AAKERS COLLEGE

DOCTRINA · CONCRETIO · SUCCESSIO

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Aakers College Campus Locations

Bismarck Campus
1701 East Century Avenue
Bismarck, ND 58503-9980
(701) 530-9600 • (877) 530-9600

Fargo Campus
4012 19th Avenue Southwest
Fargo, ND 58103-9831
(701) 277-3889 • (800) 817-0009

Online
Worldwide
866-WEB-DEGREE

Rasmussen College Campus Locations

Rasmussen College Brooklyn Park
8301 93rd Avenue North
Brooklyn Park, MN 55445-1512
763-493-4500
1-877-495-4500
FAX: 763-425-4344

Rasmussen College Eagan
3500 Federal Drive
Eagan, MN 55122-1346
651-687-9000
1-800-852-6367
FAX: 651-687-0507

Rasmussen College Eden Prairie
7905 Golden Triangle Drive, Suite 100
Eden Prairie, MN 55344
952-545-2000
1-800-852-0929
FAX: 952-545-7038

Rasmussen College Mankato
501 Holly Lane
Mankato, MN 56001-6803
507-625-6556
1-800-657-6767
FAX: 507-625-6557

Rasmussen College Rockford
6000 East State Street, Fourth Floor
Rockford, Illinois 61108-2513
815-316-4800
1-877-533-5825
FAX: 815-316-4801

Rasmussen College St. Cloud
226 Park Avenue South
St. Cloud, MN 56301-3713
320-251-5600
1-800-852-0460
FAX: 320-251-3702

www.rasmussen.edu

Webster College Campus Locations

Webster College Ocala
2221 SW 19th Avenue Road
Ocala, Florida 34474
(352) 629-1941

Webster College Pasco
2127 Grand Boulevard
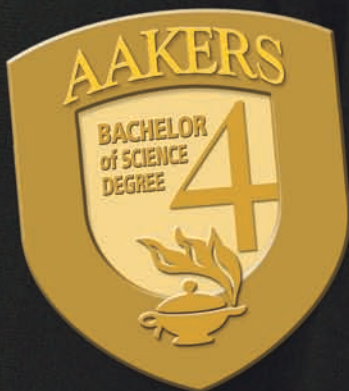Holiday, Florida 34690
(727) 942-0069

www.webstercollege.edu

AAKERS COLLEGE

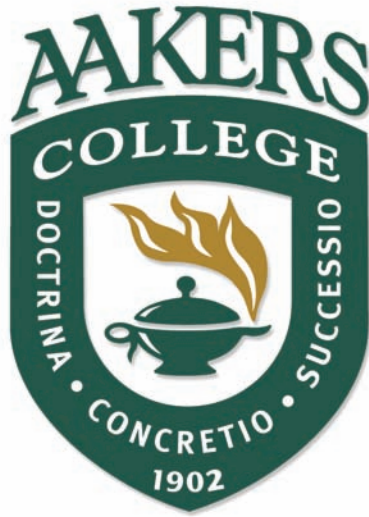DOCTRINA · CONCRETIO · SUCCESSIO

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Mission

Aakers College is dedicated
to serving our communities by
recognizing the diverse needs of individuals.
We encourage personal and professional development
through respect, appreciation, and a commitment
to general education as a foundation
for life-long learning.

As an institution of higher learning,
the College is committed to preparing students
to be active, productive and successful contributors
to a global community.

Purposes

To accomplish our mission, Aakers College has established these purposes:

1 Educational Excellence: *Aakers College creates a teaching/learning community that is challenging, stimulating, and student-focused. This is accomplished through an integrated system of accessible resources, interactive classes, and a rigorous curriculum.*

2 Learning Environment: *Aakers College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere that prepares students for challenging careers and life-long learning.*

3 Professional Development: *The institutional culture of Aakers College provides and supports ongoing opportunities for professional growth for students and employees, preparing well-rounded individuals who contribute to our global community.*

4 Modern Technology: *Aakers College supports the use of modern technology as a tool to enhance student learning and enrich the classroom environment as well as empower students to adapt in an ever-changing workforce. The College is committed to student development through the implementation of virtual classrooms utilizing the online learning modality.*

5 Service to Communities: *Aakers College creates and maintains a collaborative community where students, employees, business, industry, professional associations/communities, and other institutions of higher learning benefit from shared knowledge and experience.*

6 Assessment and Planning: *Aakers College students, both residential and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists the College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the Institution.*

Welcome

Congratulations on taking the first step to a better future. As you begin your educational journey to success, you can be assured we're here to help you succeed.

What you'll find in the following pages is a preview of the type of college we are: learning centered, career focused, technology driven, user friendly, and most important of all, committed to student success.

On behalf of the people of Aakers College, I wish you success and happiness in your future education and career accomplishments.

– TAWNIE CORTEZ
President, Aakers College

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2006/2007 • Volume 1

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Effective October 2, 2006. Revised edition replaces previous editions.

O V E R V I E W

Over 100 Years of Great Careers

Aakers College was founded in Fargo, North Dakota, in 1902 by Mr. and Mrs. H.H. Aaker. Both Mr. and Mrs. Aaker were administrators at Concordia College of Moorhead, Minnesota, prior to founding Aakers College. Mr. Aaker was the President of Concordia College for ten years, and Mrs. Aaker was the Dean of Women. Mr. Aaker was also the Mayor of Moorhead from 1900 to 1902.

Due to the specialized course offerings and individualized student attention at Aakers, the College quickly gained success and strong student enrollment. In 1905, a second campus location opened in Grand Forks, North Dakota. The Aakers family chose to focus their attention on the Grand Forks location in 1912 and sold the Fargo Campus to another college system.

In 1931, following the death of Mr. Aaker in 1929, Mr. R.C. Hadlich purchased Aakers College and served as President/Administrator until 1992, at which time his sons, Mark and Robin Hadlich, assumed leadership and continued the tradition of educational excellence.

In 1998 the principal owners of Rasmussen College in Minnesota purchased Aakers College. Today Aakers College has two campus locations in North Dakota. Graduates of Aakers College have practical career skills combined with the communication, problem solving and technical skills employers require. Students receive individualized attention in a variety of learning environments ranging from the traditional classroom to online and collaborative settings.

Aakers Today

Aakers College relocated to 4012 19th Avenue Southwest in Fargo on November 9, 1998. Aakers opened a campus at 1701 East Century Avenue in Bismarck on September 15, 2003, to serve the people of Bismarck and the surrounding areas. Aakers College is a private, for profit 2-year degree granting college offering Bachelor's and A.A.S. Degrees and Diplomas.

Aakers College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) and operates by authorization of the North Dakota State Board for Career and Technical Education.

What are these people so excited about?

CHIPS!

CHIPS is an acronym for our values: Community, History, Integrity, Placement, and Service. CHIPS embodies what the Aakers College experience is all about, and why it's not just an ordinary education.

What does CHIPS mean for you, our student?

It means a personal, service-oriented, quality education that's designed to help you succeed - in the classroom and beyond.

Here are some questions to ask when selecting a college, so that you can make the best decision regarding your future career.

COMMUNITY

- What is your average class size?
- Do you have online interaction… such as a portal, student profiles, and message boards?
- How many employers do you interact with on a regular basis in order to help graduates find jobs?
- How else does the college interact with the local community?
- Are your instructors, staff, and students on a first name basis?
- Does your campus have lab hours during non-class times so I can complete my projects?
- Is there an open-door policy at this college?

HISTORY

- When were you founded? How long have you been in business?
- What's the history of this college? How did you get started?
- Where was your first campus located? Where do you currently have campus locations?
- How many students have graduated from this college?
- How long have you offered online classes?

INTEGRITY

- Are you accredited?
- Do you allow students to participate in evaluation of their instructors and overall educational experience?
- How do you decide which new programs to offer? Who helps you develop them?
- Do you help graduates develop a portfolio of work samples that can be used to demonstrate career competencies to potential employers?

PLACEMENT

- Do you have a full-time career placement office?
- Does your Career Services Office receive job postings from local employers?
- What is your placement rate?
- Do you assist with resume, cover letter, and reference preparation?
- Do students have the opportunity to participate in practice interviews prior to graduation?
- Do you offer long-term placement assistance for graduates?
- Do you offer career placement assistance nationwide?

SERVICE

- Do you offer 24/7 assistance for students?
- Do you offer no-cost tutoring for both online and on-campus students?
- Do you offer assistance with researching and applying for financial aid?
- Do you assist new students with gathering transcripts and other necessary items during the application process? Are you available for questions throughout this time?
- Does your college have a library and an on-site librarian?
- Do you offer technical support on-site and online?
- Are you open evenings and weekends?

AAKERS COLLEGE
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The focus is on **you!**

The first step to a new career and securing a better future is all about you. At Aakers College, we focus on the skills and resources you'll need to reach your specific career goal, or to excel in a current career.

When you begin your program of study you will take classes with students who share your sense of purpose, determination and commitment. Helping you achieve your objectives is what Aakers is all about. Our faculty is committed to your success with a student-centered approach to learning that helps you develop the skills and qualifications necessary to succeed in today's competitive job market. Many of our instructors have real world work experience and strong academic credentials that allow them to relate classroom theory to the workplace conditions in your chosen career.

Small class sizes, individual attention, convenient scheduling, along with career-focused education and placement, are just some of the benefits that make Aakers especially attractive to students preparing for a new career. What's more, at Aakers, you'll not only study classroom theory, you'll also develop valuable skills and experience utilizing current technology pertinent to your new profession.

"I like the small classes and having time with the teachers to ask questions."

– *KARA STROM, Aakers Student*

Does this sound like the type of college that works for you?

As a future student, you likely have many questions and concerns as you think about your life. We're here to address your needs and offer support as you reach your destination of a promising career. Together we'll explore your options and create a plan that helps you secure your future:

• Are you ready to change your current situation?

What would you like to do more of? What talents do you have that are not being used?

_____

_____

_____

• What would you like to do in the future?

What responsibilities would you have? Do you want to work with people, numbers, projects or computers? What type of work environment makes you happy?

_____

_____

_____

• Why is now the right time to prepare for a new career?

Are you ready for your dream job? A promotion? Or to expand your opportunities?

_____

_____

_____

• What challenges do you have in getting started?

Do you need child care? Financial aid? Academic tutoring?
Time and flexibility to juggle classes with a current job?

_____

_____

_____

• Who will support and encourage you as you prepare for a new career?

What does your family think? Your boss? Your friends?

_____

_____

_____

You have unique goals, experiences and needs. At Aakers College we focus on helping you make the best choices for securing your professional and financial futures.

Is Aakers College right for you? ❑ **YES!**

"The faculty
is personable
and accessible.
They make going
back to school
easy, manageable
and fun."

– ROBERT OGREN
Aakers Student

"It's not enough to simply get a graduate a job – at Aakers we go the distance to get students their dream jobs."

– GRETA NELSON
Dean of Students

B.S., Dickinson State University

☐ Campus and Classroom Life

As an Aakers student, you are our first priority: your education; your positive experience; your achievements, and your dreams. We understand the challenges you face in meeting your career goals while balancing family life, activities, work, budgets and schedules.

We know it's hard to pursue career options and still keep your personal commitments intact. We respect your values and support you with a campus environment that meets your needs.

■ Class Sizes
You'll be in small classes with an average of 15-20 students who have similar interests, lifestyles and pursuits. Small class sizes make learning more personal, with individual attention from the instructor and opportunity to share experiences with other students.

■ Toll Free Student Assistance Hotline
A student assistance hotline operates continuously to help when you need it. Whether it's tutoring, research problems, computer services or information about coursework, someone is always standing by to offer direction.

■ The Aakers Community
Students say the support of the Aakers community is one of the College's best assets. Faculty and administration are accessible and eager to help. Students encourage each other through a spirit of giving and sharing. Our focus is on you, the student, from your first call to the Admissions office, to your success 15 years from now. Upon graduation, you'll become a member of the Alumni Association, which offers a network of ongoing job opportunities, and a lifetime member of the Aakers family.

■ Online Support and Services
Aakers supports and guides you all the way with resources to help in your study: high-tech computer labs; a massive intranet that offers access to libraries, research databases and specialized web sites; on and off-site learning programs, and a toll free student assistance hotline.

☐ Career Advice and Assistance

At Aakers College, we make your career success our business, and prepare you well to get a job in your chosen field. Employers know that Aakers graduates not only have the professional training and hands-on experience to perform their chosen skills, they also have the confidence to excel in today's business world.

■ Career Services Program
Our experienced staff teaches you how to write a professional resume, create a personal portfolio and conduct a polished interview. Your instructors can offer valuable advice on getting a good job, as most have developed long-term relationships with many of the area's leading employers.

■ Job Searching
In addition to providing valuable career information in the classroom, the Career Services Advisors will assist you in your employment search by guiding you to the best online resources for job postings, career statistics, resume help, setting goals, and tips for making a good impression on prospective employers.

■ Preferred Employer Program
We partner with employers in the community through our Preferred Employer Membership program. Preferred Employers are committed to hiring Aakers College graduates. Our Career Services Advisors match qualified students with potential employers and the details of their company's job openings.

Aakers College Online Programs

A job, family, and active lifestyle are important values. You want to explore a new career, or advance further in your current career, but how do you find the time to fit school into your busy schedule? The answer is Aakers College Online.

■ Flexible Scheduling

You can get a complete Aakers quality education, at your own pace and in your own time. Our resources allow you to benefit no matter where you live or when you can go to school. Take your online class when it's convenient for you, day or night.

■ Innovative Programs

Aakers offers several programs online, including Accounting, Banking and Finance, and Criminal Justice. Online students do assignments and activities using chat, email, message boards and interactive web sites. Many of our students choose to take some courses online and save money on transportation and parking, mileage and child care.

Online students have access to the same student services offered to on-campus students, including a toll free student assistance hotline, tutoring and job placement assistance.

■ Learning Platform

We have developed our coursework using a specialized platform. All the coursework you'll need is on the Internet. Each course is set up in the same manner so you won't have to learn the format for instruction every time you take a new class. Students may participate from home, work, school, the public library, or anywhere there is Internet access.

■ Certified Faculty

Our instructors are highly trained and certified for online teaching. They use standardized syllabi to ensure that programs are consistent. Faculty is readily available by phone or email to answer questions and provide direction.

"The small class sizes gave me a chance to interact with my fellow students and teachers in a way I wouldn't get at a bigger school. At Aakers I feel like I'm part of a family, not just another student."

— *MICHAEL SCHRAMM, Aakers Student*

Let's get started!

By now you most likely have many questions about the cost of tuition, financial aid and admission requirements.

Let's cover them one by one.

We're here to provide knowledge, answer questions, and give you relevant information in a short amount of time. That's what we do.

You've already taken the first big step by scheduling your campus visit and meeting your admissions representative.

Our admissions professionals can help you explore the many options that best meet your goals, interests, educational needs, and work or activities schedule. Your team will help you find the program, location and coursework that are right for you. When you've chosen the option that works for you, you can apply for admission by submitting the following:

■ Application Form
(Apply early for best class choices and scholarship opportunities.)

■ $60 application fee

■ An attestation of high school graduation or equivalency

■ College placement exam results

■ Required credentials for foreign students, including TOEFL test score of 500 paper-based or 173 computer-based, plus first quarter tuition.

Aakers College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted. All new students will attend an orientation session a week or two before classes start. This required session is an opportunity to learn College policies and course scheduling, buy textbooks and supplies, and meet other students.

Picking a Start Date

2006 – 2007 Academic Calendar

▼ **2006 Fall Quarter**
October 2 through December 17

▼ **2007 Winter Quarter**
January 3 through March 19

▼ **2007 Spring Quarter**
April 2 through June 17

▼ **2007 Summer Quarter**
July 2 through September 16

▼ **2007 Early Fall Quarter**
August 6 through September 16

▼ **2007 Fall Quarter**
October 1 through December 16

College Holidays

▼ New Year's Day

▼ Martin Luther King, Jr. Day

▼ Memorial Day

▼ Independence Day

▼ Friday prior to Labor Day
(Employee Appreciation Day)

▼ Labor Day

▼ Veterans' Day

▼ Thanksgiving Day and the following Friday

▼ Christmas Day
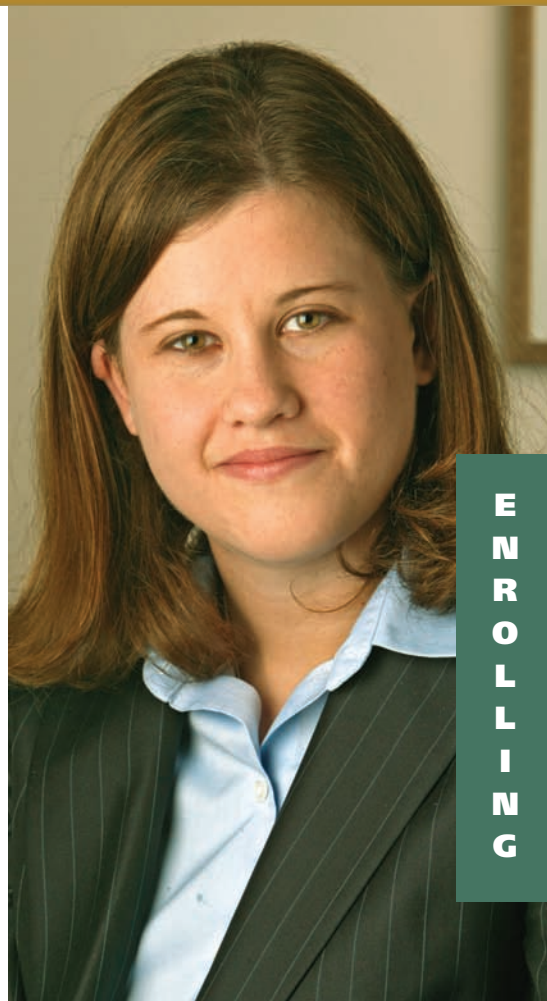
E N R O L L I N G

"Education is an investment you make in yourself, your future and your family's future. It's one of the few things in life that will become more valuable to you every year."

– *KARRIE HUBER*
Admissions Representative

Paying for your College Education.

Each campus has a professionally staffed financial aid department designed to help you apply for federal, state, and private assistance.

The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

There are three basic types of aid available to Aakers students:

▼ Various state and federal student loan programs.

▼ Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.

▼ Employment may be obtained through the Career Services office to help cover living expenses.

Tuition rates are as follows:

New starts and re-entering students as of October 2, 2006

- All courses except those designated "N," "NM," or "W"
  - *$845 per class at 100-200 level*
  - *$955 per class at 300-400 level*
- "N," "NM," or "W" designated courses
  - *$1,155 per class*
- Audit courses
  - *$422 per class*

"The Aakers community is very strong and supportive. Every student is a meaningful member of the Aakers family."

– **DONNA HICKMAN** *and her son Beau*
First Aakers Bismarck graduate

	Program	Type of Award	Amount Per Year	Application
Gift Aid	**Federal Pell Grant Program**	Grant based on financial need.	$400 - $4050	Free Application for Federal Student Aid (FAFSA)
	Federal Supplemental Educational Opportunity Grant (SEOG)	Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.	$100 - $300	Free Application for Federal Student Aid – Awarded by the College
Employment	**Federal Work Study**	Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.	Varies	Free Application for Federal Student Aid – Awarded by the College
Federal Loan Programs	**Federal Subsidized Stafford Loan Program**	Long-term, variable interest rate loan with a 8.25% cap. Payment deferred until six months after student leaves college or attends less than half-time. Need-based calculation.	Up to $2625 per year for a first year student Up to $3500 per year for a second year student	Free Application for Federal Student Aid and Promissory Note processed through College and Lender
	Federal Unsubsidized Stafford Loan Program	Long-term variable interest rate loan with an 8.25% cap. Principal and interest may be deferred until after student leaves college or attends less than half-time.	Up to $2625 including the Federal Stafford Loan for Dependent and Independent first year students and an additional $4000 for first and second year independent students (or dependent students whose parents are not eligible for PLUS loans).	Free Application for Federal Student Aid and Promissory Note processed through College and Lender
	Federal Parent Loan for Undergraduate Students (PLUS)	Long-term, variable interest rate loan with a 9% cap for credit-worthy parents of dependent undergraduates.	Up to college cost of attendance	PLUS application and Promissory Note processed through College and Lender
Veterans' Benefits	**Veterans' Benefits**	Veterans and dependents of veterans including Guard and Reserve Component.	Monthly benefit based on service contributions	Veterans Administration or Veterans Service Officer

Gift aid and work-study are awarded annually based on the fiscal year dates of July 1 through June 30. Students attending in more than one fiscal year period must reapply for financial aid assistance.

E N R O L L I N G

Scholarship and Grant Programs.

For Graduating High School Seniors

A student who applies for admission to Aakers College prior to December 15th or April 1st of his or her senior year, may qualify for the following award amounts:

If your cumulative grade point average upon graduation is	You will receive the following scholarship or grant	If you apply for admission prior to December 15th	If you apply for admission between December 16th and May 1st
2.00 – 2.74	Early Enrollment Grant	$1,000	$600
2.75 – 2.99	Tuition Merit Grant	$1,500	$1,000
3.00 – 3.24	Tuition Merit Grant	$2,000	$1,500
3.25 – 3.49	Early Enrollment Scholarship	$2,500	$2,000
3.50 – 3.74	Early Enrollment Scholarship	$3,000	$2,500
3.75 – 3.99	Director's Scholarship	$4,000	$3,000
4.00	President's Scholarship	$5,000	$4,000

Grade Point Average is based upon a 4.0 scale.
Other Grade Point Scales will be converted to a 4.0 scale to determine award.

Eligibility guidelines for the Early Enrollment Grant, Tuition Merit Grant, Early Enrollment Scholarship, Director's Scholarship, and President's Scholarship are as follows:

• Eligible students must be current year graduating seniors.

• Students must apply for and begin classes during the Summer Quarter, Early Fall Quarter or Fall Quarter immediately following their graduation from high school.

• Award amounts are designated for tuition only and are divided among the student's first four quarters of attendance. Award amounts are determined upon receipt of the student's official final transcript from high school.

• All recipients will be notified of the award in writing and all funds are paid directly to the College.

• Students must carry a minimum of 9 credits per quarter, maintain satisfactory academic progress, and not be on Academic Warning/Probation or the award is forfeited from that point forward.

• Awards are forfeited if attendance is discontinued or interrupted.

Early Honors Program

Aakers College is proud to offer select high school seniors the opportunity to begin their professional career training early. The Early Honors Program is designed to reward those who have a strong academic background and a desire to succeed.

Scholarships

Dollars for Scholars

Aakers College is a Matching Partner of the Scholarship America and the Dollars for Scholars family of community scholarship foundations. The College is committed to matching local funding for awarded students by matching any Dollars for Scholars awards up to $500 for each student, provided that the student demonstrates need for financial assistance. Aakers reserves the right to limit the number of match recipients based upon total eligible and applying recipients.

Outside Scholarships

The College will gladly assist any student in attaining scholarship funding from an outside source by providing cost of attendance and family contribution information to the awarding source. Please contact the Financial Aid Office for specific questions regarding outside scholarship funding.
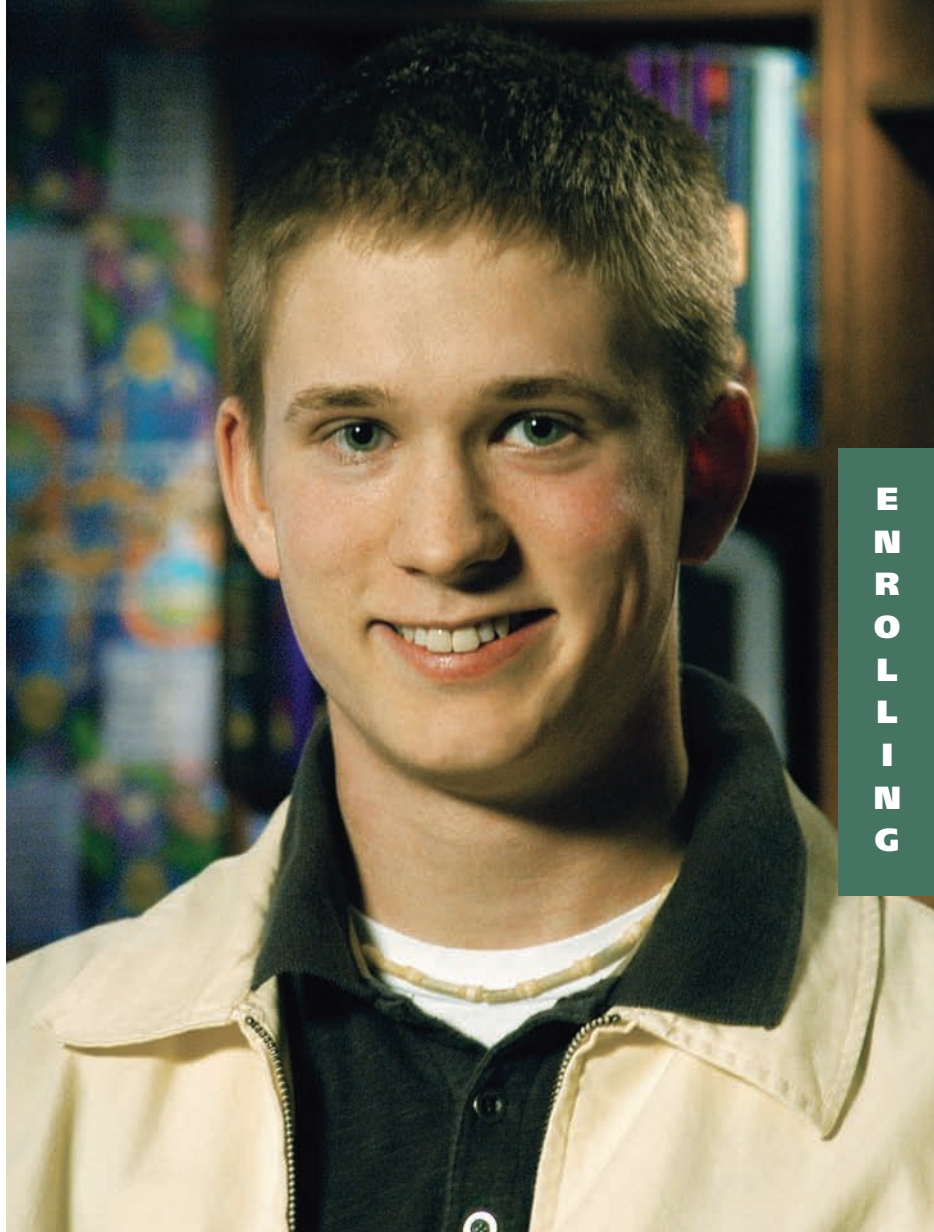
"I feel confident that I will have the proper skills to step right into a new job and know how to do it."

– *Ross Holzworth, Aakers Student*

Application Form

☐ Aakers College **Bismarck** • 1701 East Century Avenue, Bismarck, North Dakota 58503
☐ Aakers College **Fargo** • 4012 19th Avenue Southwest, Fargo, North Dakota 58103

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____ E-mail: _____

Home Phone: _____ Work Phone: _____

Birth Date: _____ Social Security Number: _____

Ethnic Origin (optional): _____ Marital Status (optional): _____

High School Attended: _____

Year of Graduation: _____ GED Date (if applicable): _____

Name(s) of College(s) Attended: (1) _____

(2) _____ (4) _____

(3) _____ (5) _____

Emergency Contact: _____ Relationship: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Program Selected: _____ ☐ Day   ☐ Evening   ☐ Online

Starting Date: Month _____ Day _____ Year _____

Do you wish to transfer any credits into Aakers? _____

Do you wish to apply for financial assistance? _____

Application Fee

An application fee must accompany this completed application. Please have transcripts from any schools listed on this application form forwarded to us as soon as possible.

I hereby authorize Aakers College to furnish referral counselors, prospective employers or other qualified individuals with my academic and performance records.

☐ Application Fee:*
   Degree/Diploma Programs/Individual Classes: $60

I have enclosed $ _____ for my application fee.

Signature of Applicant: _____ Date: _____

* The fee will be refunded if the applicant is not accepted, or if notice of cancellation is received within five business days after student receives written notice of fee payment.

Two North Dakota locations.

North Dakota
– land of legendary
adventures –
like those of
Lewis and Clark,
Custer, Sakakawea,
Teddy Roosevelt
and Sitting Bull.

At Aakers College, you can explore one of the many programs offered.

Go ahead, take the first step in shaping your "legend" by enrolling at Aakers College.

Be open to:

■ **Curiosity.** Learn about the world around you and your place in it. Think in ways that are new to you. Look at yourself and others in a different way.

■ **Attention.** Focus on your goals. Draw from all your current knowledge and apply it to learning new concepts, information, and ideas.

■ **Questions.** Learning is an active process that requires you to participate. Be inquisitive, ask about what you don't understand and find the skills to find the answers.

Be ready for:

■ **Hands-on Learning and Experience.** At Aakers College we provide the opportunity for you to learn and do. Classroom lecture and discussion are supported by research projects, lab activity, group presentations, and in some programs, internship opportunities are available. You'll not just know what it takes to succeed in your field; you'll have done it.

■ **Individualized Attention.** You'll be more than a number at Aakers College. Most of our classes have an average of 15-20 students and are led by dedicated and talented faculty members. This is a great environment to ask questions, discuss information, and get to know your instructors and fellow students. When you're part of a community you'll learn more.

■ **Industry Current Curriculum.** It's important you learn the skills and information today's employers are looking for. We know what that is, and we design our programs to meet those goals.

■ **Up-to-Date Technology.** You'll work on the most requested business and professional software programs in the classroom and have technology access on campus.

Graduate with:

■ **Skills and Smarts for a Fulfilling Career.** You'll know what you need to know to get that first great job. Not only that, you'll have the confidence and professional preparation to make you a prime candidate for promotion and advancement.

■ **Critical Thinking Skills for Work and for Life.** Learning at Aakers College prepares you for great professional opportunities, but it also does something more. You'll learn about the world around you, you'll be challenged to think beyond the ordinary, and you'll develop skills to make informed and critical decisions. Your world will become larger and so will your passion for life-long learning.

■ **The Respect of Others.** Your family and friends will be proud of your accomplishments and see you as a role model for success. Your co-workers will value your knowledge and skills. Your talent, leadership ability, and professional presence will impress your employer. You'll change, your life will improve, and the world will hold many more opportunities for you.

ENROLLING

"The faculty and staff are extremely polite and friendly. They always have smiles on their faces and make you feel welcome."

– MARAH MALLEY
Aakers Student

Accounting. *Choosing your future career.*

Accounting.

An associate's in accounting from Aakers College offers students a strong base for a variety of entry-level accounting positions or provides up-to-date training for those seeking to advance in their accounting careers.

Graduates of the program walk away prepared for employment in such sought-after specialties as internal auditing, general accounting, financial analysis, tax accounting, accounts payable and receivable, and bookkeeping.

P R O G R A M S

ONLINE
Indicates the program is available fully online.

"I never would've gotten to where I am today – in a great accounting career – without the help of all the teachers and staff at Aakers College."

– *JANE MATTSON*
Aakers College Graduate

ACCOUNTING AAS DEGREE

Banking • Financial Accounting • Financial Investigation

Standard Length of Program • 6 Quarters **Full-Time** • 9 Quarters **Part-Time**

Career Opportunities • Accounting Clerk • Financial Planner • Audit Clerk • Bookkeeper • Loan Officer • Financial Analyst • Bank Teller • Accounts Management Trainee

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition	*(Required Course)*	
G124	English Composition	4
Communication	*(Select 1 course)*	
G141	Introduction to Communication	4
G226	Speech	4
Humanities	*(Select 2 courses)*	
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
Math/Natural Sciences	*(Select 2 courses)*	
G133	Anatomy and Physiology	4
G144	College Math	4
G233	College Algebra	4
Social Sciences	*(1 Required Course** and Select 1 Elective)*	
G122	World Geography	4
G123	Principles of Economics**	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

*** Principles of Economics is required for the Accounting AAS degree. Students must select an additional course from the Social Sciences category to meet the required amount of general education credits in that category.*

Major and Core Courses

Number	Course	Credits
A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A269	Income Tax	4
A280	Accounting Capstone	2
B136	Introduction to Business	4
B271	Professional Communication	4
D181	Excel	3
D184	Microcomputers	3
D279	Computer Focused Principles	3
E150	Success Strategies	4
E242	Career Development	2

Banking Emphasis

Number	Course	Credits
B232	Principles of Marketing	4
F111	Introduction to Banking	4
F212	Fundamentals of Consumer Lending	4
F213	Introduction to Mortgage Lending	4
F215	Principles of Banking Law	4
	Total Degree Credits	**93***

This Degree Program is also offered Online.

Financial Accounting Emphasis

Number	Course	Credits
A177	Payroll Accounting	4
A272	Intermediate Accounting I	4
A274	Intermediate Accounting II	4
B234	Business Law	4
B293	Business Ethics	4
	Total Degree Credits	**93***

This Degree Program is also offered Online.

Financial Investigation Emphasis

Number	Course	Credits
A272	Intermediate Accounting I	4
A274	Intermediate Accounting II	4
A276	Financial Investigation	4
J100	Introduction to Criminal Justice	4
J125	Criminal Law and Procedures	4
	Total Degree Credits	**93***

This Degree Program is also offered Online.

** Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.*

PROGRAMS

Accounting. Choosing your future career.

ACCOUNTING DIPLOMA

Standard Length of Program • 4 Quarters **Full-Time** • 6 Quarters **Part-Time**
Career Opportunities • Accounting Clerk • Audit Clerk • Municipal Accounting

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
A151	Accounting I	4
A152	Accounting II	4
A153	Accounting III	4
A177	Payroll Accounting	4
A269	Income Tax	4
A272	Intermediate Accounting I	4
B136	Introduction to Business	4
B234	Business Law	4
B271	Professional Communication	4
B293	Business Ethics	4
D181	Excel	3
D184	Microcomputers	3
D279	Computer Focused Principles	3
E150	Success Strategies	4
E242	Career Development	2
G123	Principles of Economics	4
G124	English Composition	4
G233	College Algebra	4
	Total Diploma Credits	**67***

* Credit totals do not include Foundations of English IIII or Foundations of Math. These courses may be required of some students based upon placement examinations.

"We strive toward educating a well-rounded individual who will emerge from this college setting prepared for life."

– *MIKE HEITKAMP*
Director of Admissions

M.B.A., B.S., University of Mary

Allied Health.

Graduates in the Allied Health field have a multitude of opportunities awaiting them. As the demand for health services increases, so does the need for qualified, trained professionals.

Graduates understand their aspect of the health care system and communicate with the health care team. Students may study a variety of topics within the field, including health information management, massage therapy, medical lab technology, medical transcription and coding, and medical office administration.

Allied Health is the perfect career choice for anyone who wants to work in a hospital, clinic, or doctor's office setting while completing detailed, important work, whether it is practical or administrative in nature.

PROGRAMS

"I did not realize how much information you really need to understand to be successful in this field. Aakers' classes have been extremely interesting and I've learned so much in such a short amount of time."

— *JOLEEN SPRECHER, Aakers Student*

MASSAGE THERAPY AAS DEGREE

Standard Length of Program • *7 Quarters* **Full-Time** • *11 Quarters* **Part-Time**

Career Opportunities • *Private Practice* • *Spas and Resorts* • *Health Clubs* • *Wellness Centers* • *Clinics* • *Chiropractic Offices*

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G226	Speech	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
Math/Natural Sciences *(2 Required courses)*		
G144	College Math	4
G233	College Algebra	4
Social Sciences *(Select 2 courses)*		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
E150	Success Strategies	4
E242	Career Development	2
G133	Anatomy and Physiology	4
M230	Medical Law and Ethics	4
MT101	Introduction to Massage Therapy	3
MT105	Deep Tissue Massage	3
MT120	Techniques for Special Clients	3
MT140	Pathology for Massage Therapy	4
MT215	Sports Massage	3
MT220	Myofascial Release	3
MT225	Alternative Modalities	3
MT230	Trigger Point Therapy	3
MT237	Clinic I	2
MT238	Clinic II	4
MT242	Anatomy and Physiology II	4
MT243	Anatomy and Physiology III	4
MT245	Kinesiology	4
MT246	Kinesiology II	4
MT250	Business and Wellness	3
	Total Degree Credits	**96***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

This program is only offered at the Bismarck campus.

OFFICE MANAGEMENT AAS DEGREE

Medical • *See Page 31*

MEDICAL ADMINISTRATION AAS DEGREE

Standard Length of Program • 6 Quarters *Full-Time* • 9 Quarters *Part-Time*

Career Opportunities • Medical Office Assistant • Medical Business Office Clerk • Medical Receptionist • Medical Transcriptionist • Medical Office Manager • Medical Coder/Biller

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition (Required course)		
G124	English Composition	4
Communication (Select 1 course)		
G141	Introduction to Communication	4
G226	Speech	4
Humanities (Select 2 courses)		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
Math/Natural Sciences (2 Required courses)		
G144	College Math	4
G233	College Algebra	4
Social Sciences (Select 2 courses)		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
B119	Customer Service	4
D184	Microcomputers	3
E150	Success Strategies	4
E242	Career Development	2
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M140	Basic ICD-9-CM Coding	4
M140A	Intermediate ICD-9-CM Coding	3
M141	Ambulatory Care Coding	3
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M209	Medical Insurance and Billing	3
M223	Pathology I	4
M230	Medical Law and Ethics	4
S115	Keyboarding I	3
S116	Keyboarding II	3
S120	Word for Windows	3
	Total Degree Credits	**93***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

MEDICAL CODING DIPLOMA

Standard Length of Program • 6 Quarters *Part-Time*

Career Opportunities • Medical Coder • Medical Coder/Biller

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
D184	Microcomputers	3
E150	Success Strategies	4
E242	Career Development	2
G124	English Composition	4
G133	Anatomy and Physiology	4
G141	Introduction to Communication	4
G233	College Algebra	4
M120	Medical Terminology	4
M140	Basic ICD-9-CM Coding	4
M140A	Intermediate ICD-9-CM Coding	3
M141	Ambulatory Care Coding	3
M208	Introduction to Health Information Management	4
M209	Medical Insurance and Billing	3
M223	Pathology I	4
M224	Pathology II	4
M230	Medical Law and Ethics	4
M251	Medical Coding Practicum	1
	Total Diploma Credits	**59***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

MEDICAL LABORATORY TECHNICIAN AAS DEGREE

Standard Length of Program • 7 Quarters **Full-Time** • 9 Quarters **Part-Time**

Career Opportunities • Medical Laboratory Technician

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
G123	Principles of Economics	4
G124	English Composition	4
G125	Humanities	4
G137	Introduction to Psychology	4
G144	College Math	4
G226	Speech	4
G230	Introduction to Literature	4
G233	College Algebra	4

Major and Core Courses

Number	Course	Credits
D184	Microcomputers	3
E150	Success Strategies	4
E242	Career Development	2
G133	Anatomy and Physiology	4
M120	Medical Terminology	4
M230	Medical Law and Ethics	4
MA100	Laboratory Skills	4
MA150	Clinical Chemistry I	4
MA151	Hematology I	3
MA152	Urinalysis	3
MA153	Microbiology I	4
MA201	Clinical Chemistry II	4
MA202	Hematology II	3
MA203	Immunohematology	4
MA205	Parasitology	4
MA206	Microbiology II	4
MA207	Clinical Practicum	6
PB105	Phlebotomy	3
	Total Degree Credits	**99***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

This program is only offered at the Bismarck campus.

MEDICAL TRANSCRIPTIONIST DIPLOMA

Standard Length of Program • 4 Quarters **Full-Time** • 6 Quarters **Part-Time**

Career Opportunities • Medical Transcriptionist • Medical Document Editor

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
D184	Microcomputers	3
E150	Success Strategies	4
E242	Career Development	2
G124	English Composition	4
G133	Anatomy and Physiology	4
G141	Introduction to Communication	4
G233	College Algebra	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M206	Medical Transcription II	3
M207	Medical Transcription III	3
M223	Pathology I	4
M224	Pathology II	4
M280	Medical Transcription Capstone	3
S115	Keyboarding I	3
S116	Keyboarding II	3
S120	Word for Windows	3
	Total Diploma Credits	**62***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

Business Management.

There are many business colleges in North Dakota, but Aakers College stands out from its competitiors.

Open the door to many exciting business management careers. Our programs are structured to teach you the professional skills you need to become a successful manager.

The North Dakota Department of Economic Security projects that jobs in managerial and administrative occupations will be the third fastest growing occupational group in the state through the year 2008, adding over 27,000 jobs.

Aakers offers targeted programs that feature the strategies, financial principles, communication, administration, and technology that put you at the forefront of business foundations.

Our Business Management programs provide a varying degree of study in classes such as accounting, management, office operations, sales, and marketing.

When you visit the campus, you will meet with an Admission Representative to determine which program will best meet your career goals in business management.

ONLINE
Indicates the program is available fully online.

PROGRAMS

"At Aakers I know I am receiving an excellent education. I'll be proud to have Aakers on my resume."

– *EILEEN LARSON*
   Aakers College Student

Business Management. Choosing your future career.

BUSINESS MANAGEMENT BS DEGREE

Standard Length of Program • 12 Quarters **Full-Time** • 15 Quarters **Part-Time**

Career Opportunities • **Sales Worker Supervisor** • **Office Manager**
• **Administrative Services Manager**
• **Human Resource Manager** • **Marketing Manager**

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses**

Number	Course	Credits
Lower Division		
G123	Principles of Economics	4
G124	English Composition	4
G125	Humanities	4
G137	Introduction to Psychology	4
G141	Introduction to Communication	4
G144	College Math	4
G226	Speech	4
G230	Introduction to Literature	4
G233	College Algebra	4
Upper Division		
GE328	Human Uses of the Environment	4
GE330	American Literature	4
GE376	History: Popular Culture and Social Change In America – Post-WWII	4
GE401	Comparative Politics	4
GE430	Literature of American Minorities	4
	Total lower division general education credits	**36**
	Total upper division general education credits	**20**

*** 36 credits of Lower Division general education coursework and
20 credits of Upper Division general education coursework are required.*

Major and Core Courses

Number	Course	Credits
Lower Division		
A151	Accounting I	4
B119	Customer Service	4
B136	Introduction to Business	4
B165	Introduction to Human Resource Management	4
B218	E-Commerce	4
B232	Principles of Marketing	4
B233	Principles of Management	4
B263	Principles of Advertising	4
B271	Professional Communication	4
B293	Business Ethics	4
BU230	Marketing Applications	4
D184	Microcomputers	3
E150	Success Strategies	4
E242	Career Development	2
LA125	Law I	4
S115	Keyboarding I	3
Upper Division		
BU301	Public Relations	4
BU302	Risk Management	4
BU307	Insurance	4
BU308	Operations Management	4
BU310	Finance	4
BU312	International Business	4
BU322	Money and Banking	4
BU340	Professional Selling	4
BU355	Advertising Application	4
BU401	Organizational Behavior Analysis	4
BU402	Strategic Management	4
BU403	Contemporary Leadership Challenges	4
BU404	Negotiation and Conflict Management	4
BU425	Labor and Employment Law	4
BU480	Small Business Management I	4
BU482	Small Business Management II	4
	Total lower division major/core credits	**60**
	Total upper division major/core credits	**64**
	Total Degree Credits	**180***

** Credit totals do not include Foundations of English I/II or Foundations of Math.
These courses may be required of some students based upon placement examinations.*

1902
DOCTRINA · CONCRETIO · SUCCESSIO

BUSINESS MANAGEMENT AAS DEGREE

Business Administration • Call Center Management • Human Resource Internet Marketing • Marketing and Sales

ONLINE

Standard Length of Program • 6 Quarters *Full-Time* • 9 Quarters *Part-Time*

Career Opportunities • Loan Officer • Bookkeeper • Retail Management
• Small Business Manager • Human Resource Assistant
• Benefits Administrator • Internet Sales & Marketing Associate
• E-Marketing Coordinator/Web Analyst • Sales Representative
• Marketing Assistant

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required Course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G226	Speech	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
Math/Natural Sciences *(Select 2 courses)*		
G133	Anatomy and Physiology	4
G144	College Math	4
G233	College Algebra	4
Social Sciences *(Select 2 courses)*		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
A151	Accounting I	4
B136	Introduction to Business	4
B230	Principles of Finance	4
B233	Principles of Management	4
B234	Business Law	4
B271	Professional Communication	4
B280	Business Capstone	2
D184	Microcomputers	3
E150	Success Strategies	4
E242	Career Development	2

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

Business Administration Emphasis

Number	Course	Credits
A152	Accounting II	4
A177	Payroll Accounting	4
B119	Customer Service	4
B165	Introduction to Human Resource Management	4
B293	Business Ethics	4
D181	Excel	3
D279	Computer Focused Principles	3
	Total Degree Credits	**93***

Call Center Management Emphasis

Number	Course	Credits
B242	Multicultural Communications for Business	4
B270	Introduction to Global Business	4
B272	Call Center Strategic Leadership	4
B275	Call Center Customer Service Representative Skills	4
B276	Call Center Labor Force Management	4
B278	Call Center Operations Management	4
B293	Business Ethics	4
	Total Degree Credits	**95***

Human Resource Emphasis

Number	Course	Credits
B119	Customer Service	4
B165	Introduction to Human Resource Management	4
B249	Risk Management and Insurance	4
B250	Training and Development	4
B267	Employment Law	4
B268	Compensation and Benefits Management	4
B293	Business Ethics	4
	Total Degree Credits	**95***

This Degree Program is also offered Online.

Internet Marketing Emphasis

Number	Course	Credits
B218	E-Commerce	4
B223	Internet Consumer Behavior	4
B224	Marketing Ethics	4
B228	Search Engine Marketing	4
B229	Target/Audience Messaging	4
B231	Web Media Marketing	4
	Total Degree Credits	**91***

This Degree Program is also offered Online.

Marketing and Sales Emphasis

Number	Course	Credits
B119	Customer Service	4
B140	Sales Techniques	4
B218	E-Commerce	4
B232	Principles of Marketing	4
B263	Principles of Advertising	4
R200	Principles of Retailing	4
R204	Entrepreneurship	4
	Total Degree Credits	**95***

This Degree Program is also offered Online.

PROGRAMS

Crime Management.

Examine how the legal process works, from law enforcement to the courts, and through the corrections system.

You'll study the history and development of the criminal justice system and its effect on society.

The North Dakota Workforce Center projects that the demand for security personnel in North Dakota will increase 34.4% through the year 2008, and the number of Corrections Officers needed will increase 32.4% through 2006.

Provide a better, safer tomorrow by becoming a legal, governmental, or criminal justice professional today!

AAS Degree	Page
Criminal Justice	29

P R O G R A M S

ONLINE
Indicates the program is available fully online.

"Aakers is student-focused and program specific. The program is designed with many built-in measures to facilitate student success and content mastery."

– *CARIE ANN POTENZA*
Criminal Justice Program Coordinator

M.A., Rutgers University
B.A., University of Albany

CRIMINAL JUSTICE AAS DEGREE

Standard Length of Program • *6 Quarters* **Full-Time** • *8 Quarters* **Part-Time**

Career Opportunities • Corrections Officer • Probation Support Specialist • Court Clerk • Security Professional • Juvenile Specialist • Homeland Security

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition	*(Required course)*	
G124	English Composition	4
Communication	*(Select 1 course)*	
G141	Introduction to Communication	4
G226	Speech	4
Humanities	*(Select 2 courses)*	
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
Math/Natural Sciences	*(Select 2 courses)*	
G133	Anatomy and Physiology	4
G144	College Math	4
G233	College Algebra	4
Social Sciences	*(2 Required courses)*	
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4

Major and Core Courses

Number	Course	Credits
D184	Microcomputers	3
E150	Success Strategies	4
E242	Career Development	2
J100	Introduction to Criminal Justice	4
J102	Criminology	4
J115	Introduction to Corrections	4
J120	Policing in America	4
J125	Criminal Law and Procedures	4
J130	Introduction to Homeland Security	4
J200	Domestic Violence	4
J205	Juvenile Justice	4
J230	Terrorism	4
J245	Security Challenges	4
J250	Drugs and Crime	4
J255	Ethics in Criminal Justice	4
J280	Contemporary Issues in Criminal Justice Capstone	4
	Total Degree Credits	**93***

This Degree Program is also offered Online.

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

OFFICE MANAGEMENT AAS DEGREE

Legal/Criminal Justice • *See Page 31*

Office Management.

If you would like to be the go-to person in an office, then these are the programs for you! Aakers College prepares students to excel in a legal, medical, or executive office setting, working side by side with managers, attorneys, government officials, or medical professionals.

You'll learn a variety of computer software programs as well as office communication and customer service. Regardless of which area you choose as your specialty, this is a great career choice for anyone seeking a fast-paced, in-demand position.

P R O G R A M S

ONLINE
Indicates the program is available fully online.

"The faculty and staff are extremely polite and friendly. They always have smiles on their faces and make you feel welcome."
– *JEN BEMMAN, Aakers College Student*

OFFICE MANAGEMENT AAS DEGREE

Government • Legal/Criminal Justice • Corporate Management
Small Business Management • Medical

*Standard Length of Program • 6 Quarters **Full-Time** • 9 Quarters **Part-Time***

Career Opportunities • Office Manager • Executive Assistant • Legal Office Administrator • Medical Office Administrator • Court Clerk • Administrative Assistant

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required Course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G226	Speech	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
Math/Natural Sciences *(Select 2 courses)***		
G133	Anatomy and Physiology**	4
G144	College Math	4
G233	College Algebra	4
Social Sciences *(Select 2 courses)***		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government**	4

Major and Core Courses

Number	Course	Credits
A151	Accounting I	4
B119	Customer Service	4
B271	Professional Communication	4
D181	Excel	3
D184	Microcomputers	3
D187	Professional Presentations	3
E150	Success Strategies	4
E242	Career Development	2
S115	Keyboarding I	3
S116	Keyboarding II	3
S120	Word for Windows	3

** Anatomy & Physiology is required for the Medical Emphasis, and Contemporary U.S. Government is required for the Government Emphasis. If one of these courses appears in an emphasis area, the student must still complete two additional courses from the appropriate general education category to meet the required amount of general education credits in that category.

Government Emphasis

Number	Course	Credits
B180	Meeting Management	4
D283	Access	3
G243	Contemporary U.S. Government**	4
LA125	Law I	4
LA130	State and Local Government	4
S150	Legal Office Procedures	4
S219	Legal Document Processing and Transcription	3
	Total Degree Credits	**94***

This Degree Program is also offered Online.

Legal/Criminal Justice Emphasis

Number	Course	Credits
D283	Access	3
J100	Introduction to Criminal Justice	4
LA125	Law I	4
LA225	Law II	4
S150	Legal Office Procedures	4
S172	Legal Terminology	4
S219	Legal Document Processing and Transcription	3
	Total Degree Credits	**94***

This Degree Program is also offered Online.

Corporate Management Emphasis

Number	Course	Credits
B136	Introduction to Business	4
B165	Introduction to Human Resource Management	4
B220	Project Planning and Documentation	4
B233	Principles of Management	4
D283	Access	3
S201	Office Procedures	4
	Total Degree Credits	**91***

This Degree Program is also offered Online.

Small Business Management Emphasis

Number	Course	Credits
A152	Accounting II	4
A177	Payroll Accounting	4
B180	Meeting Management	4
B233	Principles of Management	4
D279	Computer Focused Principles	3
D283	Access	3
S201	Office Procedures	4
	Total Degree Credits	**94***

This Degree Program is also offered Online.

Medical Emphasis

Number	Course	Credits
G133	Anatomy and Physiology**	4
M120	Medical Terminology	4
M200	Medical Office Procedures	4
M205	Medical Transcription I	3
M209	Medical Insurance and Billing	3
M223	Pathology I	4
M230	Medical Law and Ethics	4
	Total Degree Credits	**94***

This Degree Program is also offered Online.

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

PROGRAMS

Office Management. Choosing your future career.

SECRETARIAL DIPLOMA

Standard Length of Program • 4 Quarters **Full-Time** • 6 Quarters **Part-Time**
Career Opportunities • Administrative Assistant • Station Secretary • Receptionist/Secretary

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

Major and Core Courses

Number	Course	Credits
A151	Accounting I	4
B119	Customer Service	4
B271	Professional Communication	4
D181	Excel	3
D184	Microcomputers	3
D187	Professional Presentations	3
E150	Success Strategies	4
E242	Career Development	2
G124	English Composition	4
G137	Introduction to Psychology	4
G226	Speech	4
G233	College Algebra	4
S115	Keyboarding I	3
S116	Keyboarding II	3
S120	Word for Windows	3
S201	Office Procedures	4
	Total Diploma Credits	**56***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

"I feel like I'll have no problem finding good employment, which allows me to be home at night with my family."

– *TONYA POOLE*
Aakers College Student

Technology & Information Management.

We live in a fast-paced information age where multimedia skills and computer networking abilities are valued and in demand. Nationally, the number of jobs for design and production professionals is expected to increase by 21.7% through the year 2012, according to the U.S. Bureau of Labor Statistics.

Additionally, the North Dakota Workforce Center lists two of the state's top 5 fastest growing occupations through the year 2008 as computer systems analysts and computer support specialists.

Upon graduating from Aakers College with a degree in technology and computer training, you'll not only have the knowledge and skills for a new career, you'll also have a portfolio of projects you completed along the way to showcase as you interview for your new career.

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"I feel like I'll have no problem finding good employment thanks to the great programs and instructors at Aakers."

– *Ryan Hartl, Aakers Student*

Technology & Information Management.

INFORMATION SYSTEMS MANAGEMENT AAS DEGREE

Network Administration • Web Programming
Computer Information Technology

Standard Length of Program • *6 Quarters* **Full-Time** • *9 Quarters* **Part-Time**

Career Opportunities • *Computer Support Specialist* • *Network Control Operator*
• *Help Desk Technician* • *Web Developer* • *Application Support*
• *Internet Specialist* • *PC Specialist*

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4
B099	Foundations of Math	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of B097, B098, and/or B099.

General Education Courses

Number	Course	Credits
English Composition *(Required Course)*		
G124	English Composition	4
Communication *(Select 1 course)*		
G141	Introduction to Communication	4
G226	Speech	4
Humanities *(Select 2 courses)*		
G125	Humanities	4
G138	Introduction to Film	4
G201	Creative Writing	4
G230	Introduction to Literature	4
Math/Natural Sciences *(Select 2 courses)*		
G133	Anatomy and Physiology	4
G144	College Math	4
G233	College Algebra	4
Social Sciences *(Select 2 courses)*		
G122	World Geography	4
G123	Principles of Economics	4
G137	Introduction to Psychology	4
G142	Introduction to Sociology	4
G243	Contemporary U.S. Government	4

Major and Core Courses

Number	Course	Credits
B119	Customer Service	4
B136	Introduction to Business	4
B271	Professional Communication	4
B293	Business Ethics	4
D184	Microcomputers	3
E150	Success Strategies	4
E242	Career Development	2

Network Administration Emphasis

Number	Course	Credits
B220	Project Planning and Documentation	4
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)	3
N127	Microsoft Windows Workstations	3
N133	Networking Fundamentals	3
N141	Networking Security Fundamentals	3
N208	Linux Administration	3
N226	Windows Active Directory	3
N228	Microsoft Windows Server	3
N234	Microsoft Exchange Server	3
N235	Cisco Networking Fundamentals and Routing	3
W120	Visual Basic I	3
	Total Degree Credits	**94***

Web Programming Emphasis

Number	Course	Credits
NM272	Multimedia Technologies	3
W110	JavaScript	3
W112	Database Design & SQL	3
W114	Fundamentals of Programming	3
W116	Introduction to Web Design Software	3
W118	Introduction to HTML	3
W120	Visual Basic I	3
W201	Advanced Visual Basic	3
W210	Java I	3
W215	PERL/CGI	3
W216	PHP/MYSQL	3
W290	Web Programming Capstone	2
	Total Degree Credits	**92***

Computer Information Technology Emphasis

Number	Course	Credits
B218	E-Commerce	4
D181	Excel	3
D187	Professional Presentations	3
D283	Access	3
N127	Microsoft Windows Workstations	3
N133	Networking Fundamentals	3
N290	Information Technology Capstone	2
S120	Word for Windows	3
W108	Introduction to Website Design	3

Elective Courses for Computer Information Technology

Select one of the following elective groups, for 9 credits

Group I - Information Technician Elective Group

Number	Course	Credits
N112	PC Hardware and Software I (A+)	3
N113	PC Hardware and Software II (A+)	3
N228	Microsoft Windows Server	3
	Total Degree Credits	**93***

Group II - Multimedia Web Elective Group

Number	Course	Credits
NM111	Introduction to Computer Graphics	3
NM272	Multimedia Technologies	3
W208	Advanced Website Design	3
	Total Degree Credits	**93***

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

Accounting

Accounting AAS Degree

Graduates of this degree program learn to manage accounts receivable, accounts payable, and payroll. They learn to prepare tax returns, prepare and analyze financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. They value critical thinking and communication skills and the ability to relate accounting concepts to the world around them.

Accounting Diploma

The objective of this program is to prepare graduates for an entry-level position in the general business or accounting setting which may include retail, small business, government and industry. Students learn basic accounting principles and know how to process entry-level analysis of financial statements. Students learn the value of effective communication and workplace professionalism.

Allied Health

Massage Therapy AAS Degree

Graduates of this degree program learn theory and practical massage therapy application. They will be able to perform Swedish Massage, Deep Tissue, Trigger Point Therapy, and other techniques that are prevalent in the field of massage therapy. In addition, students will learn techniques that are used for people in various stages of life. Students will be able to communicate the correct medical language for insurance billing. They will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). They will value professionalism, integrity, ethical decisions, and the appreciation of other massage therapists in the industry.

Medical Administration AAS Degree

Graduates of this degree program acquire skills and knowledge valuable to a medical office in a variety of healthcare settings. Students learn to perform a wide variety of tasks including medical office management, patient scheduling, medical transcription, basic medical coding, medical billing, medical record organization, and other medical office procedures. They know medical terminology and basic anatomy and disease processes. Students value ethical and professional behavior in the workplace, and the confidentiality of patient information.

Medical Laboratory Technician AAS Degree

The Medical Laboratory Technician AAS degree program is designed to equip students with technical and critical thinking skills necessary to obtain meaningful employment in the healthcare industry. Graduates of the program will know essential terminology for their profession and safety standards for the industry. They will possess the skills to operate and maintain equipment in the medical laboratory, collect and analyze specimen samples for diagnosis, and assist members of the healthcare team in delivering service to patients. Graduates of this program will value the importance of the safety and confidentiality of patients and other technicians in the laboratory, and the significance of their contribution to the community through ethical decision-making and caregiving.

Medical Coding Diploma

Graduates of this diploma program learn to code healthcare data using ICD and CPT coding principles, and they learn how these skills contribute to other areas in the healthcare facility. Students know how to navigate a health record and abstract information necessary to correctly code the medical information. They know the correct use of medical language and terminology and the effective use of software packages available. Students learn the value of effective communication skills, ethical and professional behavior in the workplace, and the confidentiality of patient information.

Medical Transcriptionist Diploma

Graduates of this diploma program learn to transcribe a wide variety of medical documents, to adapt to varying medical report formats, to use transcription equipment effectively, and to give support to and communicate effectively with the health care team. They know the correct use of medical language and terminology and the effective use of available software packages. Students value ethical and professional behavior in the workplace and the confidentiality of patient information.

Business Management

Business Management BS Degree

The Bachelor's degree program will provide students with theoretical and practical knowledge in their discipline. Critical thinking, information literacy, ethical understanding and reasoning, quantitative reasoning, multicultural and diversity awareness, and communication skills will play a key role in the degree program. Graduates will demonstrate the ability to know, comprehend, apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; integrate the ideas of others with their own ideas to create new knowledge; develop an understanding of the multicultural nature of a global society; recognize and address complex ethical situations; and operate effectively within a continually changing environment.

Business Management AAS Degree

Graduates of this degree program know and understand major concepts in management, human resources, marketing, and customer service. They are able to interpret financial data and have a general knowledge of accounting. They develop an appreciation for general education and are able to relate it to business situations. Students acquire skills in word processing, spreadsheet creation, database management, and presentation software. They develop communication, problem solving, and decision-making skills that are necessary in business. They understand the importance of conducting business ethically and appreciate the importance of diversity in the workplace. They value honesty, creativity, respect for co-workers, and the importance of life-long learning.

Crime Management

Criminal Justice AAS Degree

Graduates of this degree program learn to examine how the legal process works from law enforcement, to the courts, and through the corrections system. They know the history and development of the criminal justice system and its effect on society. Students value the ability to think critically about the issues related to the future of criminal justice including juvenile justice, corrections, and security.

Office Management

Office Management AAS Degree

Graduates from this program will acquire skills to communicate effectively in a variety of office settings. The student will learn the skills needed to be a successful Administrative Professional, including document processing, document communication, and office technology, as well as gaining specific knowledge in any of the several emphasis areas from which to choose. The graduating student will be able to create appropriate documents using learned software, will be effective in communication situations related to the organization of the office, and will be exposed to ethical decisions based on office models.

Secretarial Diploma

The objective of this program is to provide students with knowledge of marketable business skills—computer and administrative. The program equips students with the ability to utilize information processing skills along with math skills. The value of professional communication skills and customer service is emphasized in order for the graduate to effectively perform in the business environment.

Technology and Informatiion Management

Information Systems Management AAS Degree

In addition to learning to install, manage, and monitor computer networks, graduates of this program will be able to build, configure, and troubleshoot computer hardware. They will also know fundamental networking and computer concepts as applicable to information technology, and they will learn to apply critical thinking skills to the resolution of technological issues that face businesses. They understand the business perspective and its importance in the ISM industry and value the business and professional skills that will be required in their futures.

Course Descriptions. *Choosing your future career.*

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement of skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory has the credit equivalency of one hour of lecture. The majority of four-credit lecture courses are scheduled with more than the 40 hours listed to allow for additional instruction and practice. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Dean or Campus Director.

Credit Definition

Credit Hour - The unit by which an institution may measure its coursework. The number of credit hours assigned to a course is usually defined by a combination of the number of hours per week in class, laboratory, and/or internship/externship/practicum, multiplied by the number of weeks in the term. One unit of credit is usually equivalent to, at a minimum, one hour of classroom study, two hours of laboratory study, or three hours of internship/externship/practicum, or a combination of the three, multiplied by the number of weeks in a quarter.

One quarter credit is awarded for each:
• 10 clock hours of lecture
• 20 clock hours of laboratory
• 30 clock hours of internship/externship/practicum

Clock Hour - A clock hour or class period is 50 minutes of instruction.

How to read course descriptions

Course description numbers that fall below 100 are considered developmental courses. Course description numbers that range from 100-199 are considered entry level courses. Course description numbers that range from 200-299 are considered to be more advanced courses and may function as second-year courses or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as third-year courses. Course description numbers that range from 400-499 are considered advanced upper division courses that may function as fourth-year requirements for a Bachelor's degree.

A	– Accounting
B/BU	– Business
D	– Computers
F	– Banking and Finance
G/GE	– General Education
J	– Criminal Justice
M	– Medical/Allied Health
MA	– Medical Lab Tech/Medical Assisting
MT	– Massage Therapy
N	– Network
NM	– Multimedia
PB	– Phlebotomy
R	– Retail/Sales
S	– Secretarial/Office Administration
W	– Web Programming

A151 Accounting I
40 hours, 4 credits

This course is a study of basic accounting principles including the recording and reporting of financial activity. Includes the analysis and preparation of financial statements for a sole proprietorship, completing an accounting cycle, and the accounting for assets, liabilities and owners equity.

Prerequisite: None

A152 Accounting II
40 hours, 4 credits

This course is a continuation of Accounting I with additional concern with financial statement analysis for partnerships and corporations. The course will emphasize valuing assets including; property plant equipment, inventory and accounts receivable and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.

Prerequisite: Accounting

A153 Accounting III
40 hours, 4 credits

This course is a further continuation of Accounting II and will emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash flow analysis, and decision-making. The course will include manufacturing accounting methods used for budgeting and forecasting.

Prerequisite: Accounting II

A177 Payroll Accounting
40 hours, 4 credits

Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.

Prerequisite: Accounting I

A269 Income Tax
40 hours, 4 credits

Course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.

Prerequisite: Accounting II

A272 Intermediate Accounting I
40 hours, 4 credits

This course covers a review of accounting procedures, and then expands to specialized treatment of financial statements, cash and temporary assets, receivables, inventories (general and estimating procedures), current liabilities, income tax procedures in accounting, and the acquisition, use, and retirement of long-term plant assets.

Prerequisite: Accounting III

A274 Intermediate Accounting II
40 hours, 4 credits

A continuation of Intermediate Accounting I, this course finishes coverage of valuation of assets and liabilities, and continues in stockholder's equity. Areas included are analysis and interpretation of financial statements. Miscellaneous topics included are accounting changes, error corrections, and prior period adjustments.

Prerequisite: Intermediate Accounting I

A276 Financial Investigation
40 hours, 4 credits

This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud.

Prerequisite: Intermediate Accounting I

A280 Accounting Capstone
20 hours, 2 credits

This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting AAS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and inter-personal communication and class presentations.

Prerequisite: Offered last quarter, or second to last quarter for AAS Degree Students.

B097 Foundations of English I
40 hours, 4 credits

This course emphasizes grammar usage, basic punctuation, and sentence structure.

Prerequisite: Placement determined by placement test score.

B098 Foundations of English II
40 hours, 4 credits

This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy.

Prerequisite: Placement determined by placement test score.

B099 Foundations of Math
40 hours, 4 credits

This course is a study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages.

Prerequisite: Placement determined by placement test score.

B119 Customer Service
40 hours, 4 credits

This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction.

Prerequisite: None

B136 Introduction to Business
40 hours, 4 credits

This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.

Prerequisite: None

B140 Sales Techniques
40 hours, 4 credits

An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today's marketplace.

Prerequisite: None

B165 Introduction to Human Resource Management
40 hours, 4 credits

This course is an introduction to the management and leadership of an organization's human resource. It explores the importance of establishing or administrating the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guide lines.

Prerequisite: None

B180 Meeting Management
40 hours, 4 credits

This course will introduce students to the basic tools and skills needed to host and facilitate a variety of types of meetings. The course will also study the theory and practice of parliamentary procedure skills that are used in larger and more formal assemblies.

Prerequisite: None

B218 E-Commerce
40 hours, 4 credits

This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of e-commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of e-business.

Prerequisite: None

B220 Project Planning and Documentation
40 hours, 4 credits

This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format.

Prerequisite: Intended for student's last quarter.

B223 Internet Consumer Behavior
40 hours, 4 credits

This course is designed in three basic sections which provide students a full understanding of the way consumers shop and how products are best marketed. Section one explores the consumer motives for buying specific to personality traits, demographics and psychographics. Section two covers marketing tactics for the savvy non-persuasive consumer and the final section covers managerial and group decision making. This course assists students to understand and apply the concepts of consumer behavior to real companies and marketing situations through the use of current case-studies, visuals and scientific research on consumer behavior.

Prerequisite: E-Commerce

B224 Marketing Ethics
40 hours, 4 credits

Using current case-studies, this course is designed to provide students the opportunity to discuss and debate the difference between ethical and unethical business conduct. Students will then use this information to understand how today's ideals and principles are applied to the practice of ethical reasoning, marketing decision making and accurate reporting with the purpose of understanding guidelines designed to protect and inform today's consumers.

Prerequisite: E-Commerce.

B228 Search Engine Marketing
40 hours, 4 credits

This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.

Prerequisite: E-Commerce

B229 Target/Audience Messaging
40 hours, 4 credits

This course explores the necessity of using DDM (data driven marketing) to decide between your best market, marginal market and those who are not your market. This course begins with the concept of "Allowable Cost Per Order" (ACPO) This course will provide students an understanding of the critical economic factors which determine market success and how to use them as a competitive advantage.

Prerequisite: E-Commerce

B230 Principles of Finance
40 hours, 4 credits

This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.

Prerequisite: Accounting I

B231 Web Media Marketing
40 hours, 4 credits

This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.

Prerequisite: E-Commerce

B232 Principles of Marketing
40 hours, 4 credits

This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing's role in electronic commerce.

Prerequisite: None

B233 Principles of Management
40 hours, 4 credits

A study of the aspects of the practice of management necessary for the development of managerial skills and insight.

Prerequisite: None

B234 Business Law
40 hours, 4 credits

This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.

Prerequisite: None

B242 Multicultural Communications for Business
40 hours, 4 credits

This course provides an introduction to the challenges a diverse workforce presents in today's global economy. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, mitigating different attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration.

Prerequisite: None

B249 Risk Management and Insurance
40 hours, 4 credits

A survey of the general principles of risk management and insurance and their role in business. Topics include the relationship of risk transfer, risk avoidance, and risk retention to risk management and loss control methods as used for decision making in human resources and finance. Emphasis is placed on the risk management process which includes the identification of risks, evaluation of risks, and selection of an appropriate management response, implementation, and review.

Prerequisite: Introduction to Human Resource Management

B250 Training and Development
40 hours, 4 credits

This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.

Prerequisite: Introduction to Human Resource Management

B263 Principles of Advertising
40 hours, 4 credits

Theory, principles and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio and television area reviewed as advertising media

Prerequisite: Principles of Marketing

B267 Employment Law
40 hours, 4 credits

Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.

Prerequisite: Introduction to Human Resource Management

B268 Compensation and Benefits Management
40 hours, 4 credits

This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.

Prerequisite: Introduction to Human Resource Management

B270 Introduction to Global Business
40 hours, 4 credits

This course will explore the importance of developing varied techniques for managing all aspects of a global business venture. Through real-life case studies, students will investigate the interconnectivity in global business specific to languages, attitudes, religious beliefs, traditions, work ethic, political & legal systems, governmental regulation, fiscal and monetary policies, infrastructure, and market potentials.

Prerequisite: None

PROGRAMS

B271 Professional Communication
40 hours, 4 credits

This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.

Prerequisite: A grade of SA in Foundations of English II or placement determined by STEP assessment score.

B272 Call Center Strategic Leadership
40 hours, 4 credits

This course will focus on strategic leadership specific to assembling and preparing a strong team, defining quality assurance methodologies, determining appropriate performance metrics, executing motivation and retention strategies and understanding legal and personnel issues in correlation with strategic leadership as seen through project, financial and risk management.

Prerequisite: None

B275 Call Center Customer Service Representative Skills
40 hours, 4 credits

Considering the success of any call center rests in the hands of its Customer Service Representatives, it is critical that training, continual skills assessment and professional development opportunities are incorporated into the business cycle. This course will define the requisite skills for exemplar reps as well as discuss different assessment tools and skill building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call routing applications.

Prerequisite: None

B276 Call Center Labor Force Management
40 hours, 4 credits

This course provides an introduction to determining the staffing requirements which balance customer requests and satisfaction and while meeting budget margins critical to the overall success of the business. As such, this course will focuses on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.

Prerequisite: None

B278 Call Center Operations Management
40 hours, 4 credits

This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically through the process of developing a call center from inception to execution.

Prerequisite: None

B280 Business Capstone
20 hours, 2 credits

This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate Degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project.

Prerequisite: Students must be enrolled in the Business Associate's Degree program and in their last or second-to-last quarter.

B293 Business Ethics
40 hours, 4 credits

This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the main theories of moral obligation right and wrong action, good and bad values.

Prerequisite: Introduction to Business

BU230 Marketing Applications
40 hours, 4 credits

A "how to" course designed to provide opportunity to use the professional methods learned in Sales Techniques, with the practical application of product knowledge and sales presentation development.

Prerequisite: Sales Techniques

BU301 Public Relations
40 hours, 4 credits

This course presents students with a clear set of public relations principles and practices. Through readings of professional journals and extensive case studies, students with become familiar with the role of public relations in society, ethical standards of practice, and the theory and practice of the public relations problem solving process as applied to various audiences.

Prerequisite: None

BU302 Risk Management
40 hours, 4 credits

This upper-level business course explores the elements of risk-management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.

Prerequisite: Introduction to Human Resource Management

BU307 Insurance
40 hours, 4 credits

This course examines the characteristics of those areas of risk and uncertainty where the mechanisms of insurance are effective alternatives. Insurable risks of both businesses and individuals are covered. The concepts, contracts, and institutions involved in insurance are covered, as well as governmental regulations that impact the industry.

Prerequisite: None

BU308 Operations Management
40 hours, 4 credits

In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers' expectations. Quantitative modeling will be used for solving business problems.

Prerequisite: None

BU310 Finance
40 hours, 4 credits

A study of financial institutions, investment techniques, and financial management. Topics include the United States Monetary System, banks and other depository institutions, international trade and finance, savings and investment processes, structuring interest rates, stocks and bonds, and financial analysis and long-term financial planning for business applications.

Prerequisite: None

BU312 International Business
40 hours, 4 credits

The course covers the theory and practice of international business. It will explore the reasons businesses expand globally and the factors involved in operating an international business such as the international monetary system; political, social, economic, and legal considerations. It will also cover management and marketing concepts in an international environment.

Prerequisite: None

BU322 Money and Banking
40 hours, 4 credits

This course is an examination of the structure and operations of our monetary systems. In this course topics covered include the fundamentals of money and financial markets, commercial banking, and its regulation.

Prerequisite: None

BU340 Professional Selling
40 hours, 4 credits

This course is a study of the stages of the professional selling process and the role of sales in today's marketing environment. Emphasis will be placed on learning adaptive selling techniques and developing effective interpersonal communications skills.

Prerequisite: None

BU355 Advertising Application
40 hours, 4 credits

In this course, students will study the structures, functions, and persuasive language of advertising in mass media with attention to social, political, economic, and legal aspects of advertising. In additions, issues such as advertising on the Internet, electronic commerce, and the impact of alternative media are covered throughout the course.

Prerequisite: None

BU401 Organizational Behavior Analysis
40 hours, 4 credits

This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.

Prerequisite: None

BU402 Strategic Management
40 hours, 4 credits

This course is designed to integrate prior business courses through study and discussion of real organizational situations. Students will evaluate the key functions of organizations and integration of these functions to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation

Prerequisite: Operations Management

BU403 Contemporary Leadership Challenges
40 hours, 4 credits

This course will provide the student with broad exposure to the theories and practice of effective leadership and supervision in today's business setting. It also will explore contemporary leadership challenges from a practical point of view, with opportunities to develop and practice effective leadership skills

Prerequisite: None

BU404 Negotiation and Conflict Management
40 hours, 4 credits

This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills.

Prerequisite: None

BU425 Labor and Employment Law
40 hours, 4 credits

This course presents fundamental principles of labor and employment law in the United States. The student will engage in topics such as federal and state regulation of the employment relationship, including wage and hour laws; EEO, affirmative action programs, employee benefits; insurance; workers' compensation; safety, health; employees' personal rights; and collective bargaining legislation.

Prerequisite: None

BU480 Small Business Management
40 hours, 4 credits

This course is a study of the factors involved in starting and managing a small- to medium-sized business. Emphasis is on the conduct or a pre-business feasibility study, and start-up of the business, successful management, and options for succession or termination. Students will prepare a sample business plan.

Prerequisite: None

BU482 Small Business Management II
40 hours, 4 credits

In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student's last semester.

Prerequisite: None

D181 Excel
40 hours, 3 credits

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.

Prerequisite: Microcomputers

D184 Microcomputers
40 hours, 3 credits

This course is an introductory course designed to teach students fundamental computer concepts as well as serve as an introduction to the Microsoft Office suite. The focus of this course will include Word, Excel, PowerPoint and Access. This course will briefly cover email, Internet and Windows file management, as the course prepares students for a computerized work place.

Prerequisite: None

D187 Professional Presentations
40 hours, 3 credits

This course is designed to incorporate two Microsoft Office presentation programs into a single, powerful tool that can be used to create Professional Presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.

Prerequisite: Microcomputers

D279 Computer Focused Principles
40 hours, 3 credits

This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.

Prerequisite: Accounting II

D283 Access
40 hours, 3 credits

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.

Prerequisite: Microcomputers

E150 Success Strategies
40 hours, 4 credits

This course will enable students to develop positive skills that ensure success in the college setting and workplace. Specific topics in learning and study strategies will lead students to develop and utilize appropriate study techniques, ensuring academic success. Topics in life skills will lead to a better understanding of self and others in our diverse world, and encourage the development and utilization of strategies to promote positive relationships, self-management, and professionalism.

Prerequisite: None

E242 Career Development
20 hours, 2 credits

The course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.

Prerequisites: None

F111 Introduction to Banking
40 hours, 4 credits

This course is the standard introduction to the banking profession. It touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

Prerequisite: None

F212 Fundamentals of Consumer Lending
40 hours, 4 credits

This course provides the basic knowledge about consumer credit. It will cover terminology, basic categories of consumer credit, determining credit worthiness, and the application process. It includes the origin of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit.

Prerequisite: Introduction to Banking

F213 Introduction to Mortgage Lending
40 hours, 4 credits

This course examines mortgage lending, not only from the aspect of lending to individuals for the purchase of a residence, but also that of providing loans for apartment buildings and loans for real estate developers and builders. It covers construction and permanent financing for residential property; real estate law; documentation; mortgage loan servicing; the secondary mortgage market; the role of government in mortgage lending; and residential real estate as an investment

Prerequisite: Introduction to Banking

F215 Principles of Banking Law
40 hours, 4 credits

This course will guide students through the legal and regulatory issues. Every part of the banking process, from taking deposits and making loans to operating safe deposit boxes and offering trust services, is governed by laws for the purpose of protecting consumers or maintaining the safety and soundness of the bank.

Prerequisite: Introduction to Banking

G122 World Geography
40 hours, 4 credits

This course provides an introduction to the nature of geographic inquiry; the where and why of people's locations and activities. The interactions of physical, political, economic, and social systems are studied. These themes are illustrated by various examples from regions, areas, and countries of the world.

Prerequisites: None

G123 Principles of Economics
40 hours, 4 credits

This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course introduces microeconomic and macroeconomic concepts.

Prerequisite: None

G124 English Composition
40 hours, 4 credits

This course is intended to help students develop their ability to write and express ideas in an organized, unified, coherent manner that reflects an appropriate awareness of purpose and audience. Through writing, reading, and discussion, students will learn to synthesize their thoughts as they communicate more effectively. Course concepts are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students' grammar, punctuation and usage skills.

Prerequisite: A grade of SA in Foundations of English II or placement determined by STEP assessment score.

G125 Humanities
40 hours, 4 credits

This course investigates human creative achievement. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.

Prerequisite: None

G133 Anatomy and Physiology
40 hours, 4 credits

This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.

Prerequisite: None

G137 Introduction to Psychology
40 hours, 4 credits

This course will introduce students to the scientific study of human behavior. Course topics will include the following: heredity and environment, development of the individual, motivation, emotion, perception, personality and abnormal behavior.

Prerequisite: None

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G138 Introduction to Film
40 hours, 4 credits

This course is an introduction to the main types of film, to expressiveness of film techniques, and to ways in which we can better understand and appreciate both individual films and the medium as a whole. The goals are to introduce students to a diverse group of important American as well as international films and to teach them the necessary criteria for closely examining the characteristics of the film medium. As a result of this process, students will become more sophisticated and satisfied viewers. We will look at how films exemplify particular genres and analyze the film's contexts as well as the ways in which viewers formulate meanings. We will concern ourselves with the aesthetic qualities of given films and genres; we will, moreover, investigate the cultural significance of these works.

Prerequisite: None

G141 Introduction to Communication
40 hours, 4 credits

The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.

Prerequisite: None

G142 Introduction to Sociology
40 hours, 4 credits

This course is designed to enable students to recognize their own culture-based values, feelings, and attitudes while developing a better understanding of cultural values that may differ from their own. It will cover basic sociological topics such as socialization, gender, race, social organization, and social change. Through the course students should achieve a better understanding of themselves and society.

Prerequisite: None

G144 College Math
40 hours, 4 credits

This course covers set theory, logic, numeration systems, number theory, computing, algebra, measurement, geometry, probability and statistics. The objective is for students to develop a basic understanding of the use of mathematics in the real world.

Prerequisites: A grade of "SA" in Foundations of Math or placement determined by STEP assessment score.

G201 Creative Writing
40 hours, 4 credits

This course will develop the student's talents in creative writing. Various forms of writing will be studied, such as short stories, novels, poems, plays and non-fiction. Works by students and others will be critiqued. Students will also develop editorial skills so that each writer may revise and improve his/her work. Students will compose a minimum of 6000 words over the course of the program.

Prerequisites: A grade of SA in Foundations of English II or placement determined by STEP assessment score.

G226 Speech
40 hours, 4 credits

This course is designed to teach the student how to research and plan, arrange and compose, and deliver informative, persuasive, expressive, impromptu, and extemporaneous speeches for various audiences. Students will also analyze and evaluate the arguments and rhetorical methods used in public communication to help them develop the ability to speak clearly and effectively, and to think logically. Students will also explore techniques for overcoming speech anxiety.

Prerequisite: None

G230 Introduction to Literature
40 hours, 4 credits

This course offers an introduction to the most common literary genres: Fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts.

Prerequisite: None [English Comp. recommended]

G233 College Algebra
40 hours, 4 credits

This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.

Prerequisite: Passing grade in Foundations of Math or placement determined by STEP assessment score.

G243 Contemporary US Government
40 hours, 4 credits

This course provides an introduction to the US system of government, including its parts, institutions, and evolution, and will help students understand how the government works on the national, state and local level. To explore how the US government affects its citizens and how citizens participate in their government, students will address current problems and issues grounded in legal history, theory, and ethics.

Prerequisite: None

GE328 Human Uses of the Environment
40 hours, 4 credits

This course is a study of the fundamental concepts and principles of ecology. Topics include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil, and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival.

Prerequisite: None

GE330 American Literature
40 hours, 4 credits

This course is a survey of American literature from the mid-nineteenth century to the present. The goals are to introduce students to a diverse group of important American literary texts and to teach them criteria for closely examining works that will enable them to become more sophisticated and satisfied readers. We will look at how these works exemplify particular historical genres and how they represent such cultural issues as gender, race, ethnicity, class, region, the nation, the community, the construction of identity, religion, and nature. We will concern ourselves with the literary and aesthetic qualities as well as the cultural significance of these works.

Prerequisite: None

GE376 History: Popular Culture and Social Change in America – Post-World War II
40 hours, 4 credits

This course will explore the ways in which popular culture represented and mediated conflicts and tensions post-World War II. Issues of gender and family relationships, as well as class and racial politics will be discussed. The role of television in the new suburban family and the role Hollywood films played in popular culture will be examined.

Prerequisite: None

GE401 Comparative Politics
40 hours, 4 credits

This course will introduce students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.

Prerequisite: None

GE430 Studies in American Literature and Culture
40 hours, 4 credits

This course introduces students to fiction, poetry, drama, and literary non-fiction written by so-called "American minority authors" from the mid-19th century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, national origin, class, sexuality/sexual orientation, ability, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present-day, on writers' perceptions and literary representations of their times, contexts, and identity. Students will also be introduced to samples of the most common critical-theoretical approaches to the primary texts they will study in this class.

Prerequisite: Introduction to Literature, English Composition

J100 Introduction to Criminal Justice
40 hours, 4 credits

An introductory course designed to familiarize students with the facets of the criminal justice system, the sub-systems and how they interrelate. Students are introduced to various legal concepts especially the structure and operation of America's court systems.

Prerequisite: None

J102 Criminology
40 hours, 4 credits

This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.

Prerequisite: Introduction to Criminal Justice

J115 Introduction to Corrections
40 hours, 4 credits

A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined.

Prerequisite: Introduction to Criminal Justice

J120 Policing in America
40 hours, 4 credits

This course utilizes a historical perspective to examine policing from its inception to law enforcement in modern American society.

Prerequisite: Introduction to Criminal Justice

J125 Criminal Law and Procedures
40 hours, 4 credits

This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined.

Prerequisite: Introduction to Criminal Justice

J130 Introduction to Homeland Security
40 hours, 4 credits

This course provides an introduction to the philosophical, historical, and multidisciplinary challenges of Homeland Security in combating terrorism. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security. This will be accomplished through a review of the field of homeland security, its evolution and critical issues, and an examination of current threats and vulnerabilities. The course also looks at the complexities of defining the roles of federal, state, local government, and the private sector.

Prerequisite: Introduction to Criminal Justice

J200 Domestic Violence
40 hours, 4 credits

This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.

Prerequisite: Introduction to Criminal Justice

J205 Juvenile Justice
40 hours, 4 credits

An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment.

Prerequisite: Introduction to Criminal Justice

J230 Terrorism
40 hours, 4 credits

Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists' perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.

Prerequisite: Introduction to Criminal Justice

J245 Security Challenges
40 hours, 4 credits

This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.

Prerequisite: Introduction to Criminal Justice

J250 Drugs and Crime
40 hours, 4 credits

The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as "club drugs," inhalants, herbal stimulants, and designer drugs will also be discussed.

Prerequisite: Introduction to Criminal Justice

J255 Ethics in Criminal Justice
40 hours, 4 credits

This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in the criminal justice, but also of how sound moral decisions are made in response to them.

Prerequisite: Introduction to Criminal Justice

J280 Contemporary Issues
in Criminal Justice Capstone
40 hours, 4 credits

The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected.

Prerequisite: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice program and in their last or second to last quarter.

LA125 Law I
40 hours, 4 credits

This course is a study of the fundamentals of law. This includes study of the American legal system, forms of conflict resolution, torts, contracts, and criminal law.

Prerequisite: None

LA130 State and Local Government
40 hours, 4 credits

This course will introduce the constitutional interrelationship of national, state, and local governments. Special emphasis will be placed on the powers and functions of the various branches of state and local governments.

Prerequisite: None

LA225 Law II
40 hours, 4 credits

This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, contracts, and other areas of business law.

Prerequisite: Law I

M120 Medical Terminology
40 hours, 4 credits

This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.

Prerequisite: None

M140 Basic ICD-9-CM Coding
40 hours, 4 credits

This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.

Prerequisite: Pathology I (or co-requisite)

M140A Intermediate ICD-9-CM Coding
40 hours, 3 credits

This course is a continuation of Basic ICD-9-CM with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. Use of coding and grouper software will be introduced as well as the use of registries and indices.

Prerequisite: Basic ICD-9-CM Coding

M141 Ambulatory Care Coding
40 hours, 3 credits

The emphasis in this course is medical coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT.

Prerequisites: Intermediate ICD-9-CM Coding

M200 Medical Office Procedures
40 hours, 4 credits

This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills.

Prerequisite: Medical Terminology

M205 Medical Transcription I
40 hours, 3 credits

The student will transcribe medical histories, physical examination and other medical reports from transcription tapes and will apply knowledge of medical terminology, anatomy, and physiology to the transcription process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms.

Prerequisite: Medical Terminology, Keyboarding

M206 Medical Transcription II
40 hours, 3 credits

A continuation of Medical Transcription I, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastrointestinal, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of health care professionals who are non-native speakers of English.

Prerequisite: Medical Transcription I

M207 Medical Transcription III
40 hours, 3 credits

A continuation of Medical Transcription II, this course will build transcription skills while introducing students to additional medical formats and specialties, including cardiology, gastrointestinal, orthopedics, general pathology, and selected specialty options. The course includes transcription from CD of health care professionals who are non-native speakers of English and operative reports.

Prerequisite: Medical Transcription II

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M208 Introduction to Health Information Management
40 hours, 4 credits

This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of health care facilities, the members of the health care team who contribute to and use health information, and trends in the management of health care records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.

Prerequisite: None

M209 Medical Insurance and Billing
40 hours, 3 credits

An introduction to common 3rd party payors, insurance terminology, and medical billing including claim forms preparation and processing, electronic claim submission, and a review of introductory medical coding. It provides an overview of medical office accounting procedures, and introduces the features of a patient billing system. Software is used to simulate a medical office environment.

Prerequisite: Medical Terminology

M223 Pathology I
40 hours, 4 credits

Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

Prerequisite: Anatomy and Physiology

M224 Pathology II
40 hours, 4 credits

Continuation of studies of the basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment and prevention of common diseases of selected human body systems.

Prerequisites: Pathology I

M230 Medical Law and Ethics
40 hours, 4 credits

A study of the United States legal system and court process with emphasis on legal and ethical issues within the health care environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. The course will include a project that is specific to the student's program of study.

Prerequisite: None

M251 Medical Coding Practicum
30 hours, 1 credit

This course offers supervised practical experience in a simulated campus or online setting, or a health care facility arranged by the student, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor or practicing medical coding professional. The practicum offers the student experience as a medical coder using actual or simulated medical documentation, and is essential to training.

Prerequisites: Ambulatory Care Coding

M280 Medical Transcription Capstone
50 hours, 3 credits

A supervised experience in medical transcription work settings, simulated lab, and student assignments and presentations that demonstrate competency and understanding of the medical transcription field. Student-planned field trips will be required. Students will transcribe actual medical dictation and be evaluated by the instructor on transcription accuracy, productivity, and professional/ethical conduct. The Capstone is intended to integrate course learning through practical experience in a workplace or simulated setting.

Prerequisite: Medical Transcription II

MA100 Laboratory Skills
60 hours, 4 credits

An introduction to clinical laboratory science, including quality control, laboratory math, safety, basic laboratory equipment, laboratory settings, professionalism, accreditation and certification.

Prerequisite: None

MA151 Hematology I
40 hours, 3 credits

Introduction to the theory and practical application of routine and special hematology procedures, both manual and automated; red blood cells and white blood cells maturation sequences, and normal and abnormal morphology and associated diseases. Utilizes a student laboratory for experiences in basic hematology procedures.

Describes clinical hematology by focusing on red and white blood cell structure and function, hematopoiesis, and the evaluation of stained blood smears. Includes areas of study concerning the pathogenesis of anemias and white blood cell disorders.

Prerequisite: Clinical Chemistry I

MA152 Urinalysis
40 hours, 3 credits

An introduction to urinalysis and body fluid analysis, including the anatomy and physiology of the kidney, and physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids.

Prerequisite: Clinical Chemistry I

MA153 Microbiology I
60 hours, 4 credits

Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures. Utilizes a student laboratory for experiences in fundamental microbiology laboratory techniques.

Prerequisite: Clinical Chemistry I

MA201 Clinical Chemistry II
60 hours, 4 credits

Expanding upon concepts learned in Clinical Chemistry I, this course further examines the principles and procedures of various tests performed in Clinical Chemistry. Integral to this course is continued explanation of 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.

Prerequisite: Clinical Chemistry I

MA202 Hematology II
60 hours, 4 credits

This course expands upon concepts learned in Hematology I. Materials covered further explain the theory and practical application of routine and special hematology procedures, both manual and automated; red blood cells and white blood cells maturation sequences, and normal and abnormal morphology and associated diseases. Utilizes a student laboratory for experiences in basic hematology procedures.

Also amplified are descriptions of clinical hematology by focusing on red and white blood cell structure and function, hematopoiesis, and the evaluation of stained blood smears. Includes areas of study concerning the pathogenesis of anemias and white blood cell disorders.

Prerequisite: Hematology I

MA203 Immunohematology
60 hours, 4 credits

An introduction to the fundamentals of the immune system and the principles of genetics as they apply to blood group inheritance and blood banking procedures. Includes donor selection, blood collection, blood component processing and administration of blood components. Utilizes a student laboratory for experiences in routine blood banking procedures.

Prerequisite: Hematology I

MA205 Parasitology
60 hours, 4 credits

A study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures. Introduces the theory and techniques of cultivation, isolation, and identification of pathogenic parasites, fungi, and yeasts. Emphasizes an understanding of morphologic appearances and metabolic pathways that are the basis of identification procedures.

Prerequisite: Laboratory Skills

MA206 Microbiology II
60 hours, 4 credits

Expanding upon concepts learned in Microbiology I, this course provides further examination and instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures. Utilizes a student laboratory for experiences in fundamental microbiology laboratory techniques.

Prerequisite: Microbiology I

MA207 Clinical Practicum
180 hours, 6 credits

This method of instruction provides detailed education, training, work-based experience, and direct patient/client care generally at a clinical site. Specific detailed learning objectives are developed by the faculty and the Program Coordinator. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the College faculty.

This course provides opportunities to practice phlebotomy skills in a clinical setting. Safety, quality control, and interpersonal communications will be stressed. The student will be eligible to apply for a national certifying examination upon successful completion of the program.

Prerequisite: Phlebotomy, Hematology II, and Program Coordinator approval

MT101 Introduction to Massage Therapy
40 hours, 3 credits

This course introduces basic massage therapy skills and knowledge necessary to becoming a massage therapist. Students will acquire the knowledge to develop a self care strategy by identifying body awareness and movement habits.

Prerequisite: None

MT105 Deep Tissue Massage
40 hours, 3 credits

This course will incorporate and expand on the techniques learned from Swedish massage. An emphasis will be on other methods of addressing soft tissue dysfunction. Students will have the knowledge to integrate deep tissue massage into their practice as a massage therapist. An emphasis will be upon developing communication and documentation skills for insurance billing.

Prerequisite: Introduction to Massage Therapy, Kinesiology

MT120 Techniques for Special Clients
40 hours, 3 credits

This is a basic course focusing on clients who have individualized needs. The emphasis in this course is on pregnancy, infant, pediatric, and geriatric massage. Students will also gain an understanding of how to incorporate a massage environment that best serves individuals that have a physical and/or developmental challenge.

Prerequisite: Introduction to Massage Therapy, Kinesiology

MT140 Pathology for Massage Therapy
40 hours, 4 credits

This course, which is intended as a general one-quarter overview of pathology for Massage Therapy and allied health students, will cover the most basic concepts and terminology of health and disease. Students will acquire the knowledge of different disorders. Focus is on the structure, nature, causes, diagnostic procedures, and treatment of the most common diseases of selected human body systems.

Prerequisite: None

MT215 Sports Massage
40 hours, 3 credits

This course provides students with the knowledge of how to apply pre-event, immediate, post-event, and restorative massage. Students will have the knowledge of various injuries and the physiological effects that the body endures in athletic events. Students will have an understanding of different stretching applications to a client.

Prerequisite: Introduction to Massage Therapy, Kinesiology

MT220 Myofascial Release
40 hours, 3 credits

The purpose of this course is to provide knowledge of Myofascial release. The student is introduced to working on fascia in the body. An emphasis will be on the emotional releases from the client and how to handle these situations in a session.

Prerequisite: Introduction to Massage Therapy, Pathology for Massage Therapy, Anatomy and Physiology II, Kinesiology II

MT225 Alternative Modalities
40 hours, 3 credits

This course introduces the basic knowledge of Shiatsu, Reflexology, and Aromatherapy. Students will have an understanding of the five element theory, meridians and chakras. The students will be able to incorporate principles of reflexology and aromatherapy into a massage session.

Prerequisite: Introduction to Massage Therapy, Kinesiology

MT230 Trigger Point Therapy
40 hours, 3 credits

This course is an introduction to Trigger Point Therapy. Students will have the facts of scientific data of a Trigger Point. Students will have the knowledge of the physiological symptoms of a Trigger Point. An emphasis will be on the significance of musculoskeletal disorders and how to manage these with Trigger Point Therapy.

Prerequisite: Deep Tissue Therapy

MT237 Clinic I
40 hours, 2 credits

In this course the student will perform a minimum of 15 full body massage treatments. A Supervisor is present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting.

Prerequisite: Anatomy and Physiology III, Kinesiology II, Deep Tissue Massage

MT238 Clinic II
80 hours, 4 credits

In this course the student will perform a minimum of thirty full body massage treatments. A Supervisor is present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting.

Prerequisite: Clinic I. This course is recommended for a student's last quarter.

MT242 Anatomy and Physiology II
50 hours, 4 credits

The purpose of this course is to provide an in depth knowledge of the cellular, chemical balances, and nervous system. Students will learn the nerves, arteries, and veins of the body. An emphasis on the cranial and spinal nerves will be studied. To enhance student's knowledge, in lab, students will be using clay to create nerves on the body.

Prerequisite: Anatomy and Physiology

MT243 Anatomy and Physiology III
50 hours, 4 credits

The purpose of this course is to provide an in depth knowledge of the endocrine, lymphatic, digestive, respiratory, urinary, and reproductive systems. Students will learn the importance of the electrolyte balance of the body. An emphasis on the structure of the heart will be studied.

Prerequisite: Anatomy and Physiology II

MT245 Kinesiology
40 hours, 4 credits

This course is an introduction to the skeletal and muscular system. An emphasis is on the fascial system and movement of the body. The students will have a basic knowledge of kinesiology.

Prerequisite: Anatomy and Physiology

MT246 Kinesiology II
50 hours, 4 credits

The purpose of this course is to provide an in depth knowledge of muscular and skeletal system and the relationship to movement. Students will learn the innervation and arterial supply of the head, neck, trunk, leg, arm, and pelvis. An emphasis on how muscles function with the structure of the body will be taught. In this course this a lab portion where students will be palpating muscles and the movement that partners with it.

Prerequisite: Kinesiology

MT250 Business and Wellness
40 hours, 3 credits

This course introduces the student to recognize an emergency and how to respond to specific injuries. The student will acquire First Aid and Cardiopulmonary Resuscitation (CPR) certification through the American Red Cross. A general introduction of nutrition and wellness with an emphasis on health promotion will be taught. Students will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Prerequisite: Deep Tissue Massage, Sports Massage. This course is recommended for the last quarter.

N112 PC Hardware and Software I (A+)
40 hours, 3 credits

In this course the students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. The topics covered include; the relationship between computer hardware and software, the installation, support, and troubleshooting of system boards, memory, hard drives, multimedia, and input/output devices. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Each student will assemble a computer using prescribed parts and materials.

Prerequisite: None

N113 PC Hardware and Software II (A+)
40 hours, 3 credits

This course is a continuation of PC Hardware and Software I. The topics covered include review of previously covered topics, telecommunications and networking, the Internet, and printing. Additional topics in this course are virus protection, disaster recovery and maintenance planning. Finally, the student will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the materials in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course in addition to the first course helps prepare students to take the A+ certification Core and DOS/Windows Exams.

Prerequisite: PC Hardware and Software I (A+)

N127 Microsoft Windows Workstations
40 hours, 3 credits

This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, the course helps prepare students to take the Microsoft Professional Certification exam.

Prerequisite: None

N133 Networking Fundamentals
40 hours, 3 credits

This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks on how communications is accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting.

Prerequisites: Microsoft Windows Workstations or adviser/faculty approval

PROGRAMS

N141 Networking Security Fundamentals
40 hours, 3 credits

This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the concepts of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials.

Prerequisite: Networking Fundamentals

N208 Linux Administration
40 hours, 3 credits

This course is designed for introduction of the Linux operating system. The students will learn to install, configure, maintain, administer, and use programming features of Linux operating system. Students will learn how download and install source application from the Internet, running Windows emulation, and the role of Linux in the enterprise network environment. This courses uses a combination of reading, lecture, Internet based research, and lab work to reinforce the course materials.

Prerequisites: Microsoft Windows Server

N226 Windows Active Directory
40 hours, 3 credits

The course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, setup, configure, utilize, maintain and trouble shoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further this course helps prepare students to take the Microsoft Certification Exam #70-294.

Prerequisite: Microsoft Windows Server

N228 Microsoft Windows Server
40 hours, 3 credits

This course provides students with the knowledge and skills necessary to install and configure Windows server and perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Professional Certification exam.

Prerequisite: Microsoft Windows Workstations

N234 Microsoft Exchange Server
40 hours, 3 credits

In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It introduces a variety of concepts, such as client configuration. In addition to explaining concepts, the course uses a multitude of real world examples of networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further this course helps prepare students to take Microsoft's MCSE Exam #70-284.

Prerequisite: Microsoft Windows Server

N235 Cisco Networking Fundamentals and Routing
40 hours, 3 credits

In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topic such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further this course helps prepare students to take Cisco CCNA Exam.

Prerequisite: Networking Fundamentals

N290 Information Technology Capstone
20 hours, 2 credits

This course summarizes key learning throughout the student's program. Students apply what they've learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.

Prerequisite: This course is intended for the student's last quarter.

NM111 Introduction to Computer Graphics
40 hours, 3 credits

This course gives students an overveiw of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting.

Prerequisites: None

NM272 Multimedia Technologies
40 hours, 3 credits

In this course students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design.

Prerequisites: None

PB105 Phlebotomy
40 hours, 3 credits

Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin punctures, butterfly needles, blood cultures and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Utilizes a student laboratory for experiences in basic phlebotomy procedures.

Prerequisite: Medical Terminology, Anatomy and Physiology, Laboratory Skills

R200 Principles of Retailing
40 hours, 4 credits

This course is an overview of retail management including organization, merchandising, retail sales, customer service, personnel management, and operations.

Prerequisite: None

R204 Entrepreneurship
40 hours, 4 credits

Using real-life applications and examples from successful business people, this class offers competency- based instruction to guide students through the steps of developing a business plan for a new small business.

Prerequisite: Principles of Retailing

S115 Keyboarding I
40 hours, 3 credits

This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with 5 or fewer errors is the course goal.

Prerequisite: None

S116 Keyboarding II
40 hours, 3 credits

This course is a production course with emphasis on document composition. Students will build upon skills gained in Keyboarding I and using their higher order thinking skills. This course will require student use of correct formatting in the creation of appropriate ethical and legally correct documents. An objective of 38 wpm on five-minute timed writings with 5 or fewer errors is the course goal.

Prerequisite: Keyboarding I

S120 Word for Windows
40 hours, 3 credits

This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.

Prerequisite: Microcomputers

S150 Legal Office Procedures
40 hours, 4 credits

This course is a study of the structure and functions of the law office. Included will be the theoretical and practical aspects of the practice of law. Students will study the legal office profession, communication and legal recordkeeping.

Prerequisite: None

S172 Legal Terminology
40 hours, 4 credits

This course serves as a study of terms used in the legal profession. The course emphasizes spelling, pronunciation, definition, research and usage of legal terms that will be required for law office support personnel.

Prerequisite: None

S201 Office Procedures
40 hours, 4 credits

This course is designed to familiarize students with the following office skills: human relations and ethics, mailing procedures, forms and documents commonly used in offices; bookkeeping and financial records; office machines; filing skills, and records management. Students will learn how an office is managed and how to ensure it is operating efficiently.

Prerequisite: None

S219 Legal Document Processing and Transcription
40 hours, 3 credits

Students will transcribe correspondence, legal papers, and court documents representative of those prepared in a law office using templates and transcription equipment. Legal specialties will include litigation, family law, negligence, wills and estates and real estate

Prerequisite: None

W108 Introduction to Website Design
40 hours, 3 credits

Intended for beginning- to intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.

Prerequisite: Microcomputers

W110 JavaScript
40 hours, 3 credits

In this course students learn how to effectively create webpages using the JavaScript programming language. Students will gain exposure to programming, debugging, and testing webpages created with this language. This course builds upon HTML principles.

Prerequisites: Introduction to HTML

W112 Database Design and SQL
40 hours, 3 credits

This course covers relational databases and their efficient design. The course will include the definition of tables and indexes, logical and physical design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.

Prerequisite: Visual Basic I

W114 Fundamentals of Programming
40 hours, 3 credits

This course is an introduction to computer concepts, logic, and programming. It includes designing, coding, debugging, testing, and documenting programs using a high-level programming language. The course provides the beginning programmer with a guide to developing structured program logic.

Prerequisite: None

W116 Introduction to Web Design Software
40 hours, 3 credits

This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well designed websites.

Prerequisite: None

W118 Introduction to HTML
40 hours, 3 credits

This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML

Prerequisites: None

W120 Visual Basic I
40 hours, 3 credits

The students who take this course will learn to create basic applications using Visual Basic .NET. It covers language basics and program structure. Topics include graphical interface design and development, control properties, event-driven procedures, variables, scope, expressions, operators, functions, decision-making structures, looping structures, and database access files.

Prerequisite: Microsoft Windows Server or Introduction to HTML

W201 Advanced Visual Basic
40 hours, 3 credits

The students who take this course will learn to create applications using Visual Basic .NET. This course incorporates the basic concepts of programming, problem solving, and programming logic, as well as the design techniques of an object-oriented language. Topics in the course include graphic interface design and development, control properties, DBMS, SQL, and ASP.NET.

Prerequisite: Visual Basic I

W208 Advanced Website Design
40 hours, 3 credits

Students learn how to use web publishing tools used most often by professional designers. Topics include advanced techniques for the design, layout, and authoring of webpages.

Prerequisite: Introduction to Website Design

W210 Java I
40 hours, 3 credits

The focus is on the development of client-server applications and advanced GUI. Topics include Java features (such as enums, autoboxing, and generic types), multithreading, collections, files, advanced multimedia and GUIs, internationalization, and web programming (including database use, networking, security, servlets, JavaServer Pages, JavaBeans, and Remote Method Invocation).

Prerequisite: JavaScript

W215 PERL/CGI
40 hours, 3 credits

This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.

Prerequisite: Java I

W216 PHP/MYSQL
40 hours, 3 credits

This course covers the use of PHP scripting language and the MYSQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MYSQL database within a PHP program; creating HTML forms; and writing secure PHP programs.

Prerequisite: Java I

W290 Web Programming Capstone
20 hours, 2 credits

This course summarizes key learning throughout the student's program. Students apply what they have learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues.

Prerequisite: PERL/CGI. This course is intended to be completed in the student's last quarter.

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"It's so great to work with students, knowing that they're tomorrow's professionals!"

– COLLEEN EISENZIMMER
Admissions
Representative

Academic Information.

Student Definition
The word student means the student himself if he/she is the party to the contract, or his/her parents or guardian or another person, if the parent, guardian or other person is party to the contract on behalf of the student

Class Content
The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any classes or programs where enrollment is under 15 students.

College Acceptance or Rejection of Application for Admission
The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:
• Completed application form
• Application fee
• An attestation of high school graduation. If the attestation is found to be untrue, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
• Completed Placement Examinations (taken at Aakers College).

In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmarked date of the letter of acceptance.

Assessment
Aakers College has developed an institutional culture wherein assessment is at the heart of the College's daily functions. The Aakers College Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution's mission. The CAP is organized around the Mission Statement and the six Purposes that support the mission. For each purpose, supporting objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systematically assesses the purposes and, ultimately, the mission of the institution.

In the spirit of this learning-focused approach to assessment, academic assessment at Aakers College follows a pattern of incoming, ongoing, and outcome assessment.

The College has an academic assessment plan which is essential for evaluating and improving the quality of learning and instruction. The academic assessment plan evaluates incoming student skills through a placement test to ensure that all students have basic literacy and numeracy skills, in an ongoing fashion in individual courses, and at the end of programs through the Graduate Achievement Portfolio (GAP) and program outcomes assessment.

Submission of a Graduate Achievement Portfolio, in which students demonstrate their communication, critical thinking, and information literacy skills, is a graduation requirement which students fulfill in E242 Career Development or in an appropriate capstone course for their program.

Entrance Assessment
The STEP exam is used for entrance assessment. Based on the outcomes in the areas of English and math students are placed in the following courses:

Subject	Score	Course Placement
English	0-16 items correct	B097, Foundations of English I
English	17-24 items correct	B098, Foundations of English II
English	25-35 items correct	G124, English Composition
Math	0-16 items correct	B099, Foundations of Math
Math	17-35 items correct	G233, College Algebra

Developmental Education
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into foundation courses reflects the commitment Aakers College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate are required to take the STEP reading, writing, and math placement tests. Coursework in math or English that is numbered below 100 is considered to be developmental. STEP scores are used to appropriately place students in English and math courses according to skill level. Placement is determined as follows:

STEP Writing score 0 to 16 items correct places into Foundations of English I.
STEP Writing score 17 to 24 items correct places into Foundations of English II.
STEP Math score 0 to 16 items correct places into Foundations of Math.

These credits are not counted toward graduation, and each must be passed with a grade of 'SA' in order to proceed to the next course in the sequence. Students enrolled in programs that do not contain English Composition or College Algebra, but who test within the range of remediation, will be required to complete the foundation courses. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the foundation courses. Students who test at remediation level, and who wish to transfer courses that have foundations courses as prerequisites, must first complete the foundations courses. Students enrolled in foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program. Accommodations may be provided to students with physical or learning disabilities upon request.

Upon admission to Aakers College, a student must notify the College in writing and provide documentation regarding disability.

STEP Retest Policy
The STEP entrance exam may not be retaken for initial placement purposes after the start of the course.

On occasion, however, a retest may be allowed prior to the start of a quarter. Such retests are only granted if extenuating circumstances exist that lead the enrolling student to feel that the STEP test results do not accurately reflect his or her true abilities. Only one such retest may be allowed, at the discretion of the Academic Dean.

Foundation Courses Timeframe
To guarantee student success, and to ensure that Aakers College is using the STEP placement test to its fullest potential, students who need foundation courses must complete all of those courses in their first three quarters. These students must, at a minimum, complete a foundation course in their first quarter of enrollment. If for some reason students fail to do this, they cannot continue their education at Aakers College.

Equipment
Aakers College strives to maintain its role as an educational leader by incorporating current technology. Aakers College provides technology and computer access, and internet access at each campus. Students will also have access to dictaphones, printers, additional software packages, electronic libraries and a helpdesk lab as needed.

Educational Records Definition
A student's education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the Institution. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

Grading System

A	100 TO 93%	C	76 TO 73%
A-	92 TO 90%	C-	72 TO 70%
B+	89 TO 87%	D+	69 TO 67%
B	86 TO 83%	D	66 TO 63%
B-	82 TO 80%	D-	62 TO 60%
C+	79 TO 77%	F	Below 60%

Alphabetical Grading System

Grade	Grade Points	Description
A	4.00	Excellent
A-	3.75	
B+	3.50	
B	3.00	Very Good
B-	2.75	
C+	2.50	
C	2.00	Average
C-	1.75	
D+	1.50	
D	1.00	Below Average
D-	0.75	
F/FA	0.00	Failure
CW	NA	Course Waiver
I/IN	NA	See "Incomplete Policy"
SF	NA	Satisfactory Foundations
S/SA	NA	Satisfactory
TO	NA	Test-Out
TR	NA	Transfer In Credit
UF	NA	Unsatisfactory Foundations
U/UN	NA	Unsatisfactory or failure to meet speed requirement
WP	NA	Withdraw Passing
W/WD	NA	Withdrawal
ZF	NA	Failure to complete non-credit course requirement
ZP	NA	Successful completion of non-credit course

In Keyboarding, Foundations of English I, Foundations of English II, Foundations of Math, Allied Health Practicum courses, and the Medical Transcription Capstone course, a letter grade of 'S/SA' or 'U/UN' is assigned upon completion.

All grades are to be credits successfully completed with the exception of the 'W/WD' and 'U/UN' which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. See "Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines."

Failed classes may be retaken, but only at regular tuition rates. Students repeating a class may count the credits for that class in a financial aid award calculation only if the original grade earned is a 'F/FA'. If a student elects to repeat a course for which a grade above 'F/FA' was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket. It is the student's responsibility to make up any work missed due to absences. The credits for all repeated courses will be included in credits attempted for the purpose of determining the satisfactory progress evaluation checkpoint. A student may repeat a failed course once. If a student repeats a failed course (in which he/she received an "F/FA"), the failing grade will be removed from the student's cumulative GPA and replaced with the new course grade from the repeated class. The student's GPA should be recalculated to reflect the new letter grade.

Students with a minimum of a two-year degree from an accredited institution of higher education, with a minimum cumulative GPA of 2.0, may request a waiver from Success Strategies if they wish. Students who meet these criteria may request a waiver in writing from the Academic Dean. The Academic Dean will review the student academic transcript, and if the criteria are met, will waive the Success Strategies course requirement, and the grade will be posted in the Aakers College student record as a "CW."

Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for any scheduled M or MA practicum coursework if they wish. Students must complete and submit the required paperwork to their Department Chair prior to the start of the quarter of the practicum for it to be waived. Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student's employer. The Department Chair will inform the Academic Dean of the result of the evaluation, and if the waiver is granted the grade posted in the Aakers College student record will be a "CW."

Late Assignment Submission Policy

Under extenuating circumstances that prevent students from completing tests and major assignments on the original due date, students may request an extension in which the work must be completed in a timely manner and within no more than 2 weeks of the original due date. If a student's request is granted, a 10% deduction will be assessed from the late test and/or assignment if it is submitted up to one week after it is due, and a 20% deduction will be assessed from the late test and/or assignment if it is submitted up to two weeks after it is due. Late work will generally not be accepted beyond two weeks after it is due. The course final exam must be taken or completed during the scheduled time and date unless arrangements with the instructor have been made prior to the test date. The same would apply if a major project or essay is to be handed in during the last scheduled period of the class. If a student is enrolled in a course after the official start date, instructors are required to accept late any assignments, quizzes, or tests given prior to the student's enrollment without a deduction, except for discussion postings in online classes, for which a deduction may be applied. The late assignment submission policy applies to individual work only, and does not apply to group work.

Incomplete Grade Policy

An 'I/IN' indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is completed which identifies:

    a. the work to be completed,

    b. qualifications for acceptable work,

    c. the deadline for completing the work (within two weeks of the last day of class),

    d. the grade to be entered should the student not complete the work by the deadline (the calculated grade).

    e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.

2. An incomplete form is not valid unless signed by both the instructor and the student prior to the date that final grades are due. If unsigned by the student or instructor, the calculated grade is to be entered as a final grade. Incomplete forms will be maintained by the respective campus for approval and resolution. Students must request an incomplete prior to the last day of the end of the term.

3. The Academic Dean must be informed of all incompletes granted, and must sign the form as well.

Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:

1. The work to be completed must be regularly assigned work, identified in the course syllabus.

2. The student can reasonably be expected to complete the work by the deadline.

3. The student's grade will be substantially improved.

4. The student has demonstrated a commitment to completing work in a timely fashion.

5. Granting the incomplete is truly in the best interest of the student.

6. By completing the work, one of the following will apply:

    a. The student will learn substantive information by completing the work.

    b. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

7. Allowing the student extra time compensates for events or conditions not within the student's control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments seriously.

8. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up "extra credit" work.

9. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an

'FA' (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

10. All incompletes, unless approved by the Dean, will be finalized by the 3rd week of the subsequent term.

Policy for Change of Grade

On occasion it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may authorize its change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:

- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.

- Miscalculation of the final grade by the instructor.

- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.

- Accommodation for special circumstances such as short-term disability or family leave.

Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.

Students must contact their instructors within two weeks of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the third week of the subsequent quarter. Grade disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.

Circumstances where a grade change may be authorized by someone other than the original instructor include:

- Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified. In such cases, documentation must be sufficient to clarify any discrepancies caused by the error.

- If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.

- The Dean may authorize grade changes in order to settle academic grievances.

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible.

Students may take, and the College may offer, a course through independent study under the following conditions:

1. The course is not currently offered on-site or online.

2. Completion of the course is necessary for on-time graduation.

3. The need for the course in the quarter in question does not arise from the student's decision to withdraw from the course in an earlier quarter, the student's failure to satisfactorily complete the course in an earlier quarter, or the student's decision to change programs.

4. The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet the standard performance objectives for the class.

5. The Academic Dean approves the plan for completing the course work.

6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.

7. At least twice and at regular intervals during the quarter, the Dean will evaluate the student's progress by reviewing work completed.

Independent studies must meet the following guidelines:
Prior to the beginning of the independent study, the student and instructor must meet to define the following:

    a. When and where they will meet each week.

    b. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.

    c. Progress checks to be reviewed by the Dean.

    d. Standards of academic quality for the work to be completed.

    e. Deadline for all work to be completed at the end of the quarter.

Academic Information.

Credit by Examination

Some students have life experiences or knowledge from other sources which they feel would be duplicated by a class at Aakers College. Enrolled students may request credit by examination only for a 100-level course in which they have been scheduled if the request is made to the Dean or Associate Campus Director prior to the start of the quarter. In rare circumstances, a student may have sufficient prior knowledge to warrant a credit-by-examination for a 200-level course. In order to request credit by examination for a 200-level course, students must provide documentation of a minimum of two years of full-time work experience in an area directly related to their program of study. Credit by examination is not offered for 300-level or 400-level courses. To receive credit by examination, a grade of "B" or higher is required. Examinations are not offered for MA, MT, N, NM, PB or W courses. For 100-level D, N, NM, or W courses, industry certification may be accepted in lieu of the examination. The examination grade will be reflected as "TO" (Test-Out) on the students' transcripts and will not count in their grade point average. In addition, these credits will not count as credits for financial aid purposes.

A credit by examination may only be taken once for each course. Students must complete 50% of their program requirements at Aakers College, and only 50% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination.

Course Withdrawals

The credits for all courses in which the last date of attendance was after the drop deadline will be counted in the cumulative credits attempted.

Transfer Credit Policy

1. Students who wish to transfer credits to Aakers College must first apply for admission to the College.
   A completed application and application fee must be submitted.
2. Official transcripts must be sent directly to Aakers College from every institution the student has attended.
3. As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding courses which transferred and the Aakers College courses they will replace. This information is also noted on the Aakers College transcript.
4. Aakers College reserves the right to accept or deny transfer of credit based on the guidelines listed below.
5. Aakers College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.25 quarter credits.
6. Students may not transfer in and/or test out of more than a total of 50% of the program credit hour requirements.
7. All credit transfer is evaluated with the following guidelines:
   A. Transfer credits from accredited colleges, other than Aakers College, will be evaluated on course content. Most courses that are comparable in content from other colleges will be accepted. Students must have received a "C" grade or higher to transfer a course to a Aakers College program.
   B. Courses which have been transferred will be listed on the student's transcript with a "TR" designation. However, grade points from institutions other than Aakers College will not be computed in the Aakers College grade point average.
   C. Courses from accredited degree-granting colleges which are intended to transfer as general education requirements will be considered in the categories listed as "General Education Requirements" in the Aakers College catalog.
   D. Transfer credits from within the Aakers College system will be transferred directly from one Aakers College campus to another. Grade point averages and grades from courses taken at any of the Aakers College campuses will be computed in the student's final grade point average.

E. When courses are not accepted for transfer, a student may file an appeal through the following process:
   1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
   2. The information will be reviewed by the Academic Dean, Campus Director, or Associate Campus Director, along with appropriate faculty.
   3. The student will receive in writing the outcome of the decision.
F. Students who enter at Aakers College are required to take the STEP placement exam. Should a student test at a level of remediation in English or Math, the College will not accept transfer in English Composition, College Algebra, College Math, Creative Writing, Professional Communication, or Statistics. Upon successful completion of the courses and subsequent passing of the placement exams, the College may reconsider transfer of credit in these courses.

Prerequisites

In order to take a course listing a prerequisite, the student must have received a passing grade in the prerequisite.

General Education Philosophy

The purpose of the general education program is to promote breadth of knowledge and intellectual inquiry as a central part of all programs, each of which is intended to enable graduates to enjoy productive and satisfying careers. Through general education students are challenged to sharpen oral and written communication skills, to understand the breadth of disciplines that support their selected field of study, and to function responsibly and constructively in a rapidly changing world.

All programs at Aakers College are designed to prepare students for the challenges of career and community life. Regardless of length, each program will prepare students to:

1. Effectively communicate, orally and in writing, in the workplace, in the community, and interpersonally.
2. Analyze, evaluate, and solve problems that arise in employment and in life.
3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.

General Education Requirements for Aakers College AAS degrees

All A.A.S. degree candidates must complete the following general requirements:

(1) A minimum of thirty (30) of the total credits in the A.A.S. degree program must be in general education coursework.

(2) The following distribution requirements must be satisfied:

Group A: English Composition - at least three (3) credits.

Group B: Social and Behavioral Sciences - at least five (5) credits from such fields as Anthropology, American Studies, Economics, Geography, History, Human Relations, Law, Political Science, Psychology, Sociology.

Group C: Mathematics and Natural Science - at least five (5) credits from such fields as Biology, Chemistry, Geology, Physics, Mathematics, Computer Science, Statistics.

Group D: Fine Arts/Humanities - at least five (5) credits from such fields as Art, Humanities, Languages, Literature, Music, Philosophy, Religion, Speech, Theatre.

(3) Additional general education courses selected from two of Groups B, C, or D of the above listed groups to make the total of thirty (30) credits of the coursework required for an A.A.S. degree. Courses that are primarily developmental or remedial in nature and content may not be included in the general education total.

Degrees, Diplomas, and Certificates

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 50% of their program requirements at Aakers College, and only 50% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each subject. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length. All financial obligations to the College must also be met.

Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

Transcripts

Transcripts of credits will be given to students when all tuition obligations have been met.

A fee of $5.00 is charged for each transcript. This fee is charged to all students requesting an academic transcript with exception to graduates and completers.

The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

Transfer to Other Colleges

Graduates or students who are considering transfer from Aakers College to other institutions recognize that Aakers College courses and programs focus on career preparation. Some of these courses are not accepted as transfer credit by other institutions. However, many academic credits earned at Aakers College are acceptable in transfer by various institutions. An up-to-date list of colleges with which Aakers College has transfer agreements is available from the Academic Dean.

Articulation and Consortium Agreements are formal agreements between institutions detailing the recognition of college credit between those institutions. These agreements ease the transfer of college credits and eliminate duplication of courses needed to meet graduation requirements. Aakers College has developed articulation and consortium agreements with colleges and universities to meet these needs as well as enhance student opportunities to meet their educational goals.

It should be noted that in any transfer situation, regardless of the schools involved, the acceptance of credits is at the discretion of the accepting college.

Attendance

A basic requirement for employment in any business is regular, on-time attendance. Aakers College students are expected to be on time and in regular attendance for all of their classes. Business etiquette also requires a call be made if an absence is necessary. Aakers College students are expected to call the College and to indicate if they will be absent or tardy. It is the responsibility of the student to contact the instructor and to get the assignments and information missed.

Aakers College uses a standard grading scale for its courses (although some programs may be required to follow additional standards), and attendance is not used as a method of evaluation for course grades. Faculty are required to keep accurate attendance records which are submitted to the Business Office. Aakers College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

If a student has not been in attendance within 21 days of their last date of attendance he or she may be withdrawn from the College. Upon withdrawal a student's financial aid eligibility will be adjusted according to the Institution's refund policy as described in the College catalog and will be assigned grades according to the Aakers College Drop Class Policy.

Consortium Agreement

Aakers College has signed consortium agreements with all Aakers College, Rasmussen College, and Webster College campuses.

Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home school (primary attendance location) will have their total tuition and fees charged by their home school. All financial aid will be awarded and dispersed from the home school. The home school monitors satisfactory progress. A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

Academic Misconduct Policy

Aakers College's academic misconduct policy is as follows:

First Offense: Any student caught cheating will receive no credit on whatever he/she is caught cheating on and will not be allowed to redo the work.

Second Offense: The student will be expelled from the course, and the final grade assigned for the course will be an 'F/FA'.

The administration reserves the right to expel a student from the College if there are more than two offenses. Aiding and abetting in cheating is considered as grave as initiating the cheating – and will be treated in the same manner.

Definition of Academic Honesty: Any test or assignment which has been given to an individual to be completed independently, is completed independently without assistance from another student or others outside of the College.

One of the most common forms of cheating is plagiarism. Plagiarism is defined as the intentional or unintentional use of someone else's words or ideas without giving them proper credit and/or attempting to pass off someone else's words as your own.

Conduct/Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment. This includes, but is not limited to, conduct:

- By students, faculty, or staff that is detrimental within the classroom environment.
- That interferes with the well-being of the fellow students and/or faculty and staff members.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this policy.

Dress Code

The College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation.

Drop Class Policy

A class may be dropped without being recorded on a student's transcript during the first 8 hours of scheduled class time. After that time, students may drop a class and receive a 'W/WD' on their transcripts through the sixth Friday of the quarter. This will not affect a student's grade point average. After that, students receive an automatic 'F/FA' for any class dropped. Failure to notify the Academic Dean, Campus Director, or Associate Campus Director that a student wishes to withdraw from a course means that a student is still scheduled for class. Therefore, an 'F/FA' would be recorded as the final grade. The credits for all courses in which the last date of attendance was after the drop deadline will be counted in the cumulative credits attempted.

Early Honor Program Guidelines

Students must have senior status during the quarter in which they plan to take classes at Aakers College. Upon high school graduation, the student is not eligible for the Early Honor Program.

- Students must have a minimum cumulative high school grade point average of 2.75 out of a possible 4.00.
- Applicants will be accepted on an "available class" basis.
- Students must have applied for admission to Aakers College as a full-time student for Summer or Fall Quarter of the upcoming academic year. Students must meet all standard admission requirements.
- Student may take up to 8 credits per quarter without a tuition charge; courses designated with an "N" "NM" or "PN" are not available for Early Honor students without a tuition charge. Students must pay the cost of their own supplies and textbooks.
- To continue enrollment in the Early Honor Program, students must maintain a minimum Aakers College cumulative grade average of 2.50 out of 4.00.
- Students must have prior approval from a parent or guardian and a high school official to be admitted to the program. A signed Early Honor Application and Approval Form are required of all students.
- The application deadline is four weeks prior to the start of the intended quarter of enrollment.

Limitations

Although this catalog was prepared on the basis of the best information available at the time, all information (including the academic calendar, admission, and graduation requirements, course offerings, course descriptions, online courses and programs, and statements of tuition and fees) is subject to change without notice or obligation. For current calendars students should refer to a copy of the schedule of classes for the term in which they enroll.

The courses listed in this catalog are intended as a general indication of Aakers College's curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary from time to time. The content of a course or program may be altered to meet particular class needs. Aakers College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impact one's eligibility to sit for these exams or to secure employment in one's chosen career field.

None of the individual courses nor entire programs in the Criminal Justice AAS Degree or Office Systems Specialist AAS Degree - Legal and Criminal Justice Emphasis are designed to prepare graduates for the Peace Officer Standards and Training (POST) Licensing Exam nor any other police or peace officer examinations. Additionally, many employers in these fields will require criminal background checks as part of the hiring process and any prior criminal convictions may greatly hamper securing employment in these fields.

Aakers College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Aakers College and relevant to any of its lawful missions, processes and functions as an educational institution and business.

The administration of Aakers College reserves the right to address any issue in this catalog or its operations regarding its meaning. Administration's interpretation will be final.

Online Courses

Aakers College prides itself on being a leader in online education. Our online courses and fully online degree programs are of the highest quality and are approved by the College's accrediting body, the Accrediting Council for Independent Colleges and Schools. Aakers College online courses and programs are delivered on the World Wide Web utilizing a web-based platform. This mode of delivery offers greater flexibility and convenience for students with busy life styles and career responsibilities that prohibit them from attending classes on campus. These courses are delivered asynchronously according to the students' own schedules, meaning students have the opportunity to determine exactly when they wish to work on their courses, as opposed to attending on-campus classes at specific, scheduled times. Online course activities and assignments are conducted utilizing chat, email, message boards, and interactive web sites.

Students can be assured that all online instructors at Aakers College receive comprehensive training and support while operating in the online environment. Computers located at each campus have the appropriate system requirements for online courses. All online courses require textbooks and are available at each student's respective campus. Some online courses may require certain software packages or programs for instruction. There are no additional tuition or online library access fees when taking a course online.

Online courses have become extremely important to college students nationally, and Aakers College is no exception. In certain disciplines students might even be required to take online classes to complete a degree. A significant benefit to students taking online classes is that the College is often able to recruit and utilize instructors in specialized areas from across the country, regardless of their proximity to one of our campuses. Students also benefit from the additional flexibility online courses affords them as they complete their program, work, and attend to various other adult responsibilities. Moreover, our world continually requires of its workforce an increasing ability to utilize technology and to learn at a distance, and so the experiences online students obtain also prepare them for these new realities. Students can be assured that online courses or programs will have 24/7 technical support, access to online tutoring, and that classes will be taught by qualified instructors.

There are no additional admissions or testing requirements for taking an online course. However, students who place into Foundations of English I after taking the placement examination are not eligible to enroll in fully online programs until the successful completion of the Foundations of English I course. Students are required to attend an online orientation session upon registration for their first online course and all online students are registered through one of our residential campuses and receive the same student services available to all students.

Student Senate

Aakers College Student Senate is open to all students. The Student Senate assists the College in providing a successful, positive and rewarding atmosphere by organizing campus events.

The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives.

The representatives include: President, Vice President, Treasurer, and Secretary.

Changes in Regulations, Programs, Tuition, Book Prices, Faculty

Changes in regulations, programs, tuition, book prices, and faculty are subject to change without notice. The College reserves the right to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Exit Interviews

Any student contemplating the termination of his/her education at Aakers College must first see the Academic Dean or Associate Campus Director and then the Financial Aid Department. Academic and financial aid files are not complete until both exit interviews have been completed.

All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms.

The Financial Aid Department is available for your assistance for the duration of your student loan.

Aakers College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due the College.

Tuition Structure

Tuition rates are as follows:

New starts and re-entering students as of 10-2-2006

All courses except those designated "N", "NM", or "W"	
	$845 per course at 100-200 Level
	$955 per course at 300-400 Level
"N", "NM", or "W" designated courses	$1155 per course
Audit Courses	$422 per course

* Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $422 per course effective October 2, 2006. This non-credit option is NOT available for courses beginning with a "N", "NM", or "W". Students who elect to complete courses on a non-credit basis are not guaranteed full technology access, however every effort will be made to provide technology resources.

Transcripts denote a "ZP" upon completion of the course. Students may choose to convert the "ZP" to a letter grade and earn credit for an additional cost of $423 per course.

* Tuition for the quarter is based on the number of credits for which a student is enrolled at the end of the 2-week drop/add period.

* The College charges interest @ a 9% APR on unpaid balances.

Students who are not in attendance during Summer Quarter 2006 or who have a break in enrollment at Aakers College prior to October 2, 2006, will move to the tuition structure as indicated in the column "New starts as of 10-2-06" upon return.

State of North Dakota Refund Policy

Aakers College abides by the North Dakota refund policy to determine the amount of tuition that a student shall be responsible to pay in the event of cancellation or termination, for whatever reason. The official date of withdrawal is considered the last day that a student has attended class.

- When notice is received prior to or within seven days after completion of the first day of instruction, all tuition and other charges will be refunded to the student.
- When notice is received prior to or within thirty days after completion of the first day of instruction, or prior to the completion of one-fourth of the educational services, all tuition and other charges except 25% will be refunded to the student.
- When notice is received upon or after completion of one-fourth of the education services, but prior to the completion of one-half of the educational services, all tuition and other charges except 50% will be refunded to the student.
- When notice is received upon or after the completion of 50% of the educational services, no tuition or charges will be refunded to the student.

The State of Minnesota Cancellation, Termination, Refund Policy

If a student is cancelled or terminated, for whatever reason, the following apply:

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days following written acceptance by the College, all tuition and fees paid will be refunded regardless of whether the coursework has begun.
- When a student has been accepted and gives written notice of cancellation following the fifth business day after the day of acceptance but before the start of the program, all tuition, fees and other charges, except 15 percent of the total cost of the course (not to exceed $50) shall be refunded. All prepaid tuition is refundable.
- When a student has been accepted by the College and gives written notice of cancellation or termination after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges based on the number of days in the term plus 25 percent of the total program cost (25 percent not to exceed $100.00.) After the completion of the 75 percent of the period of instruction for which the student has been charged, no refunds will be made.
- Student refunds are made within 30 days of the date of determination of withdrawal if the student does not officially withdraw.
- The refund policy is not linked to compliance with the College's regulations or rules of conduct.
- Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

Re-Enter Policy

Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return on a subsequent quarter is defined as a re-enter.

Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of satisfactory academic progress, re-entering students are treated as continuing students and must meet progress requirements. Students are allowed to re-enter the institution only one time unless the Academic Dean, Campus Director or Associate Campus Director determine that extenuating circumstances exist.

Re-enrollment Process for Graduates

Graduates who took courses no longer offered at Aakers College may designate these credits as "emphasis/elective" credits for the Business Management AAS Degree. The only exception would be in the technology area. Courses that have been upgraded (like Lotus) due to industry demands would have to be taken. This ensures that the students basic skills are in place for employment purposes.

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director, Associate Campus Director, or Academic Dean to complete the Aakers College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally by contacting the Campus Director, Associate Campus Director, or Academic Dean. This verbal contact will also officially begin the withdrawal process.

Aakers College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student.

The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter. The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student's account, the student may be required to repay some of the federal grants if they withdraw.

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student who withdraws earned more aid than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 90 days of the school's determination that the student withdrew. Aakers College credits the student's account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school's determination that the student withdrew. The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Aakers College follows this mandate by refunding monies in the following sequence: Unsubsidized Direct Stafford Loans, Subsidized Direct Stafford Loans, Direct PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs.

Aakers College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

The student is also eligible to receive a refund of institutional charges from Aakers College up to completion of 75% of the quarter. Earned institutional charges are calculated by the day, up to the last day of recorded attendance. A $100 Administrative Fee is assessed to students withdrawing prior to completion of 75% of the quarter. After completion of 75% of the quarter, all tuition and fees are determined to be earned by Aakers College. If any funds are to be returned after the return of Title IV aid, they will be used to repay state funds in proportion to the amount received from each state source.

Federal Distribution of Funds Policy

Once the refund liability for a particular student has been determined, the federal portion of the refund shall be distributed back to the various programs in the following manner:

- All refund monies shall first be applied to reduce the student's Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct Plus loans received on behalf of the student.
- Any remaining refund monies will then be applied to reduce the student's Federal Pell Grant award.
- Any remaining refund monies will then be applied to reduce the student's Federal SEOG award.
- Other Federal SFA Programs authorized by Title IV Higher Education Act.

Non Federal Refund Distribution Policy

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other State Aid Programs (with the exception of the State Work Study Program), the following formula is used:

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements of Title IV aid applied to institutional charges) less:

Amount of institutional charges that the school can retain per our state mandated refund policy less:

Amount of Institutional Share of the Title IV Refund

=

Remaining refund due to the State Aid Programs(*)

Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-Title IV financial aid disbursed to the student (for the period during which the student withdrew).

These ratios are then multiplied against the remaining refund due to the State Aid Programs (*) to determine the proportional minimum refund due to both the State Grant and SELF Programs. If the student received funds from other State Aid Programs, those refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

- Any remaining refund monies will then be applied to reduce the student's Minnesota State Grant award and/or Minnesota Self Loan.
- Any remaining refund monies will then be applied to any other sources.

Veterans Refund

In the event a veteran discontinues training for any reason, the College will retain a $10 registration fee. Any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

Library Fine Policy

Aakers College Library/Learning Resources reserves the right to collect late fees for Aakers Library materials that are kept out past the due date without renewal. The current late fee is as follows: for all circulating books, videos, audiotapes, and CD-ROMs there is a 5 day grace period; after the grace period the charge is $0.25 a day for 10 days; the maximum late fine is $2.50. For reference books and reserve materials there is a 10 hour grace period beyond the 24 hour check-out period; after the grace period the charge is $2.00 per hour for 5 hours; the maximum late fine is $10.00. After the materials are kept out past the maximum late period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge the cost of replacing the item plus a $5.00 processing fee. In the event that nonreplaceable items are lost or damaged, the library will charge up to $100.00.

Aakers College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late. For unpaid fines on materials checked out on Aakers ID cards the College receives bills. The patrons incurring these bills should be held accountable for their payment so that the College does not have to cover fees. The College may ensure that students pay their fines at Aakers College library or other libraries by withholding the student's grade report, transcript, diploma, degree or certificate.

There are many instances when campus libraries may check out materials for patrons from other libraries with an institutional card. The College believes that this is an extension of its services and that it benefits the busy patron who is unclear how to navigate a variety of different library databases. When fines are incurred in these instances and the librarian is unable to get the other library to dismiss the fines, either Aakers College will pay the fine or the patron will be notified of the amount of the fine owed and may be held accountable by the College.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Aakers College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Aakers College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

Non-Discrimination Policy

Aakers College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, religion, creed, gender, marital status, pregnancy, sexual orientation, national origin, age, physical disability, or receipt of public assistance.

Sexual Harassment/Sexual Violence Statement of Policy

It is the policy of Aakers College to prohibit harassment of employees or students on the basis of gender. This policy is related to and is in conformity with the Equal Opportunity Policy of the College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, gender, marital status, pregnancy, sexual orientation, national origin, age, physical disability, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. The President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment.

Definitions

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitutes sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, 2) submission to or rejection of such conduct by an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment, 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of callous insensitivity to the experience of others. For further information please refer to the EEOC's website at www.eeoc.gov or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-800-3302 (TTY).

Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

Romantic/sexual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties.

The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student's actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee's ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee's ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual assault: Sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically disabled or helpless constitutes criminal sexual conduct.

College Policies.

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prosecute the case. The relative age of the persons involved, the victim's/survivor's fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account.

Informal and Formal Complaints

Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, Associate Campus Director, or President. Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as an advisor or advocate for any party in any such complaint.

No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the object of such a complaint.

Informal Resolution

Early efforts to control a potentially harassing situation are very important.

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person's supervisor can also be effective.
3. Go to a sexual harassment/violence information center or discuss the matter with a friend.
4. Talk to others who might also be victimized by the harasser, since harassment often involves more than one victim.
5. Any student, staff member, or faculty member is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Associate Campus Director, or President.

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem.

All information will be kept as confidential as possible. No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President and/or the Human Resources Director, without the written permission of the person making the complaint.

Incidents should be reported within 30 days. At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director or President.

Resolutions and Informal Complaints

Any student may discuss an informal complaint with the Campus Director, Associate Campus Director, or President.

1. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make confidential record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.
2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complaints.

Formal Complaints by Students and Employees

1. A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus Director or Associate Campus Director who will then formally investigate the complaint and present the findings and recommendations to the President.

The Campus Director and/or Associate Campus Director should report any complaint immediately to the President.

2. The College will investigate formal complaints in the following manner:
   a. The person who is first contacted, after initial discussions with the complainant and with that person's written consent will deliver the complaint to the College specifying the individuals involved. The College will decide whether the circumstances reported in the complaint warrant an investigation.
   b. If the circumstances warrant an investigation, the College will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation.

If it is necessary for the College to speak to any people other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

   c. The College's first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.
   d. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.
   e. The College will resolve complaints expeditiously.

To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.

   f. If a person making a formal complaint asks not to be identified until a later date (for example, until the end of the course), the College will decide whether or not to hold the complaint without further action until the date requested.
   g. If a formal complaint has been preceded by an informal investigation, the College will decide whether there are sufficient grounds to warrant a formal investigation.

3. After an investigation of the complaint the College will:
   a. Resolve the complaint to the satisfaction of the complainant and the person complained against and report its findings and the resolution to the President, or
   b. Report its findings with appropriate recommendations for corrective action to the President, or
   c. Report to the President its finding that there is insufficient evidence to support the complaint.

Following receipt of the report the Campus Director or Associate Campus Director will report their findings to the President with appropriate recommendations and may take further action as they deem necessary, including the initiation of disciplinary proceedings.

Recommended Corrective Action

The purpose of any recommended corrective action to resolve a complaint will be to correct or to remedy the injury, if any, to the complainant and to prevent further harassment. Recommended action may include a written or verbal reprimand of the harasser; suspension, dismissal, or transfer of the harasser; a change of grade or other academic record for a student who has been the victim of harassment; or other appropriate action.

Any action to suspend or to dismiss a member of the staff or faculty is solely within the authority of the Campus Director and the President.

False Charges

If it is determined in any way that a complaint was made by an employee or a student with the knowledge that the facts were false, the President will be notified. The President may recommend appropriate disciplinary action.

Sexual Violence

Aakers College expects that all employees and students will conduct themselves in a responsible manner that shows respect for others and the community at large. The same behavioral standards apply to all individuals. As part of the larger community we are subject to, abide by, and support statutes and local ordinances regarding criminal sexual conduct.

Sexual assault is an act of aggression and coercion, not an expression of sexual intimacy. We will do whatever possible to offer safety, privacy, and support to the victim/survivor of sexual assault. Helping the victim/survivor look at options for reporting the assault and taking care of herself/ himself is the immediate concern of the College. The College will assist the victim/survivor in contacting an appropriate agency if such assistance is desired. If the assault takes place at the College facility, the victim/survivor should immediately contact the Campus Director, Associate Campus Director, or President. Administrators are not to reveal the name of the victim/survivor unless he/she chooses to be identified.

The administrative office at each Campus shall, at all times, have readily available the name(s) of local law enforcement agencies and sexual assault centers that are to be called for immediate help.

If the assault takes place outside the College facility, the victim/survivor should immediately contact, or have a friend contact, the local law enforcement and sexual assault center. Following the incident the victim/survivor should notify the Campus Director or Associate Campus Director of the assault for support and assistance.

Further, in either case, the victim/survivor should do the following:

1. It is helpful to have a written summary of what happened while the memory is still clear.
2. No attempt should be made to bathe, change clothes, or otherwise clean up prior to examination by a medical practitioner qualified to make determinations regarding sexual assault.
3. In most cases it will be helpful to have a friend with you when talking to the local law enforcement officials or sexual assault center personnel.

Victims' Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on property owned by the College the following additional policy applies:

1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration, at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any campus disciplinary proceeding concerning a sexual assault complaint;

4. Notice to a sexual assault victim of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;

5. The complete and prompt assistance of campus administration, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;

6. The assistance of campus administration in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;

7. The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and

8. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board.

Drug Free Campus Policy

In accordance with the Drug-Free Schools and Communities Act Public Law 101-226, Aakers College is declared a drug and alcohol-free college. Student use of alcohol or the unlawful manufacture, distribution, dispensing or use of a controlled substance or alcohol anywhere on Aakers College property or while in college-related activities is prohibited. Students who violate this policy will be subject to disciplinary action up to and including expulsion.

Family Educational Rights and Privacy Act (FERPA)
Amended 10/01 to include the USA Patriot Act

Amended 10/01 to include the USA Patriot Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the school Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a "lawfully issued subpoena or court order in three contexts.
   a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.
   b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements nor recordation requirements apply.
   c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger of student or others must be present.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

Directory Information

Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Director of the school within fifteen (15) days after the student starts classes. Directory Information includes: Student's name, date of birth, address(es); course of study; extracurricular activities; degrees and/or awards received; last school attended; dean's list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended Aakers College not to include specific daily records of attendance).

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once filed this becomes a permanent part of the student's record until the student instructs the institution, in writing, to have the request removed.

Grievance Policy

It is the policy of Aakers College that students should have an opportunity to present school related complaints through grievance procedures. The College will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as a student's expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College's personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms "timely fashion," "reasonable time," and "promptly" will mean ten days.

Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

Grievance Procedure

In the event an applicant, student, graduate, former student, other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.

2. If the matter is not resolved to the person's satisfaction he/she has the option to follow the appropriate steps:
   a. Requests for further action on educational issues should be made to the Academic Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Campus Director. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.

Students or other interested parties may also direct their complaints to:

North Dakota State Board for Career and Technical Education
State Capitol, 15th Floor,
600 East Boulevard Avenue, Dept. 270
Bismarck, ND 58505-0610
(701) 328-3180

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
(651) 642-0567

Accrediting Council for Independent Colleges and Schools,
750 First Street, NE, Suite 980
Washington, D.C. 20002-4241
(202) 336-6780

College Policies.

Appeal Procedure

Aakers College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. When an individual feels he/she has been unjustly treated, he/she can request the Chief Academic Officer and/or Vice President of Accreditation and Compliance of the College hear his/her grievance.

If an individual wishes to appeal a decision or requests a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Chief Academic Officer and/or Vice President of Accreditation and Compliance within 15 calendar days of the issue in question. Response will be given within 30 Days.

Arbitration

Any controversy or claim arising out of, or relating to a current or former student's recruitment by, enrollment in, or education at Aakers College ("Controversy or Claim"), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Aakers College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the "Student") or Aakers College remains dissatisfied, then the Controversy or Claim shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Aakers College catalog. Unless the Student and Aakers College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages. The arbitrator also shall have no authority to award attorney's fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Aakers College shall bear an equal share of the arbitrator's fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Aakers College share bear their own costs and expenses of the arbitration, including attorney's fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Aakers College.

Disclosure Policy

Availability of financial information regarding the College may be requested from the Chief Financial Officer.

Statement of Ownership

Aakers College is a private college and is a wholly owned subsidiary of Rasmussen College, Inc., a private corporation incorporated under the laws of the State of Delaware.
4012 19th Avenue Southwest
Fargo, ND 58103-9831
(701) 277-3889
Aakers College – Fargo
Aakers College – Bismarck
Corporate Officers:
– **Robert E. King**, Vice Chair
– **J. Michael Locke,** Vice President, and Secretary
– **Susan Falotico**, Executive Vice President, Chief Financial Officer, and Assistant Secretary
– **Kristi A. Waite,** Executive Vice President and Corporate CEO
– **Tawnie Cortez**, President, Aakers College

Accreditation and Authorization

Accreditation

Aakers College is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Accrediting Council for Independent Colleges and Schools:
750 First Street, NE, Suite 980
Washington, D.C. 20002-4241
(202) 336-6780

Authorization

North Dakota State Board for Career and Technical Education
State Capitol, 15th Floor,
600 East Boulevard Avenue, Dept. 270
Bismarck, ND 58505-0610
(701) 328-3180

Licensing

Aakers College is licensed as a private career school with the Minnesota Office of Higher Education. Licensure is not an endorsement of the Institution. Credits earned at the Institution may not transfer to all other institutions. The educational programs may not meet the needs of every student or employer.

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
(651) 642-0567

P O L I C I E S

Standards of Satisfactory Progress For Institutional and Financial Aid Guidelines

Satisfactory Academic Progress is defined as progression through an academic program within a prescribed time frame. Lack of satisfactory progress may jeopardize the students' ability to complete their program. Aakers College expects students to progress through programs based on the satisfactory progression standards listed here.

Credit Information

A full-time student must be enrolled for and successfully complete a minimum of 12 credit hours per quarter of attendance. A three-quarter time student must be enrolled for and successfully complete a minimum of 9, 10, or 11 credit hours per quarter of attendance. A half-time student must be enrolled for and successfully complete a minimum of 6, 7, or 8 credit hours per quarter of attendance. The exception to this is that as of July 1, 1992, the Minnesota State Grant Program adopted the policy whereby 15 credit hours per quarter constitutes full-time attendance. There are nine additional levels of eligibility below that, to a minimum of 3 credit hours per quarter.

Definition of an Academic Year is a Minimum Of:

36 Quarter Credits
30 Weeks

Standards of Academic Progress

Mid-quarter and final grade reports are distributed to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly. All grades relate to credits successfully completed with the exception of the "W/WD" and "U/UN" which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. Courses which have been transferred from other institutions will be listed on the student's transcript with a "TR" designation. Courses for which a student has received credit by examination will be listed as "TO" (Test-Out) on the student's transcript. However, grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average.

All students must comply with the following components, which are used to measure a student's Satisfactory Progress (SAP) towards the completion of a degree or certificate. The components are:

1. A Cumulative Grade Point Average (CGPA) consistent with graduation requirements.
2. Cumulative Completion Rate (CCR)
3. Duration of eligibility, which is up to 150% of the program.

A Cumulative Grade Point Average (CGPA) equal to or greater than 2.00 is required for graduation. In addition, at the end of the second academic year (6 quarters), students must have a CGPA equal to or greater than 2.00 to be making satisfactory academic progress.

A Cumulative Completion Rate (CCR) of 25% is required at the end of a student's first quarter. A Cumulative Completion Rate (CCR) of 50% is required at the end of a student's second quarter. A Cumulative Completion Rate (CCR) of 67% is required at the end of a student's third quarter and every quarter thereafter. The CCR is determined as follows: Cumulative credits earned / cumulative credits attempted in a program.

The following will not be considered as credits successfully completed or earned: F/FA, U/UN, W/WD, I/IN. In addition, Foundations courses are not included in the maximum number of credit hours attempted or successfully completed toward completion of the degree when assessing satisfactory progress.

The maximum time frame for program completion, or duration of eligibility, is a period equal to 1.5 times the number of credits required for program completion. Total credits are indicated by each program listing in the catalog. Credits accepted for transfer into the College and credits earned by examination will be deducted from the total credits required for purposes of determining the maximum program time frame and will not be calculated in the credits attempted / credits earned percentage.

A student cannot exceed one and one-half times the standard time frame. Students who fail a class are allowed to repeat the class. The credits are counted in the financial aid award. Students who wish to repeat a course, and have earned above a failing grade, are responsible for paying for the class out of pocket in this instance. These credits cannot be included in the student's financial aid award.

If a student's CGPA falls below a 2.00 or they fail to meet the CCR, (the necessary percentage of attempted/earned credits) or duration of eligibility requirements, the student is placed on academic warning during the subsequent quarter. After counseling, the student signs an agreement to the conditions of the warning period. During the academic warning period, eligibility for financial aid continues.

A student who does not meet the 2.00 CGPA, CCR, (the necessary percentage of attempted/earned credits), or duration of eligibility at the end of the academic warning period will be placed on academic probation. Students who are placed on academic probation do not receive financial aid. At the end of the academic probation period a student must meet the 2.0 CGPA and required percentage of attempted / earned credits, or duration of eligibility. Students who fail to meet the terms of probation will be terminated from the college.

Mitigating Circumstances: Termination from college, due to probationary status, may be appealed to the Academic Review Committee. This committee is composed of the Academic Dean and two instructors who will determine if mitigating circumstances apply. All appeals must be made in writing addressing the nature of the circumstances that warrant exception to the policy stated above. All appeals are reviewed and ruled on upon within five business days. Students will be notified in writing regarding the outcome of the appeal. The ruling of the committee is final and cannot be appealed. Should a student choose to transfer from one program to another, only the grades and credits that apply to the new program will be calculated in the students CGPA and CCR. Students who withdraw from the institution and later re-enter the College in the same program will continue at the same satisfactory progress and evaluation points in effect at the time of withdrawal. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student's new program.

Administration.

"We are dedicated to assisting students with additional help in improving study skill habits, reading, writing, test-taking and note-taking skills."

– LAMONT ALLEN
Director of National Online Operations
B.A., University of Wisconsin – Madison

Central Services

Lamont Allen, Director of National Online Operations — Eden Prairie
B.A., University of Wisconsin - Madison

Natasha Bryant, Student Services Coordinator — Maitland
M.S., B.S., SUNY- Brockport

Jessica Cisek, Human Resources Generalist — Burr Ridge
M.B.A., Nova Southeastern University
B.A., Florida State University

Stella Coker, Online Bookstore Manager — Eden Prairie
A.A.S., Rasmussen College

Kevin dela Cerna, Online Career Services Advisor — Eden Prairie
B.A., University of Central Florida

Jonathan Edwards, — Burr Ridge
Corporate Student Accounts Manager
M.A., American Intercontinental University
B.S., Indiana University of Pennsylvania

Greta Ferkel, Director of Online Student Services — Maitland
M.M.Ed., University of North Texas
B.M.E., University of Hartford

Robin Gennell, Manager of Personal Support Center — Maitland
A.A., Brevard Community College

Seth Grimes, Manager of Student Support Services — Maitland
M.B.A., Benedictine University
B.S., University of Alabama

Toni Hobbs, Senior Financial Aid Manager — System
M.A.M., Bellevue University
B.A., College of St. Mary

Jason Jones, Student Services Coordinator — Maitland
B.A., University of West Florida

Christine Kergold, Student Services Coordinator — Maitland
B.M.E., University of Central Florida

Bob King, Jr., Director of Marketing – Client Services — Burr Ridge
M.B.A., Northwestern University
B.A., DePauw University

Wendy M. Knafla, Marketing Manager — St. Cloud
B.A., St. Cloud State University

Jeff Laing, Student Services Coordinator — Maitland
A.S., Full Sail Real World Education

Joanne M. Larson, Human Resources Generalist — Roseville

Patricia A. Laury, SPHR, Human Resources Director — Burr Ridge
M.Ed., Kent State University
B.A., Long Island University

Donnie Murphy, Online Scheduling Coordinator — Eden Prairie

Debora Murray, National Director of Financial Aid — System
B.A., University of North Dakota

Emily O'Connor, System Library Director — System
M.S., Florida State University
B.A., West Virginia Wesleyan College

Chris Sangrey, CMS Application Administrator — Maitland
B.A., University of Central Florida

Andrea Savas, Director of Student Success Strategies — Maitland
B.S., University of Central Florida

Lynn Voss, Human Resources Generalist — Burr Ridge
B.A., University of Illinois – Champaign

Campus and Academic Administration

Elizabeth Largent, Campus Director — Fargo
B.S., State University of New York

Jim Ihrke, Campus Director — Bismarck
M.S., B.S., Mankato State University
A.A.S., University of Minnesota

Amy Beito, Associate Campus Director — Fargo
B.S., Minnesota State University - Moorhead

Greg Strum, Associate Campus Director — Bismarck
M.S., University of Mary

Timothy McLagan, Academic Dean — Fargo
M.A., University of St. Thomas
B.S., North Dakota State University

Kimberly Long, Academic Dean — Bismarck
Ph.D., Capella University
M.S., B.S., University of Mary
A.S., A.A., Bismarck State College

Greta Nelson, Dean of Students — Bismarck
B.S., Dickinson State University

Michelle Maack Friederichs, Director of Academic Quality — System
Ed.D., St. Mary's University
M.A., Minnesota State University – Mankato
B.A., College of St. Benedict

Roger Grimm, Bachelor's Degree Program Coordinator — Fargo
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B.U.S., North Dakota State University

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M.S., Nova Southeastern University
B.A., Newberry College

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D.M.A., The Ohio State University
M.M.Ed., Yale University
B.M.E., University of Kansas

Carl Young, Bachelor's Degree Program Coordinator — Bismarck
M.S., B.S., University of Mary
A.A.S., Bismarck State College

Administration.

Admissions Department

Jeff Hagy, Director of Student Recruitment		System
B.A., St. Cloud State University		
Paul Kramer, Director of Training and Development		System
M.A., University of St. Thomas		
B.A., University of Wisconsin		
John Wilson, Director of Admissions		Fargo
A.A.S., Aakers Business College		
Mike Heitkamp, Director of Admissions		Bismarck
MBA, B.S., University of Mary		
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B.S., University of Mary		
Shannon Balerud, Admissions Representative		Bismarck
B.S., University of North Dakota		
Linda Froehlich, Admissions Representative		Fargo
Randy Harwood, Admissions Representative		Fargo
B.S., North Dakota State University		
Ryan Hawthorne, Admissions Representative		Fargo
B.S., Minot State University		
Jennifer Hines, Admissions Representative		Fargo
B.S., Moorhead State University		
Karrie Huber, Admissions Representative		Bismarck
B.A., North Dakota State University		
Sandra Koebernick, Admissions Representative		Fargo
B.S., Minnesota State University-Moorhead		
Jennifer Mastrud, Admissions Representative		Fargo
B.S., North Dakota State University		
Aaron Martin, Admissions Representative		Fargo
B.S., North Dakota State University		
Shari Moe, Admissions Representative		Fargo
B.S., North Dakota State University		
Barb Schantz, Admissions Representative		Bismarck
Colleen Scott, Admissions Representative		Bismarck
Raquel Whalen, Admissions Representative		Bismarck
MBA, University of Mary		

Student Services Staff

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B.U.S., North Dakota State University		
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B.S., University of Mary		
Beth Frigstad, Financial Planner		Bismarck
A.A.S., Aakers Business College		
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Emily Halvorson, Financial Planning Coordinator		Fargo
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Gayle Johnson, Student Services Coordinator		Fargo
M.S., North Dakota State University		
B.S.W., Minnesota State University – Moorhead		
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A.A.S., Aakers Business College		
Karen Nelson, Career Services Advisor		Fargo
B.A., Concordia College – Moorhead		
Darwin Olson, Financial Aid Director		Fargo
A.A.S., University of North Dakota - Lake Region		
DeNell Peterson, Financial Aid Officer		Fargo
David Schadler, IT Support Specialist		Fargo/Bismarck
A.A.S., Aakers Business College		
June Schott, Registrar		Fargo
Kara Strom, Administrative Assistant		Bismarck
A.A.S., Aakers Business College		
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A.A., Mayville State University		
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B.S., Dickinson State University		
A.A., Bismarck State University		

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B.A., Buena Vista University

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B.S., University of Wisconsin - Stout
Carlson School of Management

Rahndy Jadinak — Online
B.S., Minnesota State University – Mankato

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B.S. University of North Dakota

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B.S., North Dakota State University

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A.S., North Dakota State College of Science

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B.S., Minnesota State University – Moorhead

Sheri Walls — Fargo
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B.S. Southern Nazarene University

Allied Health Department

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Massage Therapy Department Chair
M.A., Concordia University
B.S., North Dakota State University

Cynthia Glewwe, R.H.I.A. — System
HIT Department Chair
B.A., College of St. Scholastica

Kathleen Beck — Fargo
MBA, University of North Dakota
BSN, University of North Dakota

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A.S., Bismarck State College

Kali Hardy — Bismarck
B.S., Minot State University

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A.A.S., Williston State College

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M.D., University of Birmingham
M.S., University of Mary

Lael Richards — Fargo
B.S., Valley City State University

Cheryl Seurer, CPC — Bismarck
Coding Diploma, Bismarck State College

Vicki Stevens — Bismarck
B.S., Valley City State University

Business Education & Computer Department

James Sayles, Interim Business Department Chair — System
MBA, Almeda University
B.A., Buena Vista University

Robert Anderson — Fargo
B.S., Mayville State University
B.A., University of North Dakota

MacDalton Berns — Fargo
M.A., University of Mary
B.S., Minnesota State University – Moorhead

Becky Bowen — Bismarck
J.D. University of North Carolina, Chapel Hill
B.A. Wakeforest University

Aimee Copas — Bismarck
M.S., Northern State University
B.S., University of Mary

Sarah Dixon — Fargo
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A.A., Bismarck State College

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B.S., Southern Illinois University

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B.S., Minnesota State University – Moorhead

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M.Ed., Capella University
B.S., Alcorn State University

Karen Krych — Online
B.S., St. Cloud State University

Tara Lacher — Bismarck
B.S., University of Mary

John Lazorenko — Fargo
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M.S., B.S.,University of Mary

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Kelly Ybarra — Bismarck
B.A., University of South Dakota

OUR TEAM

Communication Department

Jacquelyn Gomez — Fargo
B.S., Minnesota State University – Moorhead

Crime Management Department

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M.A., B.S., North Dakota State University

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M.A., University of Mary
B.S., Bemidji State University

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B.S., University of North Dakota

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B.A., University of Nebraska-Lincoln

David Kirk — Fargo
M.A., B.A., Rhode Island College

Jane Laux — Fargo
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Ted McKinney — Fargo
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