience which will give the student a chance to utilize the skills from NUR 100 and NUR 110.

NUR115 Pharmacology 1: Medication Administration **2.0 quarter credit hours**

Prerequisites: None

This course will introduce the student to the basic principles of medication administration, math calculations, and medication administration techniques. Information pertaining to specific medications will be correlated with the Medical Surgical Nursing theory and clinical.

NUR122 Medical Surgical Nursing 1 **8.0 quarter credit hours**

Prerequisites: NUR 110

This course is designed to provide the student with an overall understanding of the following body systems: respiratory, cardiovascular, hematologic, digestive and gastrointestinal tract, metabolic and endocrine system, renal, and the reproductive system. The emphasis for nursing care is based on nursing process applied to pediatric, adult and geriatric patients with an emphasis on holistic care. The student will apply learned skills in caring for their patient(s) in the clinical setting.

NUR125 Pharmacology 2 **2.0 quarter credit hours**

Prerequisite NUR115

Pharmacology 2 is coordinated with the content of Medical Surgical 1 to provide the student with an understanding of how specific medications related to the disease process is utilized by the body (pharmacokinetics) and its effect on the body (pharmacodynamics) throughout the life span. Course content will also include the following: safe administration, ethical/legal issues, and cultural considerations as it relates to pharmacology.

NUR133 Medical Surgical Nursing 2 **8.0 quarter credit hours**

Prerequisites: NUR 122

This course is designed to provide the student with an overall understanding of the following body functions: immune, integumentary, sensorineural, neurologic, and musculoskeletal. The emphasis for nursing care is based on nursing process applied pediatric, adult, and geriatric patients with an emphasis on holistic care. (This course is a continuation of Medical Surgical Nursing 1). The student continues to correctly utilize the learned skills in the care of their patient(s) in the clinical setting.

NUR135 Pharmacology 3 **2.0 quarter credit hours**

Prerequisite: NUR125

Pharmacology 3 is coordinated with the content of Medical Surgical 2 to provide the student with an understanding of how specific medications related to the disease process is utilized by the body (pharmacokinetics) and its effect on the body (pharmacodynamics) throughout the life span. Course content will also include the following: safe administration, ethical/legal issues, and cultural considerations as it relates to pharmacology.

NUR144 Medical Surgical Nursing 3 **8.0 quarter credit hours**

Prerequisites: NUR 133

This course is designed to provide the student with an overall understanding of the following body functions: immune, integumentary, sensorineural, neurologic, and musculoskeletal. The emphasis for nursing care is based on nursing process applied pediatric, adult, and geriatric patients with an emphasis on holistic care. (This course is a continuation of Medical Surgical Nursing 2). The student continues to correctly utilize the learned skills in the care of their patient(s) in the clinical setting.

NUR150 Maternity and Pediatric Nursing **4.0 quarter credit hours**

Prerequisites: NUR 140 or NUR 144

This course is designed to provide the student with an overall understanding of the nursing care of the women from conception, through delivery and postpartum care. The student will discuss family-oriented care, health promotions,

illness prevention, and women's health issues. The course will also expand the students' study of growth and development from conception to adulthood including wellness and the disease process.

NUR160 Professional Issues in Nursing **4.0 quarter credit hours**

Prerequisites: NUR 140 or NUR 144

This course is designed to provide the student with an overall understanding of the role of the licensed practical nurse in the healthcare system. Topics that will be explored are basic human values, cultural issues, ethical and legal concerns, the role of the nurse leader, various clinical nursing roles, career development opportunities, licensure requirements, job seeking, interviewing, and resumes. This course will prepare nurses to enter the healthcare profession.

NUR165 Fundamentals of Mental Health **4.0 quarter credit hours**

Prerequisites: NUR 140 or NUR144

This course is designed to provide the student with an overall understanding of mental health care. There will be a focus on the skills and conditions necessary for working with patients throughout their life cycle. An emphasis will be placed on nursing care, interventions, and patient teaching for patients receiving therapeutic mental health care. The majority of mental health care takes place outside the institution therefore; an emphasis will be placed on using therapeutic mental health during every patient interaction.

NUT110 Nutrition 1 **2.0 quarter credit hours**

Prerequisite: None

The course is designed to provide the student with an understanding of the role of nutrition, complimented by physical activity and exercise, in determining one's health status through one's lifespan.

NUT120 Nutrition 2 **2.0 quarter credit hours**

Prerequisite NUT110

Nutrition 2 is designed to provide the student with an understanding of nutrition and physical activity as it relates to the disease process presented in Medical Surgical Nursing 1. The content will include food habits and cultural patterns plus nutrition throughout the lifespan.

NUT130 Nutrition 3 **2.0 quarter credit hours**

Prerequisite NUT 120

Nutrition 3 is designed to provide the student with an understanding of nutrition and physical activity as it relates to the disease process presented in Medical Surgical Nursing 2. The content will include food habits and cultural patterns plus nutrition throughout the lifespan.

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: None

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.

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: None

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.

PA245 Advanced Legal Research and Writing **4.5 quarter credit hours**

Prerequisites: *None*

In addition to learning how to perform factual and legal research using the Internet, students will utilize traditional library and Internet resources to prepare legal documents such as case briefs, legal office memoranda, and motions.

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: None

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 and develop a general understanding of Bankruptcy Law.

PA290 Paralegal Externship **4.0 quarter credit hours**

Prerequisites: PA115 / 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 120 hours during the Quarter.

PA291 Paralegal Capstone **4.0 quarter credit hours**

Prerequisites: PA115 / PA200 / PA140 / PA280 / PA210 / PA190 / PA180 / PA220 / PA230 / PA240 / PA250 / PA260

This course is designed to ready the student for entry into the legal community through development of the student's organizational, communication, and critical analysis skills using modalities such as portfolio preparation, mock interviews, and legal research and writing.

PAC101 Payroll Practices and System Foundations **4.0 quarter credit hours**

Prerequisites: None

This course is designed to give the students a basic understanding of the strategic choices in managing compensation and how they pertain to real-world implementation. It will cover different pay models and why they matter to the employee.

PAC102 Payroll Laws and Regulations **4.0 quarter credit hours**

Prerequisites: None

This course introduces the Fair Labor Standards Act (FLSA) and discusses the legal basics of payroll management. It also covers benefit administration fundamentals, special payroll circumstances, garnishments, levies and other defaults.

PAC103 Payroll Processes and Procedures **4.0 quarter credit hours**

Prerequisite: None

This course covers payroll operations, the preparation of payroll registers, the recording of accounting entries involving payroll, and the preparation of payroll tax returns required of a business.

PAC104 Payroll Accounting **4.0 quarter credit hours**

Prerequisite: None

In this course, the student will learn how to differentiate between types of employee pay and the process of computing employee net pay. It also covers the employer's tax responsibilities and reporting processes and the process of using a payroll register to record payroll entries.

PAC105 Computerized Accounting **4.0 quarter credit hours**

Prerequisite: None

This course covers basic accounting practices using computerized accounting software (QuickBooks). It also introduces how to prepare financial statements by completing the accounting cycle by using computerized accounting software and how to prepare reports for budgeting and writing off bad debt.

PAC106 Income Tax Accounting **4.0 quarter credit hours**

Prerequisite: None

This course covers the structure of the tax system and tax considerations specific to business entities. Students will learn to identify the use of gross income, adjusted gross income, and household compositions. It will also cover how to distinguish how different types of deductions, credits, and exclusions affect an individual's tax rate and taxable income.

PHY100 Introduction to Physics **4.5 quarter credit hours**

Prerequisites: None

An introduction to the basic principles of physics including laws of motion, gravity, work, energy, power, states of matter, waves, light, reflection, refraction, lenses, optical instruments, interference, diffraction, and polarization.

PM106 Human Relations **4.0 quarter credits hours**

Prerequisites: None

This course introduces students to human relations. Students will learn the importance of dealing effectively with others. Topics include self-esteem, self-confidence, self-motivation, goal setting, and managing conflict, motivating others, teamwork, and managing stress.

POA120 Meeting and Office Management **4.0 quarter credits hours**

Prerequisites: None

This course offers a practical approach to managing meetings, focusing on organizing, planning, and follow up. Students will learn about virtual meeting organization as well as conference planning and all the elements of structuring a large meeting. In addition, this course provides an introduction to arranging business travel, as well as an overview of the importance of diversity in an office setting. At the end of the course, students will understand business etiquette, time management, and high-level office procedures.

POA130 Business Mathematics **4.0 quarter credits hours**

Prerequisites: None

This course provides a review of mathematical concepts and provides the student with the opportunity to develop mathematical reasoning skills and relate mathematical concepts to real world and business situations. Topics include: operations and applications with whole numbers including rounding and estimation, fractions, decimals, ratios, and proportions. Those topics lead to a discussion on percent and applications of percent and using a calculator correctly. Business office uses of Mathematics are addressed, including simple and compound interest, inflation, and taxes.

PRM110 Introduction to Contemporary Business Management **4.0 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 **4.0 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 **3.0 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 common Microsoft Office® 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 **4.0 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.

PRM160 Leading Continuous Improvement in Operations **4.0 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.

PRM210 Finance for Operations Managers **4.0 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 **4.0 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 **4.0 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 handing critical situations.

PRM270 Transformational Leadership **4.0 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.

SCA110 Introduction to Supply Chain Management **4.0 quarter credit hours**

Prerequisites: None

The course will provide an understanding of the fundamental concepts of supply chain management. The learner will explore all functional areas of supply chain management with an integrated view of procurement, manufacturing and operations management, transportation and logistics, inventory and warehousing, demand planning, scheduling and performance management.

SCA130 Inventory Management **4.0 quarter credit hours**

Prerequisites: None

This course will have learners analyze the role of inventory within the supply chain. The learner will apply decision-making skills and complete activities on topics including inventory control, performance measurements, inventory flow, physical inventory management, and warehouse and distribution center management. Learners will also incorporate related technology and integrated forecasting, planning, scheduling, and transportation topics.

SLM101 Business and Professional Communication **4.0 quarter credit hours**

Prerequisites: None

This course introduces students to business and professional communication concepts. Students will learn strategies to manage the communication challenges they face. Topics include interpersonal communication skills, presentation skills, group communication, intercultural communication, communication conflicts, nonverbal communication, and listening skills.

SLM102 Introduction to "Selling" **4.0 quarter credit hours**

Prerequisites: None

This course introduces students to selling and sales concepts. Students will learn strategies for selling. Topics include: personal selling philosophies, relationship strategies, product strategies, customer strategies, presentation strategies, determining customer needs, and adapting the close

SLM103 Consumer Behavior **4.0 quarter credit hours**

Prerequisites: None

This course introduces students to consumer behavior concepts and how it is important for the planning and development of marketing strategies. Topics include segmentation, targeting, positioning, consumer motivation, consumer personality, consumer perception, consumer decision-making, and consumer research.

SLM105 Marketing Management **4.0 quarter credit hours**

Prerequisites: None

This courses introduces students to marketing management concepts. Students learn about marketing strategies and plans, connecting with customers, building strong brands, and delivering value.

SLM106 Advertising and Promotion **4.0 quarter credit hours**

Prerequisites: None

This course introduces students to advertising, promotion, and integrated marketing communication concepts. Topics include brand management, buyer behaviors, advertising campaign management, advertising design, and integrated marketing communication tools for media and promotions.

SM103 Social Media Marketing & Promotion **4.5 quarter credits**

Prerequisites: None

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 credits**

Prerequisites: None

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.

SS101 Student Success Strategies **4.0 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 **4.0 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.

ST100 Surgical Technology Principles and Practices **4.0 quarter credit hours**

Prerequisites: MED106 or ML101 / BIO126

This course examines fundamental principles of surgical microbiology and infection control, including clinical asepsis and techniques. Topics include the historical development of microbiology; microscopes; cell structure and theory; microbial function and classification; infectious processes and terminology. Students will also learn therapeutic agents utilized within surgery. Students learn basic terminology associated with pharmacology, medication classifications, indications, and modalities of anesthesia for surgical settings. Student will be introduced to a variety of anesthesia equipment and supplies. Emphasis is placed on relationships between drugs and surgical procedures as well as emergencies that may occur during a procedure and how to handle them.

ST101 Introduction to Surgical Technology **4.0 quarter credit hours**

Prerequisites: MED106 or ML101 / BIO126 / BIO151 / ST100

This course examines fundamental principles and practices in surgical technology. Students will be introduced to therapeutic agents utilized within surgery and also pharmacology. Topics will include the history of the profession, the surgical patient, hospital administration, organizational structure and relationships, cultural diversity, legal and ethical principles, communication and teamwork skills, and physical and safety standards of the operating room environment. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.

ST102 Surgical Technology Fundamentals **7.5 quarter credit hours**

Prerequisites: MED106 or ML101 / BIO126 / BIO151 / ST100 / ST101

The course examines fundamental principles and practices of surgical technology, including environmental hazards, surgical technique, sutures and wound healing, laser surgery, endoscopic surgery, diagnostic procedures, specialty and accessory equipment, and the classification and selection of surgical instruments. Principles of electricity, physics, and robotics are reviewed. Students will be introduced to case management theory and the principles of aseptic technique as they relate to the preoperative, intraoperative, and postoperative phases of the surgical environment. This course provides the student with the opportunity to apply the knowledge and skills learned in their current and prior didactic coursework. Repeated practice is designed to adequately prepare the student for the clinical area and to assure proper patient care. Students will simulate the preoperative, intraoperative, and postoperative routines of the surgical technologist in various roles. In addition, students will employ techniques used to transport, transfer, and position patients, practice monitoring and measuring basic vital signs. Students will also learn basic pharmacology. They will focus on general, regional, and local anesthesia along with surgery service-specific medications, medical dosage administration, and conversion.

ST103 Operating Room Skills / Case Management **4.0 quarter credit hours**

Prerequisites: BIO126 / BIO151 / MED106 or ML101 / ST100 / ST101 / ST102

This advanced practice course provides the student the opportunity to utilize their skills learned in prior didactic coursework and apply them to the tasks performed by the Surgical Technologist within the perioperative area. This course focuses on the sequence of activities and responsibilities for pre-operative, intra-operative, and post-operative procedures and as such provides an opportunity for the student to master aseptic technique and basic case management before moving onto to more advanced procedures courses. This mastery is demonstrated through the use of skill assessments and an end of course cumulative lab check out. Students will also cover First aid, CPR, and AED skills during this course.

ST104 Surgical Procedures and Techniques I **4.0 quarter credit hours**

Prerequisites: BIO126 / BIO151 / MED106 or ML101 / ST100 / ST101 / ST102

The course provides students with an introduction to surgical pathology and its relationship to surgical procedures. Furthermore, this course will expose the student to a review of anatomy and physiology, pathology, diagnostic procedures, surgical interventions for surgical procedures, equipment and instruments needed for the following surgical procedures: general, obstetric and gynecologic, genitourinary surgery. Topics include proper room set up, anatomy, positioning, draping, equipment, instrumentation, and basic intraoperative routines for common procedures.

ST105 Surgical Procedures and Techniques II **4.0 quarter credit hours**

Prerequisites: BIO126 / BIO151 / MED106 or ML101 / ST100 / ST101 / ST102

The course continues with the examination of surgical pathology and its relationship to surgical procedures. Furthermore, this course will expose the student to a review of anatomy and physiology, pathology, diagnostic

procedures, surgical interventions for surgical procedures, equipment and instruments needed for the following surgical procedures: ophthalmic, cardiothoracic, peripheral vascular, plastic and reconstructive surgeries.

ST106 Surgical Procedures and Techniques III **4.0 quarter credit hours**

Prerequisites: BIO126 / BIO151 / MED106 or ML101 / ST100 / ST101 / ST102

The course continues with the examination of surgical pathology and its relationship to surgical procedures. Furthermore, this course will expose the student to a review of anatomy and physiology, pathology, diagnostic procedures, surgical interventions for surgical procedures, equipment and instruments needed for the following surgical procedures including: orthopedic, otorhinolaryngologic, oral/maxillofacial, and neurosurgery.

ST107 Advanced Operating Room Skills **4.0 quarter credit hours**

Prerequisites: BIO126 / BIO151 / MED106 or ML101 / ST100 / ST101 / ST102 / ST103 / ST104 / ST105 / ST106

This course addresses intra-operative and post-operative procedures and techniques as they relate to the previous surgical procedures classes. Students will be exposed to the general requirements for proper use and care of the operating room environment. This course also covers the proper use of surgical equipment and post-operative concepts, including patient discomfort and complications. In addition students will complete a mock surgical procedure presented as a lab check at the conclusion of this course. This mock surgical procedure is designed to show competency prior to entering a full time clinical rotation in the subsequent externship courses.

ST285 Certification Exam Prep I **1.5 quarter credit hours**

Prerequisites: BIO126 / BIO151 / MED106 or ML101 / ST100 / ST101 / ST102 / ST103 / ST104 / ST105 / ST106 / ST107

This is the first of two courses designed to provide the student a comprehensive review of the Surgical Technology program with a focus on the core classes to enable the student to not only comprehend the material but also to apply the theory and knowledge to the certification exam. The CST exam will test the understanding of what has already been learned.

ST286 Certification Exam Prep II **1.5 quarter credit hours**

Prerequisites: BIO126 / BIO151 / MED106 or ML101 / ST100 / ST101 / ST102 / ST103 / ST104 / ST105 / ST106 / ST107

This is the second of two courses designed to provide the student a comprehensive review of the Surgical Technology program with a focus on the core classes to enable the student to not only comprehend the material but also to apply the theory and knowledge to the certification exam. The CST exam will test the understanding of what has already been learned.

ST290 Clinical Externship I **5.5 quarter credit hours**

Prerequisites: BIO126 / BIO151 / MED106 or ML101 / ST100 / ST101 / ST102 / ST103 / ST104 / ST105 / ST106 / ST107

This first stage of clinical externship is intended to be a transitional and observational period for students, where they will be expected to acclimate to the surgical environment and learn the routines/duties of the surgical team(s). While under the supervision and mentorship of the surgical team, students will have the opportunity to observe and assist as directed. This clinical externship is designed to engage students to demonstrate proper surgical scrub techniques and maintain aseptic technique. Emphasis will be on identifying and setting up instruments and supplies for individual surgical cases, establishing and maintaining a sterile field, and preparing instruments and supplies for the surgical procedure. With the assistance of an assigned Surgical Technologist, the student will learn to assist the surgeon while maintaining a safe, patient-centered environment. This externship is for 170 hours and is a Pass/Fail course.

ST291 Clinical Externship II **5.5 quarter credit hours**

Prerequisites: BIO126 / BIO151 / MED106 or ML101 / ST100 / ST101 / ST102 / ST103 / ST104 / ST105 / ST106 / ST107

In this stage of the clinical externship experience students are expected to take on a more involved role while under the supervision and mentorship of the surgical team, assisting with preoperative and postoperative duties. This clinical externship is designed to engage students to demonstrate proper surgical scrub techniques and maintain aseptic technique. Emphasis will be on identifying and setting up instruments and supplies for individual surgical cases, establishing and maintaining a sterile field, and preparing instruments and supplies for the surgical procedure. With

the assistance of an assigned Surgical Technologist, the student will learn to assist the surgeon while maintaining a safe, patient-centered environment. This externship is for 170 hours and is a Pass/Fail course.

ST292 Clinical Externship III **5.5 quarter credit hours**

Prerequisites: BIO126 / BIO151 / MED106 or ML101 / ST100 / ST101 / ST102 / ST103 / ST104 / ST105 / ST106 / ST107

In this final stage of the clinical externship experience students are expected, while still under the supervision and mentorship of the surgical team, to take on a more independent role by actively participating in the perioperative stage of surgery while continuing to perform supervised preoperative and postoperative duties. This clinical externship is designed to engage students to demonstrate proper surgical scrub techniques and maintain aseptic technique. Emphasis will be on identifying and setting up instruments and supplies for individual surgical cases, establishing and maintaining a sterile field, and preparing instruments and supplies for the surgical procedure. With the assistance of an assigned Surgical Technologist, the student will learn to assist the surgeon while maintaining a safe, patient-centered environment. This externship is for 170 hours and is a Pass/Fail course.

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.

VA110 Fundamentals of Companion Animal Behavior **4.5 quarter credit hours**

Prerequisites: None

This course will introduce learners to the concepts and principles of canine and feline behavior, as well as early learning and development. The scientific and objective study of canine behavior is key to differentiating between normal and abnormal behavior, as well as the ability to reinforce desired behavior and end undesirable behavior. Topics will include social behavior and communication, canine and feline development, as well as husbandry and nutrition.

VA115 Companion Animal Learning Theory and Behavior Modification **4.5 quarter credit hours**

Prerequisites: None

This course introduces students to the scientific study of learning. Understanding learning theory is critical to addressing animal behavior and training. Discussions will include the 4 quadrants of behavior, and basic techniques for behavior modification. Concepts apply to many animals, though our focus will be cats and dogs.

VA120 Behavioral Service and Professional Ethics **4.5 quarter credit hours**

Prerequisites: VA110 / VA115

This course will introduce students to the various aspects associated with successfully managing a business. The basics of insurance, including both liability and disability, are discussed. Content will include forms and documentation, informed consent, and advertising for the animal-related business professional. Ethics is covered in depth, as well as ethical dilemmas that are pertinent to the companion animal professional.

VA125 Applied Animal Behavior, Training and Environmental Enrichment **3.0 quarter credit hours**

Prerequisites: VA110 / VA115

This course allows students to apply previously learned concepts of learning theory, behavior issues and training techniques. The course also introduces the application of structured environmental enrichment for animals. Discussions include the vital role enrichment plays in animal health, welfare, and well-being, as well as how enrichment can be safe, practical and affordable. Topics include enrichment strategies for animals in a variety of contexts. As a final project, students will create a detailed enrichment plan.

VA241 Animal Grooming Theory **4.5 quarter credit hours**

Prerequisites: VA110 / VA115

This course is designed to provide the theoretical foundation for small animal grooming. Emphasis is placed on basic grooming skills. Specific topics include workplace safety, dog breed identification, styles, breed specific cuts, animal grooming products and tools, and basic health care information.

VA246 Animal Grooming Technique Lab **3.5 quarter credit hours**

Prerequisites: VA110 / VA115

This course is designed to provide the hands-on experience for small animal grooming. Emphasis is placed on proper handling, brushing, nail trimming, and bathing. Students will complete 50 volunteer hours in a professional grooming facility and complete a checklist of skills.

VET109 Veterinary Anatomy & Physiology **3.0 quarter credit hours**

Prerequisite: GEN129 / VET114

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 lab to gain further understanding of anatomical structures.

VET111 Husbandry & Disease, Small Animals **4.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET113 / VET114 / VET127 / VET131

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**

Prerequisite: GEN129 / VET114

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 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: GEN129 / VET109 / VET113 / VET114 / VET127 / VET131

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.

VET127 Large Animal Medical Techniques **4.0 quarter credit hours**

Prerequisite: GEN129 / VET114

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.

VET131 Veterinary Office Management **3.0 quarter credit hours**

Prerequisite: GEN129 / VET114

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: GEN129 / VET109 / VET113 / VET114 / VET127 / VET131

This course provides the basics of physical exams, restraint 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: GEN129 / VET109 / VET113 / VET114 / VET127 / VET131

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: GEN129 / VET109 / VET113 / VET114 / VET127 / VET131

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.

VET201 Laboratory & Exotic Animal Medicine **2.5 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET113 / VET114 / VET127 / VET131

This course is an instruction in the knowledge of the regulations concerning the exotic medicine and the care and use of laboratory animals.

VET211 Animal Clinical Procedures **5.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201

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.

VET221 Clinical Pathology I **4.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201

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.

VET226 Clinical Pathology II **4.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201 / VET211 / VET221 / VET246

This course instructs the students in proper methods of laboratory equipment care and maintenance and training in the areas of hematology, chemistries, and blood parasites.

VET231 Advanced Animal Clinical Procedures **4.0 quarter credit hours**

Prerequisites: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201 / VET211 / VET221 / VET246

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: None

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.

VET246 Radiology **3.0 quarter credit hours**
Prerequisites: None
The course is an instruction in the technical aspects of x-ray diagnostics, radiation safety, patient restraint and safety.

VET255 Principles of Surgery **4.0 quarter credit hours**
Prerequisites: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201 / VET211 / VET221 / VET226 / VET231 / VET240 / VET246
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: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201 / VET211 / VET221 / VET226 / VET231 / VET240 / VET246
This course is an application of the student's knowledge of surgery and anesthesia principles. Students will practice anesthesia and surgical assisting.

VET292 VT Externship **9.0 quarter credit hours**
Prerequisites: GEN129 / VET109 / VET111 / VET113 / VET114 / VET115 / VET127 / VET131 / VET135 / VET140 / VET150 / VET201 / VET211 / VET221 / VET226 / VET231 / VET240 / VET246 / 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.

VO120 Optimizing Home Office Design **4.5 quarter credit hours**
Prerequisites: None
In this course, students will learn the how to ergonomically set up a home office to include the technology and special requirements.

WD100 Digital Design **4.0 quarter credit hours**
Prerequisites: None
In this course, students will learn the fundamentals of designing digital projects such as websites and mobile applications. Students will be given the opportunity to learn the most commonly used 2D software tools within the design industry. Topics will include layout, color theory, identity, and typography.

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) **4.0 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) **4.0 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 **4.0 quarter credit hours**

Prerequisites: TRD100 / COR100

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 **4.0 quarter credit hours**

Prerequisites: TRD100 / COR100

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 **4.0 quarter credit hours**

Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103 / WLD104 / WLD105

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 **4.0 quarter credit hours**

Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103 / WLD104 / WLD105

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) **4.0 quarter credit hours**

Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103 / WLD104 / WLD105

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 **4.0 quarter credit hours**

Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103 / WLD104 / WLD105

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 **4.0 quarter credit hours**

Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103 / WLD104 / WLD105

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 **4.0 quarter credit hours**

Prerequisites: TRD100 / COR100 / WLD100 / WLD101 / WLD102 / WLD103 / WLD104 / WLD105

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.

Appendix A

Emergency Guidebook

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Introduction

This guidebook was designed to give members of the Rockford Career College community a ready-reference on how to respond in case of an emergency situation on or near the campus.
Campus safety is a responsibility we all share. All of us play a critical role in keeping students, faculty, and staff safe on campus. Here is how you can do your part:

- **Plan Ahead.** The time to think about what you would do in an emergency is now. Please take a few minutes to read through these procedures and consider how you would respond.
- **If you see something, say something.** Report crimes, suspicious behavior, and safety concerns to a staff or faculty member.
- **Remember – if calling 911 from a campus phone there is no need to dial 9 to get an outside line; dial 911 directly.**

Training

Students are trained and provided this information at the time of enrollment and signing of the enrollment agreement, acknowledging receipt of the catalog. Staff and Faculty are trained and provided the information upon hire and signing of the Employee Handbook Acknowledgement.

Active Shooter

Quickly determine the best way to protect your life.

Evacuate if possible

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

Hide out

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock doors.
- Silence mobile phones.

Take action

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter, if possible. Discharge the fire extinguisher, aiming at the shooter's eyes and nose.

CALL 911 AND USE THE INTERNAL EMERGENCY NOTIFICATION SYSTEM AS SOON AS IT IS SAFE TO DO SO.

Lockdown

An imminent threat of violence may be cause for a lockdown on all or part of campus. Some exterior doors will be locked. The goal is to limit exposure of students, faculty, and staff to danger by preventing dangerous persons from entering the building.

If a lockdown is ordered:

- Stay inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room, if possible.
- Avoid being seen from the outside, if possible.
- Monitor text and email alerts for updates and further instructions. A description of the threat will be disseminated as soon as possible using these methods.
- Report any emergency or unusual condition to the receptionist.
- Use discretion in admitting anyone into a secured building. Require all backpacks and other bags be left outside at least 30 feet from the building. Require all persons seeking shelter to open all outer garments for visual inspection before allowing entry.

- Do not leave a secure location until receiving an “all clear” from a police officer, security officer, or a Rockford Career College email or text notification.

Fire

In the event of a fire on campus:

- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, take your personal items with you.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Leave the building via the nearest exit. Warn others as you leave.
- Close doors behind you as you leave.
- If trapped, keep the doors closed and place cloth under them to keep out smoke.
- Once outside, stay a minimum of 300 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or Rockford Career College officials deem it safe to reenter.

Bomb Threat

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller:

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb? If not you, then who?
- Why did you place the bomb?
- How many bombs are there?
- What is your name and address?
- Call 911 and your Campus President immediately. Describe the caller’s voice, any background noises you heard, and the exact wording of the message.
- Do not touch suspicious packages. Inform the police of any suspicious packages, items, or people in the area.
- Follow instructions from first responders in regards to evacuation.

Suspicious Package

- Do not open any suspicious items. If you have already opened it, remain calm.
- Call 911 and your Campus President immediately.
- Do not move the letter or package or examine it further.
- Get all people out of the area. Close the area off, if possible.
- Limit the use of two-way radios and mobile phones near the suspicious item.
- If the package is leaking a substance or powder and you came into contact with it, keep your hands away from any part of your face. Do not touch others and do not let others touch you.
- Wash your hands and arms from the elbows down in hot soapy water.
- Do not attempt to clean or cover anything that might have spilled from the package.
- Follow all instructions from emergency responders

Emergency Notification

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors at Rockford Career College:

- Rockford Career College website: www.rockfordcareercollege.edu.
- Rockford Career College social media pages – Facebook and Twitter.
- Student and faculty portals
- Broadcast emails
- Broadcast text messages
- Internal Emergency Notification System

STAY INFORMED AND UP-TO-DATE: http://www.noaa.gov/

Evacuation

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized Rockford Career College official.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit in a safe and orderly manner. Take personal belongings with you.
- Once outside, stay a minimum of 300 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or Rockford Career College officials deem it safe to reenter.

Evacuating the Disabled

Pre-Planning is Important. If you may need assistance evacuating in an emergency, advise your Campus President.

- Evaluate your need to identify yourself as someone who requires assistance. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on just one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all evacuation options and prioritize them. Consider the pros and cons of being carried, for example. You have a chance of getting out but you and/or your helpers may be injured. If you use an Area of Refuge where you can wait for help (fire stairs), be sure someone knows you are there.

Medical Emergencies

- Do not move a seriously injured person unless there is a life-threatening situation.
- Dial 911 and give your name, location, and telephone number.
- Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
- Do not hang up until directed to do so by the emergency operator.
- Return to the victim; administer first aid (if you know how); keep the victim as calm and comfortable as possible.
- Remain with the victim.
- Notify the receptionist and Campus President.

Reporting Crime

All crimes should be reported to the Campus President. Rockford Career College personnel will respond and will call local police for assistance when necessary.

If you witness a crime in progress, dial 911. Give your name, location, and phone number. Do not hang up until the dispatcher tells you to do so. Remain at the location until police arrive on scene, unless it is not safe to do so.

Shelter-in-Place

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

If a Shelter-in-Place is ordered:

- Seek shelter in an interior room with few windows.
- Close and lock all exterior doors, windows, and any other openings to the outside.
- Avoid overcrowding by using several rooms, if necessary.
- Monitor Rockford Career College notification systems (email blasts, text blasts, student/faculty portals, and social media).
- Report any emergency or unusual conditions to the receptionist and Campus President.
- Do not leave the building until receiving the “all clear” from police, emergency responders, or a Rockford Career College authorized official.

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.

Hazardous Materials and Radiation

Rockford Career College does not store and/or utilize any hazardous material/solutions in any laboratory classroom. All practice pharmacology or Intravenous Therapy supplies are Demo-Doses and/or bacteriostatic water.

Radiographic equipment is located in the veterinary technology and dental assisting program areas. Equipment is inspected on a bi-annual basis by the Illinois Department of Health, Radiologic Technology Section. Only trained faculty and staff are permitted to operate radiographic equipment, and trained students under supervision. If required, dosimeter badges must be worn in an appropriate manner. No one under the age of 18 years or pregnant is allowed in designated x-ray areas.

Blood-borne Pathogens

Should a needle stick or any incident occur exposing a student to potentially infective blood and body fluids, the following procedure should be followed:

- Notify the Clinical Instructor, follow agency/institution protocol, contact the infection control nurse, and contact your Program Chair/Lead Instructor.
- Payment for patient testing is covered by the agency/institution.
- Payment for initial student testing is covered by the school.
- Any required medical treatment such as prophylactic drug therapy should be ordered by the agency/institution infection control medical practitioner and follow acceptable CDC guidelines.
- The individual student is responsible for drug therapy costs and subsequent follow-up testing.

Infectious Diseases

Students in clinical rotations or externships may be asked to care for patients with communicable infectious illnesses. A student may not refuse this assignment unless a physician's note specifically excluding this type of care is written and received by the Instructor and Program Chair/Lead Instructor. Appropriate personal protective equipment (PPE) should be used in any situation, regardless if the presence of an infectious disease is known or not.

Student in Distress

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, contact the Campus President immediately.

Quick Reference for helping Students having difficulties:

Recognize Symptoms

- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or change in relationships.
- Reference to suicide, homicide, or death.

Respond to the Student

- Speak privately with the student.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.

Refer the student to a Mental Health Professional

- Be caring, firm, and straight-forward in your referral.

Tornado/Severe Weather

- A ***tornado watch*** is issued by the National Weather Service when tornadoes are possible in the area.
- A ***tornado warning*** is issued by the National Weather Service when a tornado has been sighted, or indicated by weather radar, in the area.
- Monitor local TV stations and weather websites for severe weather updates.
- Be prepared to take shelter if a tornado warning is issued.
- DO NOT PULL THE FIRE ALARM TO ALERT OTHERS, USE THE INTERNAL EMERGENCY NOTIFICATION SYSTEM.
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter
- Wait for an all-clear notification prior to returning to your work area or classroom
- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or there is no time to get indoors.

Media Calls

The Chief Operations Officer (COO) serves as the point of contact for all media inquiries. During an emergency situation, it is especially important that reporters be directed to the Chief Operations Officer at the Corporate Office. The COO speaks on behalf of Rockford Career College and has the most accurate and up-to-date information. In addition, the COO works closely with emergency responders to coordinate what information can or should be released to the general public.

When receiving any calls from media representatives, please take the following steps:

- Direct all media inquiries to the Campus President.
- To assist the COO in responding as quickly as possible, obtain the following information and forward to the COO:
    - The reporter's name and phone number.
    - The media organization he/she represents.

    - The type of information he/she is seeking.
    - The reporter's deadline.
- Regardless of the situation or what the media questions might be, never say "No Comment." A better response is "Thanks for calling. Allow me to refer you to our COO who handles media questions and he will be able to assist you."
- Never talk "off the record" with the media. Always assume that they will use any and all information they obtain in their report.

Elevator Failure

If you become trapped in an elevator, the following actions should be taken:

- DO NOT PANIC. Use the elevator phone to call for assistance.
- Press the ALARM or HELP button to notify others who may be nearby.
- DO NOT attempt to force open or attempt to climb out of the elevator car. The elevator could restart without warning.
- Your best course of action is to relax, get comfortable, and wait for professional assistance. Even if the air temperature feels warm, there is plenty of air circulating in the elevator and throughout the shaft.
- Provide the following information to the emergency service responding to the elevator phone:
    - Your name
    - Total number of people in the elevator
    - Report any injuries, medical conditions, or disabilities

Hostage Situation

IF YOU HEAR OR SEE A HOSTAGE SITUATION:

Immediately remove yourself from any danger and call 911. Provide them with the following information:

- Location and room number of the incident.
- Number of possible hostages and hostage takers.
- Physical description and name of hostage takers, if known.
- Any weapons the hostage takers may have.
- Your name, location, and phone number.

IF YOU ARE TAKEN HOSTAGE:

- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain and avoid being belligerent or argumentative.
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

IN A RESCUE SITUATION:

- DO NOT run. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stay still. Make no sudden moves that a responder may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer is not sure whether you are a terrorist or a hostage.

- If you are handcuffed and searched DO NOT resist. You will be taken to a safe area where proper identification and status will be determined.

Sexual Assault

SEXUAL ASSULT DEFINED. Sexual assault is having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieve by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated.

Attempted or Actual Penetrations: Having or attempting to have non-consensual vaginal, anal, or oral penetration, however slight, with any object or body part, or causing the other to touch the harasser's private parts.

All Other Forms of Non-Consensual Sexual Contact: Having or attempting to have any non-consensual, non-accidental touching of a sexual nature. This touching can include, but is not limited to, kissing or touching the private parts of another, or causing the other to touch the harasser's private parts.

Consent: Consent is often a critical issue in sexual assault cases. Each participant in a sexual encounter is expected to obtain and give consent to engage in all forms of sexual activity:

- Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision.
- Consent is informed, voluntary, and actively given.
- Consent exists when all parties exchange mutually affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity.
- Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone.
- A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- An individual who is physically incapacitated from alcohol or drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically impaired is considered unable to give consent.
- Being intoxicated or impaired by alcohol or drugs is never an excuse for sexual assault, sexual harassment, or other sexual misconduct and does not diminish one's responsibility to obtain consent.
- Just because someone has consented to sex in the past does not mean that they are consenting now.

What to do in the event of a sexual assault:

- Call 911 to report the assault.
- Do not change your clothing.
- Do not shower, wash, douche, or use the toilet prior to a medical exam.
- Do not apply medications to injuries unless absolutely necessary.
- Do not disturb anything in the area where the assault occurred.
- Do not drink or chew gum.
- Do not store your clothing in anything other than a new, clean plastic bag.
- Get medical attention as soon as possible.

Emergency Contacts & Resources

Police/Fire/Medical (emergency) 911
Police (non-emergency)..... 815-966-2900
Interim Campus President (Guary Bernadelle)..... 815-965-8616
ComEd (emergency)..... 877-426-6331

ROCKFORD
CAREER COLLEGE

Catalog Supplement

Administration

Effective: 05/11/2022

Jason Smolka **Campus President**	Marc Sherrod **Academic Dean**	Andrea Inman **Vice President of Admissions**
Danielle Harriott **Dean of Students / Student Services / ADA Coordinator**	Melissa Ridgeway-Hagerman **Director of Career Services**	Denise Ackley **Director of Financial Aid**
Erin Eggebrecht **Registrar**	Lori Van Liere **Corporate Librarian**	Ammara Mahood **Library / Bookstore Coordinator**

For education related questions, please see any member of the education team labeled below as a "Program Chair" or "Lead Instructor".

Faculty

Name	Job Title	Subject Area	Credentials
Baker, Sylvia	Clinical Coordinator	Practical Nursing	M.S.N., Walden University; B.S.N., Benedictine University
Baller, Roger	Lead Instructor	HVAC/R	
Bledsoe, Andrea	Program Chair	Veterinary Technician	A.S., Parkland College
Bledsoe, Jennifer	Instructor	Diagnostic Medical Sonography	A.A.S., Harper College
Bowen, Zorita	Program Chair	Surgical Technology	B.A., City College
Donovan, Michael	Lead Instructor	Business Administration	Ph.D., Case Western Reserve University; M.A., Saint Mary's University; B.A., Rutgers University
Fligge, Angela	Lead Instructor	Dental Assisting	
Fulkerson, Corey	Instructor	Electrical Technician	A.A.S., Rockford Career College
Glogovac, Biljana	Instructor	Diagnostic Medical Sonography	A.A.S., College of Dupage
Gopalaseshan, Sangeetha	Program Chair	Diagnostic Medical Sonography	M.S., University of Madras
Green, Cailyn	Lead Instructor	Addiction Counseling	Ph.D., Walden University; M.S., Sage Graduate School; B.A., Western New England University
Guthrie, Joey	Lead Instructor	Medical Laboratory Technician	B.S., University of Kentucky
Humbert, Patricia	Lead Instructor	Paralegal Studies	J.D., University of Toledo; B.A., State University of New York
Ianni, Mindy	Instructor	Veterinary Technician	A.A.S., Rockford Career College
Krahl, Kathleen	Instructor	Surgical Technology	A.A.S., Harper College
Lange, Courtney	Extern Coordinator	Veterinary Technician	A.A.S., Vet Tech Institute at Fox College
Leach, Zachary	Instructor	HVAC/R	
Legan, Nicole	Instructor	Medical Laboratory Technician	A.A.S., Blackhawk Technical College
Little, Janet	Lead Instructor	Medical Office Billing and Coding, Healthcare Administration	M.A., B.B.A., University of Phoenix

Name	Job Title	Subject Area	Credentials
Linehan, Danya	Lead Instructor	Animal Welfare Administration	D.V.M., The Ohio State University; B.S., University of New Hampshire
Lopez, Nick	Lead Instructor	CNC	
Lundvall, Crystal	Program Chair	Practical Nursing	M.S.N., Walden University; B.S.N., Graceland College
Mackey, OL	Instructor	Welding	
Olson, Guy	Lead Instructor	Automotive Technology	
Parson, Annette	Academic Dean - Online	Online Programs	M.B.A., Heidelberg University; B.S.B.A., Bowling Green State University; Certificate, Stautzenberger College
Rafiq, Noshaba	Instructor	Diagnostic Medical Sonography	M.D., University of the Punjab
Rice-McCray, Veronica	Lead Instructor	Human Resource Administration	M.B.A., M.A.Ed., University of Findlay; B.A., Bowling Green State University
Rodden, David	Lead Instructor	Welding	
Salmen, John	Instructor	Veterinary Technician	Ed.D., Argosy University; D.V.M., B.S., B.S., University of Illinois
Satterwhite, Lisa	Instructor	Medical Assistant	B.S., American Intercontinental University; A.A.S., Robert Morris University
Schuman, Greg	Lead Instructor	Construction Administration	M.B.A., Western Governors University; B.S.B.A., Everest College
Sweet, Laura	Veterinarian	Veterinary Technician	D.V.M., Michigan State University; B.A., Franklin Resce College
Woods, Ebony	Instructor	Medical Assistant	A.A.S., Rockford Career College
Young, Deanna	Lead Instructor	Medical Assistant	A.A.S., Rockford Career College

Academic Calendar

Effective: 01/03/2022

Program Start Dates

Rockford Career College schedules four or five quarters in a calendar year that meets for approximately 10 weeks. The College also schedules ten modules for some programs where students are required to take two classes at one time and each module meets for five weeks.

Rockford Career College observes Constitution and Citizenship Day on September 17th of each year to commemorate the September 17, 1787 signing of the United States Constitution. If September 17th falls on a Saturday, Sunday, or holiday, the College will celebrate Constitution Day during the preceding or following week.

2022	
Start	**End**
12/6/21	1/23/22
1/3/22	1/23/22
1/24/22	2/27/22
2/28/22	4/3/22
4/4/22	5/8/22
5/9/22	6/12/22
6/13/22	7/17/22
7/18/22	8/21/22
8/22/22	9/25/22
9/26/22	10/30/22
10/10/22	10/30/22
10/31/22	12/4/22
12/5/22	1/22/23

2023	
Start	**End**
12/5/22	1/22/23
1/3/23	1/22/23
1/23/23	2/26/23
2/27/23	4/2/23
4/3/23	5/7/23
5/8/23	6/11/23
6/12/23	7/16/23
7/17/23	8/20/23
8/21/23	9/24/23
9/25/23	10/29/23
10/9/23	10/29/23
10/30/23	12/3/23
12/4/23	1/21/24

Holidays and Make-Up Days

Due to certain annual holidays, course make-up days are required. These make-up days are identified below.

2022	
Holiday	**Make-Up Day**
Memorial Day May 30, 2022	June 3, 2022 (alternate June 4, 2022)
Independence Day July 4, 2022	July 8, 2022 (alternate July 9, 2022)
Labor Day September 5, 2022	September 9, 2022 (alternate September 10, 2022)
Thanksgiving November 24 – 27, 2022	November 18, 2022 (alternate November 19, 2022)
Winter Break December 19, 2022 – January 3, 2023	No classes

2023	
Holiday	**Make-Up Day**
Memorial Day May 29, 2023	June 2, 2023 (alternate June 3, 2023)
Independence Day July 4, 2023	July 7, 2023 (alternate July 8, 2023)
Labor Day September 4, 2023	September 8, 2023 (alternate September 9, 2023)
Thanksgiving November 23 – 26, 2023	November 17, 2023 (alternate November 18, 2023)

Tuition and Fees: Effective 02/04/2022

DIPLOMA PROGRAMS						
Program	**Credits**	**Length (in months)**	**Estimated Fees**	**Estimated Books**	**Estimated First Term Costs**	**Estimated Tuition Costs***
Accounting/Payroll Clerk (Online Only)	53	9	$2,350	$1,100	$6,666	$15,500
Addiction Counseling Technician (Online Only)	57	9	$2,350	$500	$5,656	$16,000
Animal Welfare Administration (Online Only)	61	9	$2,350	$600	$5,756	$19,425
Automotive Technology	53	11	$2,900	$170	$9,720	$31,500
Business Administration (Online Only)	53	8	$2,350	$600	$6,279	$21,525
Cannabis Dispensary Administration (Online Only)	53	8	$1,800	$830	$5,568	$16,750
CNC and Robotic Manufacturing Technology	64	10	$2,350	$1.300	$7,638	$24,150
Computer-Aided Drafting (CAD)	62	10	$2,350	$300	$4,738	$15,750
Dental Assistant	60	10	$2,575	$500	$5,525	$18,900
Early Childhood Education (Online Only)	50	7	$1,800	$489	$5,796	$14,000
Electrical Technician	64	10	$2,350	$500	$7,038	$24,150
Heating, Ventilation, Air Conditioning and Refrigeration	64	10	$2,350	$800	$7,388	$24,150
Human Resource Administration (Online Only)	61	10	$2,350	$800	$5,300	$16,800
Medical Assistant	60	10	$2,575	$800	$6,088	$19,950
Medical Assistant / X-Ray Technician (Limited Scope)	74	12	$3,125	$800	$5,755	$23,275
Medical Office Billing & Coding (Online Only)	60	10	$2,575	$1,050	$6,600	$21,000
Paralegal (Online Only)	60	10	$2,575	$800	$6,744	$22,575
Practical Nursing	79	14	$3,675	$1,503	$7,261	$31,547
Veterinary Assistant and Grooming (Online Only)	53	12	$2,900	$601	$4,901	$15,000
Virtual Office / Remote Administration (Online Only)	53	9	$2,350	$750	$5,415	$21,700
Welding	64	10	$2,350	$500	$6,938	$24,150
ASSOCIATE DEGREE PROGRAMS						
Program	**Credits**	**Length (in months)**	**Estimated Fees**	**Estimated Books**	**Estimated First Term Costs**	**Estimated Tuition Costs***
Animal Welfare Business Administration (Online Only)	110	7	$1,800	$800	$5,125	$12,075
Business Administration (Online Only)	102	7	$1,800	$800	$6,700	$16,800
Construction Administration (Online Only)	109.5	7	$1,800	$500	$5,833	$15,100
Diagnostic Medical Sonography	112.5	19	$4,775	$2,659	$7,622	$35,700
Healthcare Administration (Online Only)	109	7	$1,800	$800	$6,700	$16,800
Medical Assistant / X-Ray Technician (Limited Scope)	105	7	$1,800	$600	$6,500	$16,800
Medical Laboratory Technician	110	18	$4,775	$1,050	$4,369	$24,150
Paralegal (Online Only)	109	7	$1,800	$600	$6,500	$16,800

Surgical Technology	102	18	$4,775	$625	$3,944	$24,150
Veterinary Technician	114.5	24	$5,875	$1,504	$4,950	$31,500

*Based on current term rate. Tuition and fee rates are subject to change for future terms.

Fees include a $200 Administrative Fee, a $150 Academic Success Fee, and a $200 Technology Fee for each and every 10-week term, and a $150 Graduation Fee. A one-time $225 Fee is applied to programs with an externship or clinical component.

Course repeat fee: $400 per failing course.
Reentry fee: $150

Students are billed each quarter based on the number of credit hours in which they are enrolled for the quarter and the cost per credit hour for their program. Full time students must take a minimum of twelve (12) quarter credit hours or a maximum of nineteen (19) quarter credit hours per term. Although Rockford Career College encourages all students to attend full time occasionally students may attend part-time. If a student is attending part-time, financial aid will be adjusted based on actual hours attended.

Other Costs

Proficiency Fee *Cash / Check / Credit Card*	$60

Notes: