Welcome

This catalog covers policies and other information for the Sanford-Brown College ("Sanford-Brown") and is current as of the time of publication. From time to time, it may be necessary or desirable for the Institution to make changes to this catalog due to the requirements and standards of the Institution's accrediting agency, state licensing agency, or U.S. Department of Education, academic improvements, or other reasons. The Institution reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the Institution's academic calendar and other dates, and other provisions. The Institution also reserves the right to make changes in equipment and instructional materials, to modify curriculum, and to combine or cancel classes.

Students are expected to be familiar with the information presented in this catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in Sanford-Brown, students agree to accept and abide by the terms stated in this catalog and all school policies. If there are conflicts between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

PHOTOGRAPHS

While not all photographs in this publication were taken at the Institution, they do accurately represent the general type and quality of equipment and facilities found at the Institution. All photographs of the physical facilities of any of the institutions are captioned to identify the particular institution depicted.

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About the Institution

MISSION STATEMENT
The institution provides career-focused post-secondary educational opportunities to a diverse student population. Through outcomes oriented programs, convenient and supportive student services that accommodate students’ lives, and career assistance, the institution is committed to helping our students and graduates achieve their educational and professional goals.

OBJECTIVES
To accomplish this mission, the Institution is dedicated to:

• Fostering academic excellence,
• Providing theoretical and practical training,
• Employing qualified faculty who offer students personalized attention and professional expertise,
• Utilizing industry-standard curricula and technologies,
• Providing staff and faculty members who uphold the highest standards of service and quality, and
• Cultivating an environment that celebrates creativity and diversity.

The Institution’s faculty, administration, and support services, diligently work to fulfill this mission.

STATEMENT OF OWNERSHIP
Sanford-Brown is owned by Sanford-Brown Holdings, Inc., a Delaware company, which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at 231 North Martingale Road
Schaumburg, IL 60173
(847) 781-3600
(847) 781-3610 (fax)

The Executive Officers of CEC are:
Scott W. Steffey
President and Chief Executive Officer

Colleen O’Sullivan
Senior Vice President and Chief Financial Officer

Members of the CEC Board of Directors are:
David W. Devonshire, Chairman
Louis E. Caldera
Dennis H. Chookaszian
Patrick W. Gross
Greg L. Jackson
Thomas B. Lally
Ron D. McCray
Scott W. Steffey
Leslie T. Thornton

ACCREDITATION AND LICENSURE
The Institution (Sanford-Brown) is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Certificates, Associate degrees and Bachelor degrees.

ACICS 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 (ACICS):
750 First St., N. E., Suite 980
Washington, D.C. 20002-4221
(202) 336-6780
www.acics.org
Eligible institution for Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work Study (FWS) programs.

Eligible institution for Minnesota student grants, Minnesota Child Care Grant, Minnesota Work Study and Student Educational Loan Fund program (SELF).

Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Approved by the State Department of Vocational Rehabilitation to offer our educational programs to qualified recipients.

Minnesota Career College Association

Minnesota Chamber of Commerce

Dakota County Chamber of Commerce

TwinWest, Minnesota Chamber of Commerce

Articulation Agreements
Sanford-Brown currently has Articulation Agreements with:

Colorado Technical University
4435 N. Chestnut Street Suite E
Colorado Springs, CO 80907
(877) 640-7555

Alder Graduate School
Richfield, MN

Briarcliffe College
Bethpage, NY

Concordia University
St. Paul, MN.

Globe University Minnesota School of Business
Minneapolis, MN

AFFILIATIONS AND ARTICULATION AGREEMENTS

Affiliations
Sanford-Brown is a member of the Association of Private Sector Colleges & Universities.

Better Business Bureau

Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate students (FPLUS).
FACILITIES AND EQUIPMENT FOR INSTRUCTION

The Sanford-Brown educational facility and administrative offices are located in a convenient suburban setting adjacent to major thoroughfares and accessible from all parts of the metro area. Affordable housing, public transportation and nearby shopping malls allow the students to live, commute and work nearby. The campus occupies a freestanding facility with ample parking. Students will find:

- Classrooms which consist of lecture rooms and instructional laboratories.
- Labs equipped with various types of computers and equipment appropriate to the programs offered.
- A Learning Resource Center which includes books, periodicals, pamphlets, articles, and CD-ROM support materials to supplement the programs, plus support for the general education courses. The Internet, Cybrary (an Internet-based virtual research library), various indexes and catalogs are also available through computer use in the library.
- Admissions, academic and administrative staff offices.

CAMPUS HISTORY

In 1946, Richard and Helen Brown established The American Institute of the Air to train students for careers in broadcasting. Nine years later, the school’s name was changed to Brown Institute and program offerings were added. In 2001, Brown Institute, LTD began operation as Brown College. This name change reflects the school’s expanded program and degree offerings. Brown College is now affiliated with Career Education Corporation, one of the world’s largest providers of private, proprietary postsecondary education.

In its early years, the college occupied a seven-building campus on East Lake Street in Minneapolis, Minnesota. In July 1986, the school moved a few blocks west to a location at Lake Street and Hiawatha Avenue. A decade later, the needs of Brown’s rapidly growing student body prompted the move to a new campus in Mendota Heights, a southern suburb of St. Paul. In 2011 the campus relocated to a new facility in Mendota Heights.

Expansion occurred in October 2001 when Brown College opened a satellite campus in Brooklyn Center, a suburb of the northwestern Twin Cities. The satellite campus was upgraded to a branch campus in February 2005 and in May 2011 moved into a new facility in Brooklyn Center.

In 2014 Brown College and Sanford Brown were merged to create a comprehensive higher education institution offering programs across multiple disciplines.
General Information

ACADEMIC CALENDAR
Academic terms and session start dates, as well as the holiday schedules, are listed in the academic calendar located in the catalog addendum.

CAMPUS SECURITY
The Institution publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities.

The Annual Security Report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. This report is published annually by October 1, and contains statistics for the three most recent calendar years. A copy of the Annual Security Report is provided to all current students and employees. A copy of the most recent Annual Security Report may be obtained from the campus administration during regular business hours.

In addition to the Annual Security Report, the Institution maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours by contacting the campus administration. The Institution will report to the campus community, any occurrence of any crime, reportable in the Annual Security Report that is reported to campus security or local police, which is considered to be an immediate threat to students or employees. For ground students, the Institution reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare. Identification badges are required to be displayed at all ground campuses at all times. The Institution publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities.

HOURS OF OPERATION
The College administrative offices are open from 8:00 a.m. to 8:00 p.m., Monday through Thursday, 8:00 a.m. to 4:00 p.m. on Friday, and from 9:00 a.m. to 1:00 p.m. on Saturday (Saturday hours are for the Mendota Heights campus only). Changes in hours of operation will be posted at the campus. Administrative office hours may be extended if scheduled courses extend into evening hours.

CLASS TIMES
The schedule received for each term will indicate the days and hours classes meet. Classes meet Monday through Thursday. Standard breaks may be given as appropriate for class time. Scheduled times are as follows and apply to all classes in all programs:

Although individual student schedules may vary, morning classes generally meet Monday through Thursday between 7:30 a.m. and 12:30 p.m., afternoon classes generally meet Monday through Thursday 1:00 p.m. to 6:00 p.m. Evening classes generally meet Monday through Thursday between 6:00 p.m. to 11:00 p.m.

Classes will begin promptly at their assigned start times and remain in session until the established end-of-class time.

CATALOG ADDENDUM
The catalog addendum includes the most current information related to the academic calendar, tuition and fees, updates to program offerings, full-time faculty members, administrative staff, and other updates. Students are responsible for referencing the addendum for the most current information.

STUDENT CONDUCT POLICY
All students are expected to respect the rights of others and are held responsible for conforming to the laws of the United States, local, and State governments. Students are expected to conduct themselves in a manner consistent with the best interests of the Institution and of the student body.

The Institution reserves the right to dismiss a student, or restrict a visitor, for any of the following reasons: possession of firearms on campus property; failure to maintain satisfactory academic progress (SAP); failure to pay institution fees and/or tuition by applicable deadlines;
This grievance procedure is intended for problems professionals in the industries for which training is offered. are addressed in the curricula and reinforced by interaction with guidance of the faculty, theoretical, practical, and creative applications are recognized by their academic and industry peers. Through the members bring a high level of professionalism to the classroom, and success. Many faculty members have professional and industry experience, combined with appropriate academic credentials. Faculty members bring a high level of professionalism to the classroom, and are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical, and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries for which training is offered.

Faculty members are dedicated to student’s academic achievement, professional education, individual attention, and to the preparation of students for their chosen careers. It is through personal attention that students can reach their potential, and it is the dedicated faculty who will provide the individual guidance necessary to assure every student that his or her time in class is well spent. A listing of the Institutions’ full-time faculty may be found in the addendum to this catalog.

GRIEVANCE POLICY

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student’s Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

Please note: This grievance procedure is intended for problems concerning a student’s recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.

Sanford-Brown and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Institution administration against any party involved. We will investigate all complaints or grievances fully and promptly.

So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student’s claims.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or their supervisor. Alternatively, the student may submit the complaint to the Designated Academic Official.
Step 2 – If the matter is not resolved to the student’s satisfaction in Step 1, the student may appeal to the Institution’s Academic Review Board (ARB). To do so the student must submit to their Academic Advisor a written, dated, and signed statement of the grievance or complaint, with a detailed description of the actions that have taken place thus far. The student’s Academic Advisor will submit and present the appeal to the ARB. The ARB will evaluate the appeal, potentially seek additional relevant information from the student, and assess the appeal’s merits based upon the evidence presented in a fair and equitable manner. The ARB will issue a decision in writing to the student within 10 days of receipt of all relevant evidence provided by the student. The ARB’s decision will be final. The student’s written complaint, together with ARB’s decision, will become a permanent part of the files of the parties involved.

GENERAL
This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by the Institution. If the school fails to act within the time frames described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student’s Enrollment Agreement. The time periods set forth in these procedures can be extended by mutual consent of the Institution and the student.

The student may also contact the:

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

At any time, a student may also contact the state agency according to their campus location. State specific agencies are listed below.

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

Education Approval Board of Wisconsin
30 West Mifflin Street, 9th Floor
PO Box 8696
Madison, WI 53708-8696
(608) 266-19996
(608) 264-8477 (fax)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the Institution receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the Registrar’s Office and submit to the Registrar’s Office, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the Registrar’s Office, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s 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 provide written consent before the Institution discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law
enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the institution who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 responsibilities for the institution.

Parental access to a student’s record will be allowed by the institution without prior consent if: (1) the student has violated a law or the institution’s rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. 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, D.C. 20202

Below is a listing of the disclosures that postsecondary institutions may make without consent:

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

• To other school officials, including teachers, within the Institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.

• To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.

• To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution’s State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

• To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. To accrediting organizations to carry out their accrediting functions.

• To comply with a judicial order or lawfully issued subpoena.

• To appropriate officials in connection with a health or safety emergency.

• Information the school has designated as “directory information” may be released at the school’s discretion. The Institution has defined directory information as the student’s name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs, student IDs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the Registrar’s Office within 45 days of the student’s enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student’s name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

• To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a
crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

**AMERICAN WITH DISABILITIES ACT/504**

The Institution does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the Institution. To request an auxiliary aid or service, please contact the ADA/504 Coordinator.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable the Institution to provide an auxiliary aid or service, it is recommended that the Application for Auxiliary Aid be submitted to the ADA/504 Coordinator six weeks before the first day of classes, or as soon as practical. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to the Institution’s grievance procedures. It is the policy of the Institution to offer reasonable accommodations to qualified students with disabilities, in accordance with the Americans with Disabilities Act (ADA).

**INSTITUTIONAL POLICIES**

Students are expected to be familiar with the information presented in this institution catalog, in any supplements and addenda to the catalog, and with all institution policies. By enrolling in the Institution, students agree to accept and abide by the terms stated in this catalog and all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

**TECHNOLOGY USE POLICY**

Faculty, staff, and students are advised to use proper social and professional etiquette when using the technology systems of the Institution. Use of the network implies consent for monitoring of traffic that is necessary for smooth administration of the resource. The Institution does not condone the use of inappropriate language when communicating to instructors, staff, or students. Any part of the Institution’s technology resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the internet, screensavers, etc. In addition, copies of such material, including those from magazines, are not permitted to be distributed. Violations of this policy by any student, faculty, or staff member may result in disciplinary action up to and including dismissal.

The Institution’s technology resources should only be used to accomplish institution-specific tasks, goals, and learning objectives. The Institution’s technological resources shall not be used for purposes that could reasonably be expected to cause directly, or indirectly, excessive strain on technology resources or unwarranted and unsolicited interference with use of technology systems. Engaging in any use that interferes with another student’s and/or employee’s work or disruption of the intended use of technology resources is prohibited. Students who violate the Technology Use Policy may be subject to disciplinary action.

**SEXUAL HARASSMENT POLICY**

Sanford-Brown is committed to the policy that all members of the school’s community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school’s community. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Sexual harassment will not be tolerated.

Should a student feel that he/she has been sexually harassed; the student should immediately inform the campus Director of Education. If the matter is not resolved to the student’s satisfaction, or the student is not comfortable in addressing the issue with the DOE, the student may elevate the issue to the campus President. If the matter is then not resolved to the student’s satisfaction, the student may reach out to a Career Education Corporation Corporate contact by calling 847-781-3600, choosing option 6 for student concerns.
COURSE MATERIALS
The Institution reserves the right to make changes in equipment and instructional materials. Instructors may require students to purchase additional course materials during the course of a class. Students may need to purchase replacement or additional supplies during the term. Students taking online classes may need to have access to course-specific software and/or hardware.

Books and supplies issued to students must be returned in like-new condition before the end of the first week of the term if they no longer need them because of a schedule change or because they become withdrawn or dismissed from the institution. They will be charged the cost of any unreturned items, or any items returned that are not in like-new condition, as determined by the sole discretion of the school.

It is the students’ responsibility to keep and protect books and supplies that are issued to them. They will be responsible for the cost of replacing any items that are lost, stolen, or no longer usable.

Some courses require that students reuse the same book and/or supplies that are utilized in earlier coursework. It is the students’ responsibility to keep any books and supplies issued to them. If they need to replace a book or supplies previously issued for any reason, they will be responsible for the cost of purchasing these replacement items.

If students are required to repeat a previously attempted course for which they were charged tuition due to earning an F or W it is their responsibility to keep any books and supplies issued to them for their previous attempt. They will only be issued new books and supplies if the school has changed the required books and supplies from the time they originally attempted the course.

COURSE MATERIALS RETURN
If students drop a course or are withdrawn or dismissed from the institution before the end of the Add/Drop period (generally, the first week of the session), they must return the books and supplies issued to them. The books and supplies must be returned in like-new condition, as determined by the school in its sole discretion.

Students taking online courses receive course materials from Words of Wisdom, LLC. Course materials must be returned to Words of Wisdom, LLC, using the Words of Wisdom Return Materials Authorization (RMA) number and Merchandise Return Label provided by Words of Wisdom, which may be obtained by contacting Words of Wisdom customer service at 1-866-969-4238 or at sbonlinebooks@wordsofwisdombooks.com. This label will allow the student to return the materials at no expense to them via USPS.

To be eligible for return credit, the following criteria must be met:

- The RMA must be requested prior to the end of the first week of the session.
- The materials being returned must be for the current session only.
- The materials being returned must be unused, undamaged, unmarked and in saleable condition.
- The RMA number must be included with student’s return.

Failure to meet the above criteria or to include the RMA number will made the return ineligible for credit, and the materials will be returned to the student or discarded upon written direction from the student.

E-BOOK AGREEMENT
For students using e-books, the student agrees that by accessing e-books provided by the Institution, s/he will abide by the terms and conditions of the e-Book Agreement, which states that the student will not copy, alter, or reproduce the e-books in any form with the intent of distributing or selling any part of the content, directly or indirectly. By accessing e-books, the student understands that these are security requirements necessary to protect e-book copyrights.

LEARNING RESOURCE CENTER
The campus has a Learning Resource Center (LRC) located in its facility, which provides materials to support the Institution’s mission and curriculum and helps each student attain his or her educational goals. The collection includes books (circulating, reference, and reserve), an assortment of current periodicals, and CD-ROM disks. Students also have access to the Cybrary, an electronic library system specially designed to support the programs and students of the Institution.
HOUSING
The Institution does not provide on-campus housing, but does assist students in locating suitable housing off campus.

CAREER SERVICES
During the admissions interview, prospective students are introduced to career paths that may be available to them upon graduation. The Career Services staff is the liaison between students and employers, and serves the students by promoting the Institution to prospective employers. Career Services provides students and graduates with resources for resume writing, interviewing skills, and professional networking techniques.

Several local and nationally recognized organizations employ our graduates. Some entrepreneurial graduates use their education and talents to start businesses of their own. Organizations that accept students or graduates, for internship or potential employment, may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug related), or personal background issues such as bankruptcy might not be accepted by these organizations for internship or employment following completion of the program. Additionally, some organizations may require candidates to submit to a drug test. Some programs may require additional education, licensure, and/or certification for employment in some positions. Employment and internship decisions are outside the control of the Institution. The Institution does not guarantee employment or salary. Graduates may return to the Institution for assistance in advancing within their career paths.

The Office of Career Services maintains and provides resumes of graduates to prospective employers. Program success is evaluated through the Student Outcomes and Disclosures information located on the home page of the Institution’s Web site. In addition, the Institution surveys graduates and employers to obtain educational and employment feedback and utilizes input from advisory boards, consisting of industry professionals, to improve educational programs and to update curriculum.

The Institution cannot guarantee employment or salary. Find disclosures on graduation rates, student financial obligations, and more at www.sanfordbrown.edu/disclosures

BACKGROUND CHECKS
Agencies and institutions that accept our students for internship/externship and potential employers may conduct a criminal and/or...
Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship/externship or employment placement following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in some positions. Employment and internship/externship decisions are outside the control of the Institution.

The Institution cannot guarantee employment or salary. Find disclosures on graduation rates, student financial obligations and more at www.sanfordbrown.edu/disclosures.

PLANS TO IMPROVE ACADEMIC PROGRAMS

The Institutions review the academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, the Institution may change, amend, alter or modify program offerings and schedules to reflect this feedback. If you have questions about this process or any plan to improve academic programs, contact the academic administration.

STUDENT’S RIGHTS AND RESPONSIBILITIES

All students have the right to know:

- The school’s accrediting and licensing agencies
- The school’s programs, facilities and faculty
- The cost of attending Sanford-Brown
- The financial assistance available
- How the Financial Aid Office determines the student’s financial need
- Each type of aid to be received and how it will be disbursed
- How to submit appeals under various school policies
- The school’s method of determining satisfactory academic progress and how it affects the student’s financial aid eligibility
- Interest rates, repayment amounts, cancellation and deferment provisions for all loans borrowed by the student
- The criteria for continued eligibility for financial aid
- The terms of all loans borrowed by the student

All students have the following responsibilities:

- To review and consider all aspects of the School program before enrolling
- To complete financial aid applications accurately and truthfully
- To provide additional documentation, verification, correction, etc. as requested by the School or agency
- To read, understand and keep copies of all forms received
- To notify the school of any change in their financial circumstances
- To notify the school and the lender of a name or address change
- To understand the school's satisfactory academic progress policy
- To understand the school’s refund policies
- To sign all required certification statements
- To repay all loans according to the promissory note(s) signed, as detailed in the Student Rights and Responsibilities

CONTINUOUS EDUCATION BENEFIT AVAILABLE TO ALUMNI

Alumni are welcome to audit the courses from their original program(s) of study, provided class space exists. The audited courses must be part of the program from which they graduated.

There is no tuition cost to alumni who choose to audit one or more courses. Books, supplies, and fees are the responsibility of the alumnus. Alumni who wish to audit a course for non-credit must obtain an Audit Request Form from the Registrar’s Office. The audited course name and “AU” grade designation will be recorded on the official transcript. Financial aid is not available when courses are audited. Alumni with outstanding financial obligations to the Institution are not eligible to audit courses until such balances are paid in full.
Admissions Information

NON-DISCRIMINATION
The Institution admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

CRIMINAL CONVICTION POLICY
In an effort to maintain a safe educational and working environment for students, faculty, and staff, the Institution does not accept applicants with certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to the Institution are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. The Institution reserves the right to conduct criminal background checks on applicants and students in circumstances as deemed appropriate by the Institution.

Many states, employers and agencies impose restrictions on the employment, registration, licensure, and/or certification of healthcare workers with certain criminal convictions. In addition to the general institution requirements, applicants to allied health programs are required to submit to a background check. Based upon the results of the background check, applicants may not be admitted to the Institution. As a result, students applying to any allied health program must successfully pass a criminal background check to be eligible to begin classes. Convictions, guilty pleas or nolo contendere pleas for certain drug related, fraud based, or other serious crimes will automatically disqualify a prospective student from eligibility for these programs and as such their enrollment will be canceled. A listing of the specific offenses that are considered can be obtained from the institution.

If a potential applicant believes that the results of the background check are incorrect, the institution will provide the student with the contact information to appeal the institution’s decision. However, the application process will not move forward until the appeal is complete and the student may need to re-apply for a future class if the appeal is accepted.

Agencies and institutions that accept our students for clinical rotation and/or externship placements and potential employers may require an additional criminal and/or personal background check and may reject a student based on criteria different than those applied to the student during the enrollment process.

Additionally, some agencies and employers may require candidates to submit to a drug screening test. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for clinical assignments, externship or employment following completion of the program. Employment and externship decisions are outside the control of the institution.

Applicants who have questions regarding how these issues may affect their clinical/externship placement or potential future employment should discuss this matter with a school official prior to beginning their program.

ADMISSIONS POLICY
Students should apply for admission as soon as possible to secure acceptance for a specific program and starting date. All applicants are required to complete a personal interview with an admissions representative, either in person or by telephone, depending upon the distance from the Institution’s facilities. Guardians and/or significant others are encouraged to attend. Personal interviews also enable institution administrators to determine whether an applicant is a strong candidate for enrollment into the program.

All of the following items must be completed or provided during the enrollment process:

- Application for Admission form
- Enrollment Agreement (if the applicant is under 18 years of age, the Enrollment Agreement must also be signed by a parent or guardian.)
- Payment of application fee* (This fee is non-refundable unless applicant is denied admission or cancels application within five days of the Institution’s receipt of the application and fee.)
exceeds the total number of available seats, a rubric will be used to objectively assess applicants to the program who meet all of the enrollment requirements to determine the accepted class and to determine alternates to the class. The rubric is based on up to four areas depending on the program: previous postsecondary experience, Math and Science grades, test scores, and having previously graduated from an Allied Health program of another CEC school. If a program of study has received complete application materials from more qualified applicants than seats available, the enrollment period will be closed before the class start so that all applicants can be ranked. Once ranked, students will be notified of their acceptance status. An additional 15% of the applicant pool will be notified that they are alternates for admission and will be notified no later than the end of the drop/add period of the class start date.

Entrance exams may be waived for individuals with a conferred Bachelor Degree (or higher degree) from a post-secondary institution accredited by an agency as recognized by the United States Department of Education. Entrance exams may also be waived for individuals who have graduated from a Sanford-Brown College AAS program and who are entering the Bachelor level of that program. In the event an applicant does not achieve a required score on an entrance exam, a retest may be administered following the retest policy.

BACHELOR OF SCIENCE (BS) PROGRAMS

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<thead>
<tr>
<th>PROGRAM</th>
<th>WONDERLIC SCORE</th>
<th>ADDITIONAL REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
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<td>15</td>
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</tr>
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<td>15</td>
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</tr>
<tr>
<td>(Graphic Design, Photography and Multimedia emphasis)</td>
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**PROOF OF GRADUATION**

Acceptable documentation of high school graduation (known as Proof of Graduation) must be received by the institution within 14 calendar days of his or her first day of scheduled class(es). It is the student’s responsibility to provide valid documentation of high school graduation or its equivalency, such as by providing a high school transcript, a college transcript (for students who have already completed an associate degree) or military documents that specify the student’s high school name, location and date of graduation. Students who do not possess valid evidence of high school graduation, or its equivalence, may complete a High School Transcript Request form, which can be obtained from the Admissions Department and must be returned to the Admissions Department. Students may be asked to provide additional documentation to validate their Proof of Graduation. Any student who does not provide valid documentation of high school graduation, or its equivalent, will have his or her enrollment canceled. Once a student’s enrollment is canceled, he or she will not receive credit for any academic work submitted or grades earned prior to the cancellation. No Federal Financial Aid funds will be disbursed to a student’s account until a valid proof of high school graduation or its equivalent is received, reviewed and confirmed.

**SELECTIVE ADMISSIONS CRITERIA**

In addition to the requirements listed above, all students will need to meet the minimum testing and/or institution credit requirements, where applicable. In cases where the number of potential applicants exceeds the total number of available seats, a rubric will be used to objectively assess applicants to the program who meet all of the enrollment requirements to determine the accepted class and to determine alternates to the class. The rubric is based on up to four areas depending on the program: previous postsecondary experience, Math and Science grades, test scores, and having previously graduated from an Allied Health program of another CEC school. If a program of study has received complete application materials from more qualified applicants than seats available, the enrollment period will be closed before the class start so that all applicants can be ranked. Once ranked, students will be notified of their acceptance status. An additional 15% of the applicant pool will be notified that they are alternates for admission and will be notified no later than the end of the drop/add period of the class start date.

Entrance exams may be waived for individuals with a conferred Bachelor Degree (or higher degree) from a post-secondary institution accredited by an agency as recognized by the United States Department of Education. Entrance exams may also be waived for individuals who have graduated from a Sanford-Brown College AAS program and who are entering the Bachelor level of that program. In the event an applicant does not achieve a required score on an entrance exam, a retest may be administered following the retest policy.

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**ENTRANCE EXAM RE-TEST POLICY**

In the event an applicant does not achieve a required score on an entrance exam, a retest may be administered after a minimum 10 minute waiting period. Should the applicant not achieve the required score on this second attempt, a third attempt may be made after a minimum 24 hour waiting period. If the applicant is unable to achieve the required score on this third attempt, the exam may not again be attempted until after a one year waiting period.

sanfordbrown.edu/minnesota
RESIDENCY REQUIREMENTS

A student must meet the minimum residency requirement of 25% of the degree program.

The Institution will limit academic residency to 25% or less of the degree requirement for all degrees for active-duty service members and their adult family members (spouse and college age children). In addition, there are no “final year” or “final term” residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

RESIDENCY REQUIREMENT FOR ALLIED HEALTH PROGRAMS

Students transferring from another institution are required to earn a minimum of 50% of their credits in residence at the Institution. An exception may be made for students transferring to the same program of study at another Sanford-Brown campus. Please contact the Director of Education at the receiving school to discuss the transferring of course credits. Students transferring into a degree program from another institution are required to earn a minimum of 30 credits in residency.

NONDEGREE-SEEKING STUDENTS

A nondegree-seeking (NDS) student is one who wishes to enroll in courses for professional or personal development, but does not intend to pursue a degree at the time of application. Nondegree-seeking applicants will be subject to the same admissions requirements and procedures as degree-seeking students and must satisfy any prerequisite requirements of the course(s) they wish to schedule for. The institution reserves the right to deny applicants if the required admissions documents and procedures are not successfully completed. Nondegree-seeking students are not eligible for financial aid.

ENGLISH PROFICIENCY AND ENGLISH AS A SECOND LANGUAGE

Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or demonstrate English proficiency through other acceptable measures established by the institution. A minimum TOEFL score of 500 on the paper version, or 173 on the computer-based test, or 61 on the internet-based version, or a minimum score of 5.5 on the IELTS is required. Students may also demonstrate English proficiency through successful completion of a college-level program.

IMMUNIZATION RECORDS

Sanford-Brown College adheres to Minnesota statute relating to the immunization records required for college students. Minnesota Law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exceptions. Any non-exempt student who fails to submit the required information within 45 days after first enrollment cannot remain enrolled. Students born before 1957 can sign a waiver for the age exemption. Students graduating from a Minnesota high school in 1997 or later may sign a waiver form indicating this fact and are not required to provide immunization.

All students enrolled will be required to complete the Immunization Record for Students Attending Post-Secondary Schools in Minnesota form IC#140-0473 provided by the Minnesota Department of Health.
English course from an accredited college or university in the U.S. prior to enrollment in the Institution.

INTERNATIONAL STUDENTS
The school is not authorized under Federal law to enroll nonimmigrant students. All eligible international applicants must meet the admission requirements as outlined in the catalog.

Foreign transcripts must be submitted by the student for evaluation through a NACES (National Association Credential Evaluation Services) or AICE (Association of International Credential Evaluators, Inc.) approved evaluation agency. The Office of Student Services can assist students in identifying an approved evaluation agency.

DOCUMENT INTEGRITY
Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the institution and will not be returned to the prospective student. These students will not be considered for admission. If a student is currently attending, and the Institution becomes aware of a forged credential, the following applies:

• If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the Institution; or

• If the forged document was used to gain transfer credit, the student may be dismissed from the institution and any transfer credit already awarded from the forged credential will be removed.

RETURNING STUDENTS
Students who are applying for re-admittance into the same program will not be required to meet the applicable entrance requirements.

Students who are applying for re-admittance into a different program of study will be required to meet the applicable entrance requirements. Payment of the application fee is not required for returning students provided an application fee was paid in the past and not refunded. Additional Financial Aid forms may also be required for those wishing to apply for financial aid.

Students who are applying for re-admittance into the same program will not be required to meet the applicable entrance requirements.

All returning students will be charged the rate of tuition and fees in effect at the time of re-entry.

ASSESSMENT FOR ACADEMIC PLACEMENT
Academic preparedness is an important component of student success in college. Sanford-Brown College offers prerequisite courses in Mathematics and English to assist those students who exhibit a need to refresh their skills in these particular areas. Students who require academic support based on the College’s Academic Placement Assessment in English and/or Mathematics must complete prerequisite courses designed to develop academic proficiency. Credit for prerequisite courses does not count towards degree completion. Students who score 64 or less may be scheduled for ENGL099 Basic English or 62 or less in algebra may be scheduled for MATH099 Basic Mathematics based on the Academic Placement Assessment.
Academic Information

PROFESSIONALISM
The Institution believes in providing skills-based education to our students in dozens of different disciplines. One of the primary goals of our institution is to make available skills-based training that will provide the foundation to be successful in different professions. Another, but equally important goal is to assist each student in preparing themselves to be successful in the work environment on a personal level. To this end, the Institution expects all students, staff and faculty to behave in a professional and appropriate manner that supports an environment that more fully simulates the workplace.

ACADEMIC INTEGRITY
All students are expected to adhere to the standards as set forth in the Student Code of Conduct and Academic Honesty Policy.

The following outlines criteria for the academic honesty policy. Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their program of study. Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to your program administrator and/or Director of Education for appropriate sanctions or disciplinary actions.

Examples of academic dishonesty include, but are not limited to:

• **Cheating** – Cheating includes, but is not limited to, the following: using unauthorized notes, study aids, or electronic or other devices not authorized by the instructor; using or borrowing information from another person, or submitting someone else’s work as one’s own work; using work previously submitted for another purpose, without the instructor’s permission, is prohibited; and duplicated use of copyrighted material in violation of U.S. federal copyright laws will not be tolerated.

• **Plagiarism** – Submitting as one’s own work, in whole or in part, words, ideas, art, designs, text, drawings, etc. that were produced by another person without attributing that person as the rightful source of the work. Plagiarism also includes, but is not limited to: using words, word passages, pictures, etc. without acknowledgment; paraphrasing ideas without quotation marks or without citing the source; submitting work that resembles someone else’s beyond what would be considered a tolerable coincidence; ideas, conclusions, or information found on a student paper that the student cannot explain, amplify, or demonstrate knowledge of upon questioning.

• **Copyright Infringement** – The right to reproduce or distribute a copyrighted work is the exclusive right of the copyright owner. One must seek permission from the copyright owner to reproduce or distribute a copyrighted work. This applies to file-sharing as well. It is an infringement of copyright to download or upload substantial parts of copyrighted work without the authority of the copyright owner. (Section 106 of the Copyright Act, Title 17 of the United States Code)

• **Accessory to Dishonesty** – Knowingly and willfully supplying material or information to another person for the purpose of using the material or information improperly.

• **Falsification or Alteration of Records and Official Documents**
  - The following are examples of acts under this category, but the list is not exhaustive: altering academic records; forging a signature or authorization on an academic document; or falsifying information on official documents, grade reports, or any other document designed to attest to compliance with school regulation or to exempt from compliance.

• **Software Code of Ethics** – Unauthorized duplication of copyrighted computer software violates the law and is contrary to our Institution’s standards of conduct.

DISREGARD OF THE ACADEMIC HONESTY POLICY: PENALTIES AND PROCEDURES

• 1st offense:
  - Student may resubmit the paper with a 50% penalty.
  - Student receives warning from the faculty.
  - Instructor notifies the program administrator of the first offense,
of a class will accrue time absent calculated in five-minute increments as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 10 consecutive calendar days, not including scheduled Institution holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the Institution. The school reserves the right to extend the 10-day timeframe due to extraordinary circumstances that affects the entire student population.

Attendance is determined by course and module.

1. Students who miss more than 10% of the hours in a course may be placed on attendance probation. Students on attendance probation are advised that employment potential is negatively impacted by a lack of a reliable attendance history. If conditions of the attendance probation are violated, a student may be terminated from the program.

2. Students who exceed 25% absences in an individual course will be dropped from the course and will receive a grade of “W”. The course must be repeated in its entirety.

3. Externships: Students are required to complete 100% of their clinical/externship hours. If students miss any externship time, arrangements for make-up time must be made with the externship site supervisor and appropriate school personnel. Students will not be considered to have completed their externships until the site supervisor has certified all required attendance hours.

For students who are receiving veterans’ benefits, the Department of Veterans Affairs will be notified whenever students are placed on attendance probation or are terminated for failure to meet attendance requirements. The Department of Veterans Affairs will also be notified if a student re-enters following such termination.

Please note: Terminated VA students are not re-admitted into their program of study for a minimum of one grading period.

FOR ALLIED HEALTH PROGRAMS

Attendance is monitored on both a cumulative and on a course basis. Depending on the cumulative number of absences, students may be subject to the following attendance warnings or probationary status:

- As part of the course requirements, students must attend at least 80 percent of the scheduled time for each on-campus course in order to achieve satisfactory attendance. Students in any of the clinical or externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a grade of “W” on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in five-minute increments as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 10 consecutive calendar days, not including scheduled Institution holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the Institution. The school reserves the right to extend the 10-day timeframe due to extraordinary circumstances that affects the entire student population.

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Please note: Terminated VA students are not re-admitted into their program of study for a minimum of one grading period.
by a lack of a reliable attendance history. If conditions of the attendance probation are violated, a student may be terminated from the program.

- Students who exceed 20% absences in an individual course will be dropped from the course. A grade of “W” will be granted when courses completed up to 60% of their length have been dropped. The course must be repeated in its entirety.

- Students whose cumulative program attendance drops below 85% will be put on attendance probation. These students must meet with their program administrator or other Education Department designee and develop an attendance action plan describing how they will prevent additional absences and make up all missing assignments.

- Accrual of cumulative absences in excess of 20% of the total course time hours in a program will result in termination of enrollment.

**ONLINE COURSE OPTION**

Students have the opportunity to complete a portion of their program of study through online courses delivered by Missouri College through a consortium agreement, subject to limits established by state licensure and accreditation. No more than 49% of any program of study may be taken online, regardless of Pass/Fail.

Students must meet with their designated academic official and complete the Online Readiness Assessment and the online orientation process prior to entering their first online courses.

Online courses are specifically designed for the student who has access to a computer and the internet. Any expenses associated with the purchase of a computer or internet access are the responsibility of the student and are not included in standard tuition and fees. Students are to contact the campus administration for technology requirements specific to their program of study to ensure an optimal learning experience.

**ATTENDANCE/COURSE PARTICIPATION FOR ONLINE COURSES**

Class attendance, preparation, and participation are integral components to a student’s academic success. In an online course, engagement with the course content, with the instructor, and with other students characterizes “attendance.” Attendance becomes part of the student’s permanent record, contributes to academic success, and is the basis for the proper administration of financial aid. Students are strongly encouraged to engage with the course content for purposes of completing assignments and knowledge checks and for knowledgeably contributing to online discussions with their instructor and with their peers. Failure to engage with course content, with the instructor and/or with peers may adversely impact student academic success. Students who fail to meet the requirements for posting attendance in all scheduled online courses for more than 14 consecutive calendar days may be administratively withdrawn from the Institution. Absences of five days or more have been correlated with increased risk of not successfully completing a course.

Students are expected to participate in academic-related activities during each week. Additionally, students are expected to participate in classes and labs, engage in the online environment, review required reading materials, use the library and other resources, view videos, and complete other academically related activities supporting learning. Specifically, completion of the following activities constitutes attendance in the online learning environment:

- Submission of an assignment
- Submission to the course gallery
- Completion of a knowledge check/quiz/exam
- Participation in a discussion board

Each recorded attendance will have a grade associated with the activity.

**AUDITING COURSES**

Graduates of the Institution who are in good standing and desire to audit any course in the program from which they graduated, may do so on a space-available basis. There is no tuition charge for this service, and graduates are welcome to make use of this privilege. Graduates should contact the school President or Director of Education well in advance of a class start to ascertain if seats are available in a class and will be required to take orientation session(s) on any new generation lab equipment. This opportunity is for auditing purposes only; no attendance or grade will be recorded.

Students who are re-entering after a period of absence may wish, or be required, to audit classes they have previously successfully completed on a space-available basis. A grade of “AU” will be recorded, and a Class Audit enrollment agreement may be required. There is no Financial Aid eligibility for students auditing classes. Please contact the Director of Education to discuss this opportunity.

**CAMPUS CLOSURE OR COURSE CANCELLATIONS**

In the event of an emergency, inclement weather, or scheduled school holidays requiring the Institution to be closed, a scheduled class or class activity will be re-scheduled by the instructor. The Institution will do what is reasonably possible to inform students via the Institution’s notification system of the date and times of closing and anticipated
reopening. The student will be notified of rescheduled classes or class activities, as determined by the instructor.

PROGRAM CHANGES

Students wishing to apply to change programs must:

• Complete an application to transfer form;
• Receive approval from the designated academic official;
• Be in good academic standing;
• Be in good financial standing; and
• Complete a new enrollment agreement and Programmatic Disclosure form as applicable.

Students who receive approval to change programs will remain at the same rate of tuition provided they have been in attendance at the time of the change.

ENROLLMENT STATUS

Federal and state regulations require the Institution to report the number of students in full- and part-time status. The amount of financial aid students receive often depends upon whether they are enrolled full- or part-time. To be consistent with the U.S. Department of Education guidelines, the Institution has defined a full-time student as someone enrolled in 12 quarter credit hours or more; a three-quarter time student as someone who is enrolled in 9 to 11 quarter credit hours; and a half-time student as someone who is enrolled in 6 to 8 quarter credit hours.

ADD/DROP PERIOD AND COURSE WITHDRAWALS

A “W” Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of “W”. Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade. A Course Withdrawal Form or Withdrawal Routing Spreadsheet is completed by campus officials when awarding “W” Grades.

“W” Grades are also awarded when students do not complete externship courses within a school’s designated grading period or when students do not successfully meet course attendance requirements. Please refer to the individual Externship Management and Attendance policies for details.

GRADE APPEALS

To appeal a final grade, the student must complete the Grade Appeal Form. The form must include a fully stated reason for the requested change with all documentation and be submitted to the Designated Academic Official within five (5) days of the start of the subsequent session or term. The decision of the Academic Review Board is final and notification of the decision will be in writing. The final grade will be available for view via the Student Portal/Virtual Campus. The completed Grade Appeal Form will be maintained by the Office of the Registrar.

DEFINITION OF A CREDIT HOUR

The Institution awards quarter credit hours to reflect the successful completion of predetermined course learning objectives and requirements. A credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The Institution has established equivalences that reasonably approximate expected learning outcomes resulting from the following time commitments:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 10 weeks, or the equivalent amount of work over a different amount of time; or

2. At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the Institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

GRADING SYSTEM

Grade reports are electronically accessible to students through the Student Portal or Virtual Campus at the completion of each term of study. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course the credit value of course (4) multiplied by the quality point value of “B” (3)). The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits attempted.
### COURSE REPEATS

Students must repeat any required course in which a grade of “F”, “W”, or “NP” is received. Students who wish to repeat a course that was previously passed with a “D” will be allowed to repeat the course once. In the case of a repeat, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk (**) indicating that the course has been repeated. Students may take a failed core course a total of three times. Upon the third attempt, if the student does not pass the course, the student will be dismissed from the Institution. Students may appeal with a letter submitted to the Designated Academic Official no later than the Friday of add/drop week after the next session or term begins. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course.

Special Topics courses rotate course content depending upon the topic being offered. The R* designation is used when a student has enrolled in a Special Topic course that uses the same course code. This designation indicates that while a student has repeated a course code, the student has not repeated the same course content.

A fee will be charged to repeat a class (see addendum for details).

### APPLICATION OF GRADES AND CREDITS

The chart above describes the impact of each grade on a student’s academic progress. For calculating rate of progress, grades of “F” (failure) and “W” (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed.

“TC” and “PR” credits are included in the maximum timeframe in which to complete and the rate of progress calculation but are not counted in the CGPA.

### INCOMPLETE GRADES

Applicable to students taking a fully online course and where approved by the Designated Academic Official.

To receive an incomplete (“I”) grade, the student must submit a Petition for an Incomplete Grade form to the instructor by the end of the session. The student will be informed of the status of the petition by the Instructor. The student must be in good academic standing at the time of the petition. Students should submit the remaining coursework within eight (8) days of the course’s end date. After day eight, the Instructor will review and grade any work submitted. Incomplete grades that are not completed within eight (8) days after the end of the session will be assigned a grade by calculating completed grades earned in the course, with a grade of zero (0) assigned to the incomplete assignment or project.

Should a student withdraw for an appropriate reason not related to their academic status, and if they are not due a refund, they may request in writing that the incomplete grade remain recorded for 12 months. After that 12 month period the incomplete grade will converted to an “F” and will affect the student’s CGPA accordingly. A student who receives a grade of incomplete may re-enroll in the course or program during the

### INDEPENDENT STUDY

Independent study courses may be available to students who meet satisfactory academic progress, are near the end of their degree program, and/or find that a required course is not offered. If the course is available online, students are strongly encouraged to complete the course online instead of taking and independent study. Prerequisites, credits, and tuition for independent study courses are the same as for the regular courses. An independent study plan that includes course objectives, texts, supplemental readings, course requirements, evaluation criteria, and exam date(s) must be prepared prior to the start of the study. The plan constitutes a learning contract that must be signed by the student, the faculty of record, the program department chair, and approved by the Designated Academic Official. Independent study is not an option for online students.

<table>
<thead>
<tr>
<th>LETTER CODE</th>
<th>INCLUDED IN CREDITS EARNED</th>
<th>INCLUDED IN CREDITS ATTEMPTED</th>
<th>INCLUDED IN CGPA</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>0</td>
</tr>
<tr>
<td>AU (Audit)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>P (Pass)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>PD (Pass)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>FD (Fail)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>NP (Non-Pass)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>TC (Transfer Credit)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>W (Withdrawn)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>PR (Proficiency)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>n/a</td>
</tr>
</tbody>
</table>
12-month period following the date the student withdraws and complete those incomplete courses without payment of additional tuition.

PROFICIENCY CREDIT AWARDS FOR PRIOR LEARNING

A student may be proficient in a subject, but lack required academic credit. In these instances, the student may have the opportunity to petition for proficiency credit. A proficiency (PR) grade is awarded through prior learning assessment (an exam or portfolio review). Students may speak with an academic officer to get current information regarding proficiency exams or portfolio review. There is a non-refundable evaluation fee; the evaluation fee is assessed regardless of whether credit is granted or not. Additionally, a fee is charged for each course that is awarded proficiency credit and a grade of “PR” is assigned to the academic record. To receive credit the student must satisfy the specified objectives of the course. Please see the catalog addendum for the current fee schedule.

The Institution neither implies, nor guarantees, that PR credits will be accepted by other institutions. Instead, PR credit demonstrates that students are proficient in the specific course requirement for the respective degree program of study.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The CLEP is a national program of credit by examination to obtain recognition of college-level achievement.

The Institution awards proficiency credit for comparable coursework based on CLEP examination scores as recommended by American Council on Education for the respective requirements. Students must submit an official CLEP score report to be evaluated for this proficiency credit award. A fee is not charged for the evaluation or the awarding of proficiency credit for CLEP. Students should consult www.collegeboard.com to find CLEP examination centers in their areas.

DANTES SUBJECT STANDARDIZED TEST (DSST)

DSST provides another option for students to demonstrate competencies for learning in nontraditional ways. Originally designed for military service members, DSST examinations are now available to both military and civilian learners. More information on study guides and examination options is available at www.getcollegecredit.com.

Proficiency credit is awarded for passing scores according to the American Council on Education recommendations for the respective course requirements. Students must submit an official DSST transcript to be evaluated for this proficiency credit award. A fee is not charged for the evaluation or the awarding of proficiency credit for the DDST.

ADVANCED PLACEMENT EXAMINATION

Advanced Placement (AP) Examination provides students with the opportunity to complete college-level coursework while in high school. If a student achieves a qualifying score of a 3 or higher on the respective AP Examination for comparable coursework, proficiency credit may be awarded. Credit is awarded according to the American Council on Education recommendations for the respective course requirements.

Students must submit an official AP transcript for evaluation. Students should contact their high school for direction on obtaining official transcripts that would include AP scores. A fee is not charged for the evaluation or the awarding of proficiency credit for AP Credit.

SERVICE LEARNING

As part of the student experience in certain programs, Service Learning is integrated and enhances the academic curriculum in which the students are enrolled and includes structured time for the students and participants to reflect on the service learning experience.

GRADUATION REQUIREMENTS

To graduate, a student must have earned a minimum of a 2.0 Cumulative Grade Point Average and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations to receive official transcripts. Only students who have completed or are scheduled to complete their requirements for graduation will be eligible to participate in the graduation ceremony. The actual credential and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled. All graduates must complete a graduation application and an exit interview with Career Services and Financial Aid. Students should contact the Office of the Registrar for a graduation application.

INTERNSHIP AND EXTERNSHIP

Externship/Clinical for Allied Health programs

Externships are designed to be instructional in nature by providing students with hands-on experience. This experiential training is a cooperative effort between the school, student and externship facilities. Students who successfully complete all prerequisite courses and conditions will be placed on externship at an appropriate setting. The
school maintains liability insurance on all students and faculty members while at externship sites. All students on externship are supervised by qualified faculty and/or qualified on-site personnel. Adequate student supervision is provided at all times. Depending on the program, adequate student supervision may vary from a 1:1 ratio to a ratio that may be higher. These ratios are generally determined by accreditor or other regulatory requirements. Students may not substitute for, or replace, paid staff members. In most cases, students receiving education at externship sites may not be permitted to be paid for their time on-site. Students are expected to obey the rules and regulations of the externship site and program. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures. Some job opportunities or externships may require additional criminal background checks and/or drug screenings prior to site placement or employment. Applicants with factors such as prior criminal background or personal bankruptcy may not be considered for externship or employment in some positions. Employment and externship decisions are outside the control of Sanford-Brown.

All students enrolled in a program with an externship component in a clinical setting must complete the following prior to beginning the externship and/or any integrated clinical experiences:

- Current CPR certification that is valid for the length of all clinical/externship components
- Documentation of a health screening. The requirements for this health screening may include various immunizations, titers and a general release from a physician or nurse practitioner. Exact requirements vary by program and the student should consult with the Program Chair in their discipline for additional details
- Clinical sites may require additional medical information, background check(s), insurance coverage and/or inoculations for the student to begin their externship training. The student is responsible for any cost associated with these additional requirements.

Internship for all other programs

Most programs offered by the Institution provide the opportunity for students to participate in an internship course. An internship is a supervised training experience in a professional workplace where previously studied theory may be applied. Students who will be participating in an internship course should contact the Designated Academic Official prior to the term in which the internship course will commence to complete the necessary paperwork and to ensure that an appropriate site has been obtained.

Organizations that accept students for internship placements and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship or employment placement following completion of the program. Some organizations may require candidates to submit to a drug test. Some programs may require additional education, licensure, and/or certification for employment in some positions. Employment and internships decisions are outside the control of the Institution.

EXTERNSHIP/INTERNSHIP ASSIGNMENT

Externship assignments are typically made near the end of the didactic portion of the program. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are within a 60-mile radius of the School and that are convenient for the students, however, this may not always be possible. Based on site availability or program requirements, students may be required to complete their externships at more than one location. Students who decline two sites may be required to withdraw from the program. In such an event, the school makes no assurances as to when or if other sites will be available.

EXTERNSHIP/INTERNSHIP ATTENDANCE REQUIREMENTS

Students must attend their externship/internship on the days and hours designated by the site. Days or times of externship/internship may not be rearranged without permission from appropriate school personnel and the site supervisor. In the event a student will be absent from a site, the student must call the site and the appropriate school official in advance. If the site supervisor or school/program official determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be dismissed from the program. In any case, if a student misses five or more consecutive days of their externship assignment, the student may be dismissed from school. Students are required to complete 100% of required externship hours. Scheduled Sanford-Brown holidays do not apply to students on externship. It is the responsibility of a student to provide the School with a time sheet signed by the site supervisor documenting hours completed for a week no later than Monday of the following week. If a student has missed any time, arrangements for makeup time must be made with the site supervisor and appropriate school personnel. Students will not be considered to have completed their externship until the site supervisor and appropriate school official has certified all required attendance hours.
EXTERNSHIP/INTERNSHIP CONDUCT
Externsip/internship sites are professional environments where students are expected to conduct themselves in a mature, professional manner appropriate for the workplace. Students are expected to arrive and leave on time and perform their duties in a reliable and responsible manner. Students may not substitute or replace paid staff members. Students are expected to obey the rules and regulations of the externship/internship site and program. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures.

STANDARD PERIOD OF NON-ENROLLMENT (SPN)
Students enrolled in Bachelor degree programs may be allowed to take a short period of non-enrollment from school during the July session without being considered withdrawn. This rare instance is referred to as a Standard Period of Non-Enrollment (SPN). No adjustments to tuition or aid will be made. However, if a student fails to return as expected the school must complete a return to title IV funds calculation based on the last date of attendance. For more information on how SPN may affect your Financial Aid, please contact the Financial Aid Office.

MILITARY CREDIT
To meet the needs of active servicemen, servicewomen, and veterans, prior military credit is accepted by the Institution for comparable courses including Military Training courses, Military Occupational Specialty (MOS), and Service Colleges. The ACE Guide to the Evaluation of Educational Experiences in the Armed Services is the basis used for evaluating military training and experience. Official military transcripts are the only acceptable documentation for military credit. A DD214 is considered acceptable for those who are retired from the military or whose service predates the military transcript system.

For additional assistance regarding military transcripts, please contact the following:

Army
U.S. Army Human Resources Command
1600 Spearhead Division Avenue, Dept. 410
Fort Knox, Kentucky 40122
Attn: AARTS
http://aarts.army.mil/

Navy and Marines
Center for Personal and Professional Development CPPD
ATTN: Virtual Education Center
1905 Regulus Ave., Suite #324
Virginia Beach, VA 23461-2009
(877) 838-1659 (Toll-Free)
(757) 492-5095 (fax)
www.navycollege.navy.mil/smart_info.cfm

Air Force (Mail only)
Community College of the Air Force CAF/DESS
100 South Turner Blvd.
Gunter Annex, AL 36114-3011

Coast Guard (Mail only)
Commanding Officer (ve)
USCG Institute
5900 SW 64th Street, Room 228
Oklahoma City, OK 73169-6991
www.uscg.mil/hr/cgi/ro/official_transcript.asp

MILITARY LEAVE DURING A TERM
Students will be granted a military leave from the Institution without penalty if the student is called for active military duty. Students will receive a 100% tuition refund (any financial aid which may have been received for the term) upon presenting a copy of their military orders to the Office of Financial Aid.

Alternatively, make up work and grade changes with no tuition refund may be more appropriate when the call for active military duty comes near the end of the term. These decisions will be made pending a review by the Designated Academic Official.

STUDENT RECORD RETENTION
The Institution maintains student records at the campus for a minimum of five years. Student transcripts are retained indefinitely.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)
All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive financial assistance (e.g., federal and state aid). Satisfactory academic progress is determined by measuring the student’s cumulative grade
point average (CGPA) and the student’s rate of progress toward completion of the academic program at the end of each grading period. A grading period is defined as two, five-week modules. Both the CGPA and ROP standards must be met in order to be considered to be making satisfactory academic progress. These are outlined below.

**CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS**

Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each grading period after grades have been posted to determine if the student’s CGPA is in compliance. Once the student reaches a review point, the minimum CGPA for that level must be maintained until the next level of review.

**RATE OF PROGRESS (ROP) TOWARD COMPLETION REQUIREMENTS**

In addition to the CGPA requirements, a student must maintain the minimum rate of progress percentage requirement in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Credits attempted are defined as those credits required in the students program of study including credits that were transferred from other approved institutions and proficiency credits earned. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

**SAP TABLES**

<table>
<thead>
<tr>
<th>CERTIFICATE PROGRAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOURS</td>
</tr>
<tr>
<td>0-26</td>
</tr>
<tr>
<td>27+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSOCIATE PROGRAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOURS</td>
</tr>
<tr>
<td>0-15</td>
</tr>
<tr>
<td>16-30</td>
</tr>
<tr>
<td>31-45</td>
</tr>
<tr>
<td>46+</td>
</tr>
</tbody>
</table>

**MAXIMUM TIME IN WHICH TO COMPLETE**

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

**HOW TRANSFER CREDIT/CHANGE OF PROGRAM AFFECT SAP**

Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation; however has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum timeframe for this student’s new program at institution B will be one-and-a-half times (150%) x 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

When a student elects to change a program or enroll in a higher credential at Sanford-Brown the student’s earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student’s new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be added to the attempted and earned
hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

**WARNING AND PROBATIONARY PERIODS**

At the end of each 5 week term after grades have been posted, each student’s CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on FA Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded.

- A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status.

- A student who successfully appeals and is on FA Probation will be evaluated at the end of the second term of monitoring. A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. The minimum CGPA and rate of progress requirements are not met at the time of evaluation; the student will be placed on FA Dismissal Status and will be dismissed from school. A student receiving federal financial aid who does not meet the CGPA standards at the end of the second year will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. However, a student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution’s stated refund policy.

During the period of FA Warning, which lasts for one payment period only, the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

**ACADEMIC PLAN**

Academic plans are required for students who fail SAP and describe how the student will return to good standing. Each plan will be tailored to the individual student.

**APPEALS**

A student who has been placed on FA Probation may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee within 5 days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of the Academic Review Committee is final and may not be further appealed.

For the appeal of non-academic dismissals, please refer to the grievance policy within this catalog.

**REINSTATEMENT**

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the Appeals Review Committee. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student’s commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and financial aid may be available to those who qualify.

**TRANSCRIPTS**

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. The Institution will supply official transcripts to whomever the student or graduate designates.

Transcript requests are fulfilled through Parchment, a leading company in the processing of secure transcripts. A transcript fee is assessed regardless of transcript hold status. Official transcripts may also be
TRANSFER BETWEEN CAMPUSES

The opportunity for education is enhanced by the option for students to transfer among Sanford-Brown campuses. To begin the process of transferring to another campus, students must contact the Student Services Office. To transfer to another campus in order to take courses that are in academic programs equal to the program the student was admitted to, a student must do the following:

- Have all credits attempted at the previous campus location reviewed for satisfactory academic progress.
- Be in good academic standing with the Institution.
- Have met all financial obligations at the campus location from which they plan to transfer.

Students transferring to the same program at another Sanford-Brown campus are considered to have met the entrance requirements. Students changing programs will be subject to the entrance requirements.

WITHDRAWAL FROM THE INSTITUTION

All students requesting withdrawal from the Institution must notify verbally or in writing to academic administration. All balances become due at the time of the withdrawal. A student who submits a completed official withdrawal form or verbally communicates the intent to withdraw but who continues to attend classes will not be considered to have officially withdrawn from school.

TRANSFER OF CREDIT

Transfer of Credit to the Institution

Students who previously attended an accredited college or university recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of the Institution. Courses taken previously must be determined to be sufficiently equivalent to courses offered at the Institution. In addition, those courses must be applicable to their program of study. Only courses in which the student earned a grade of C or above will be considered for transfer. Core/technical courses must have been completed within the last five (5) years.

Students seeking to transfer credit are responsible for having official transcripts forwarded from the granting institution for review prior to the beginning of the term in which the transfer credit will be applied. A student must petition for transfer credit with the Office of the Registrar as soon as possible after acceptance. Transfer credit or a refund will not be granted for a class that has already been started. Students may also be required to submit a college catalog and/or course syllabus.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

The transferability of credits that a student may earn at the Institution is at the complete discretion of the institution to which they may seek to transfer. Acceptance of the degree or diploma they earn in their program listed in the student’s Enrollment Agreement is also at the complete discretion of the institution to which they may seek to transfer. If the credits or credential earned at this Institution are not accepted at the Institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason, the student should make certain that their attendance at this Institution will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending the Institution to determine if their credits or credential will transfer.
Financial Aid Information

FINANCIAL ASSISTANCE

Financial Aid is available for those who qualify. The Institution participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs to participate. The Institution administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student’s financial aid eligibility. To remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an award year basis; therefore, depending on the length of the program it may be necessary to reapply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Office of Financial Aid.

HOW TO APPLY

Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online at http://fafsa.ed.gov. The FAFSA applications are processed through the Department of Education and all information is confidential.

Students may have estimates prior to enrollment but must be accepted before financial aid is packaged and processed.

DISBURSEMENT OF TITLE IV CREDIT BALANCE (BOOKS)

Regulations require that certain Pell Grant-eligible students be provided by the seventh (7th) day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required Title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance, and is subject to certain other conditions. The amount advanced (or books provided) to eligible students for such purchases is the lesser of: the standard estimated book costs used in the institution’s Cost of Attendance, or the student’s anticipated Title IV credit balance for the term (excluding Stafford Loans for first year, first time borrowers). Determination of delivery of books or of the credit balance is determined by the institution.

Students may opt out of using the way the Institution has chosen to fulfill this requirement, by simply not accepting the books or credit balance. However, keep in mind that opting out does not require the institution to provide the student with an alternative delivery method.

Tuition, books and fees are bundled and billed together in a single charge each term. For registered students who have submitted all required FA paperwork books are made available at the campus for pick up by the 7th day of class.

For Online students, books and supplies will be mailed or provided electronically prior to the start of classes to registered students who have submitted all financial aid paperwork.

FINANCIAL AID PROGRAMS

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income, and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.
OTHER FUNDING

Private Loans
Various lending institutions offer loans to help cover the gap between the cost of education and the amount of federal and state eligibility. A co-signer may be required to meet the loan program’s credit criteria. Interest rates may vary and are typically based on the prime rate or the Treasury bill rate. Contact the specific lender for more information.

AGENCY FUNDING

Minnesota State Grant Program
This grant program, administered by the Minnesota Office of Higher Education, provides financial assistance to qualified students who reside in Minnesota. Funding is based on availability of state funds and the student’s financial need.

Minnesota State Work Study (MNWS)
MNWS is a financial aid program that provides students with monetary assistance to meet their educational expenses through employment either on or off campus. A candidate must demonstrate financial need to be awarded MNWS. The number of positions available may be limited depending upon the institution’s annual funding allocation from the state.

Veteran’s Educational Benefits
The Institution is approved by the applicable State Approving Agency for Veterans Affairs and participates in many Veterans’ Educational Benefit programs. Students interested in Veteran’s Educational Benefits should contact either the campus certifying official or the office of Student Finance. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at 800-827-1000, or 888-GI Bill-1 (1-888-442-4551), or go to http://www.gibill.va.gov/. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans Educational Benefits.

Yellow Ribbon Grant
In accordance with the VA - Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, some schools have established a Yellow Ribbon Grant. Eligibility and amounts are determined on an annual basis and are subject to change.

To be eligible for the grant, a candidate must be accepted for admission to the Institution, be eligible for Chapter 33 Post 9/11 veterans benefits at the 100% rate, as determined by the Department of Veterans Affairs, complete the appropriate institution attestation form and allow for the verification of their Chapter 33 Post-9/11 eligibility via a DD-214 Member-4, Certificate of Eligibility, or comparable government document. The conditions are listed here:
INSTITUTIONAL GRANTS & SCHOLARSHIPS

The Institution offers tuition scholarship awards to encourage the pursuit of higher education. The availability of the different grants and scholarships is based on the campus locations and available funding. Applicants must submit a separate application form for each scholarship and/or grant for which they wish to apply. Applicants must be enrolled full-time in the Institution and in active attendance. Scholarship and Grant application forms are available from the Office of Student Services. Withdrawal from the Institution nullifies any unused scholarship funds. Applicants for need-based scholarships and/or grants must have a Free Application for Federal Student Aid (FAFSA) on file for scholarship or grant consideration when applicable. Selection of awards will be made by the Scholarship Committee based on the eligibility requirements. At no time will grant or scholarship awards be transferred to another individual, school, be received as cash, or will result in excess funding over direct educational costs. CEC employees are not eligible for these programs.

Sanford-Brown offers two grants to students depending on the program in which they are enrolled.

Design and Technology Grant

The Institution offers grants to students in all non-Allied Health programs who have exhausted all federal and state aid and scholarships, have an outstanding tuition balance and are enrolled in one of the following program levels: Bachelor’s Degree, Associate’s Degree

Grants may range from $200 to $6,600, with a program eligibility maximum of $16,500 for Bachelor’s degree and $11,000 for Associate’s degree. Students will be considered for the grant upon completion of the admissions application process and the financial aid application process. In addition to completing an Design and Technology Grant Application, applicants must provide an essay on “Why I am committed to completing my program”. Application and essay must be submitted by the end of the add/drop period. To maintain grant eligibility, students must remain enrolled, meet satisfactory academic progress, and attend at least 12 credits per academic term. Documentation is reviewed by the Grant Committee for approval. The Design and Technology Grant cannot be combined with any institutional grant or scholarship. The institution makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students.

Allied Health Grant

Sanford-Brown offers grants to students who are enrolled in a Title IV eligible Allied Health program, have exhausted all federal and state aid and scholarships, and have an outstanding tuition balance.

Grants may range from $10 to $10,000 subject to the program eligibility limits listed below. Students will be considered for the grant upon completion of the admissions application process and the financial aid application process. In addition to completing an application, applicants must provide an essay on “Why I am committed to completing my program”, and have an In-School Payment Plan of at least $250 per month. The application and essay must be submitted by the end of the add/drop period of the applicant’s first term. To maintain grant eligibility, students must remain enrolled without interruption and maintain satisfactory academic progress. For programs greater than one academic year in length, the student must repeat all steps of the grant application process, with the exception of the essay, before the end of the first add/drop period of each subsequent academic year to continue eligibility. Documentation is reviewed by the Grant Committee for approval. The Allied Heath Grant cannot be combined with any other institutional grant or scholarship, nor can it be transferred to another individual or school or be received as cash. Sanford-Brown makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students. The amount of funding available for this grant in 2014 is $270,000.
The Sanford-Brown College Radio Broadcasting Scholarship
Sanford-Brown College has been awarding scholarships to deserving students that desire an education inside the radio and music industries.

The Sanford-Brown College Radio Broadcasting Scholarship consists of one full tuition scholarship valued at $34,200. This scholarship does not include books, laptop, supplies or fees. These costs are the responsibility of the recipient. All new students that apply to the Sanford-Brown College Radio Broadcasting Associate of Science Degree Program are eligible to apply for the scholarship. The recipient must successfully enroll by meeting all admissions requirements as outlined in the Sanford-Brown College Catalog. Scholarship recipients must continue to remain academically eligible and satisfy the school’s Standards of Academic Progress (SAP) as defined in the Sanford-Brown College’s catalog to remain eligible for the scholarship. Sanford-Brown College requires that the recipient apply for any state, federal and private grant that they would be eligible for from the U.S. Department of Education and/or their state of residence. Questions regarding this scholarship should be directed to: Conclave/Sanford-Brown College Scholarship, 4517 Minnetonka Boulevard, Suite 104, Minneapolis, Minnesota 55416

Del Fisher Radio Broadcasting Scholarship
Sanford-Brown College has established The Del Fisher Radio Broadcasting Scholarship. The scholarship is dedicated to providing scholarships to full-time students who are enrolled in the Sanford-Brown College Radio Broadcasting Associate of Science Degree Program and have financial need. The Del Fisher Radio Broadcasting Scholarship is in the amount of $1,000.00 and is awarded for one academic year from the Career Education Scholarship Fund. There will be one Del Fisher Broadcasting Scholarship awarded in 2014 and the scholarship is not renewable.

Eligibility requirements:
1. All applicants must be attending full-time and enrolled in the Sanford-Brown College Radio Broadcasting program.
2. The applicant must meet with a Financial Aid representative, have a completed, valid FAFSA on file with the school for the applicable academic year, have been awarded all Federal and State Financial Aid (Pell Grant, SEOG, applicable State Grants and Stafford Loans) he/she is eligible for and still have an unmet financial need after deducting the Expected Family Contribution (“EFC”) provided on the FAFSA.
3. Scholarship Applications will be reviewed by a committee and prospective recipients will be judged on the following criteria:
   - Financial Need (to be determined by school)
   - Student Essay
   - Service and Leadership
   - Letter(s) of Recommendation

Alumni Scholarship
The Alumni Scholarship has been established to assist Sanford-Brown alumni who have successfully achieved degree completion and intend to pursue another degree at the Sanford-Brown / Collins. Alumni enrolled in a baccalaureate program who have previously completed an associate degree with the previously listed institutions will be eligible for a scholarship award of $1,500 per academic year based upon the criteria listed below. Applicants must meet all conditions of the application process, which are:

• Previous academic performance (cumulative GPA of 3.0 – 4.0)
• Completed scholarship application;
• Two-page essay detailing how completion of the baccalaureate program will enhance career goals; and
• Continued academic performance cumulative GPA of 3.0 – 4.0 throughout enrollment at Sanford-Brown.

Scholarship awards will be renewed automatically each academic year if the student remains enrolled, maintains satisfactory academic progress and maintains a cumulative GPA of 3.0 – 4.0. Awards will be disbursed in equal installments during each term of attendance. Scholarships cannot be transferred to another individual or school and, at no time, will awards be paid in cash. Applications must be submitted to the Office of Student Finance by the term start date and recipients will be selected by the Scholarship Review Committee. No more than 80 scholarship awards may be awarded each calendar year per campus.

Presidential Scholarship
The Presidential Scholarship has been established to assist students who are committed to maintaining satisfactory academic progress while studying at the Institution and who demonstrate a financial need. Scholarships are awarded based on the student’s response to an essay and application submission. Applications must be submitted to the Student Finance Department by the end of the Add /Drop period. Awards will range from $500 to $3,000 for each scholarship recipient payable during the first quarter of attendance after the award is granted. There are a limited number of awards given each term. At no time will grant or scholarship awards be transferred to another individual, school, be received as cash, or will result in excess funding over direct educational costs.

The grant limits are:
• Certificate Programs – $3,100
• Associate Programs – $10,000
4. Scholarship recipients must continue to satisfy the school’s Standards of Academic Progress (SAP) as defined in the school’s catalog to remain eligible for the scholarship.

5. Scholarship funds will not be paid in cash. The scholarship funds will be credited to the recipient’s school account at the beginning of each term for one academic year.

**Academic Scholarship**
Sanford-Brown College has established an Academic Scholarship for new students applying to Brown College who demonstrate strong academic abilities and are enrolled full-time (minimum of 12 credits). The Academic Scholarship is in the amount of $2,250 for the student’s first academic year and is not renewable. Students must complete their first term of the academic year and begin classes for their second term of the academic year before the Academic Scholarship funds will be disbursed. Potential students will be considered for the Academic Scholarship upon completion of the admissions enrollment process, financial aid application process, and the completed application.

**Education Partners Program**
Per agreement limited to the organizations listed below, the direct employees of those organizations who enroll at Sanford-Brown College will receive a 10% tuition reduction.

**Participating Companies**
Federal Express, Minnesota Direct employees only.

Must provide a current pay stub, copy of paycheck or record from employer as proof of employment.

United Parcel Service (UPS), Minnesota Direct employees only. Must provide a current pay stub, copy of paycheck or record from employer as proof of employment.

**Eligibility Requirements**
For each quarter student wishes to receive Partnership tuition they must provide to the Student Finance Office a current record of employment that meets the following requirements:

- Show current employment within 10 business days before or after the first day of the term.
- Is received by the Student Finance Office within 10 business days of the first day of the term.
- Examples of a record of employment are a pay stub, copy of pay check or record from employer.

There is no retroactive application of the Partnership program. The Partnership program begins in the term the first sufficient record of employment is received by the Student Finance Office. Student permanently loses eligibility if any of the following events occurs:

- Student withdraws or is dismissed from school.
- Student is no longer employed by eligible employer.
- Student graduates and completes current program.
- Student fails to meet Satisfactory Academic Progress (SAP) as defined in the Sanford-Brown College catalog.

The Sanford-Brown College Education Partners Program is limited to the participants listed above unless otherwise authorized by the President of Sanford-Brown College.

**Liberty Grant**
Sanford-Brown offers the Liberty Grant to first-time students, reentering students or students who have re-enrolled, who are active duty, veteran, reserve, or National Guard military personnel serving in the U.S. Armed Services, and their immediate family members*. Liberty Grants are offered in all academic programs with a grant amount of $2,500 per financial aid award year. All grants are prorated over the length of each financial aid award year. A student must remain enrolled and maintain satisfactory academic progress to remain eligible for the grant. For students to be considered for the grant, the student must complete the admissions application process (enroll with the college) and allow for verification of his or her military status. Immediate family members* will be required to verify marital status and spouse’s military service. The institution reserves the right to request additional documentation in order to verify individual eligibility for the grant. Deadlines to award the Liberty Grant are at the end of the drop/add period.

The institution makes available a limited amount of money each year for the Liberty Grant. Once available funding has been exhausted, Liberty Grants will not be awarded to otherwise eligible students.

* Immediate family members: Spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.

**CANCELLATION AND REFUND POLICIES**

**Buyer’s Right to Cancel**
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. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the
execution of the contract, then a complete refund is given regardless of whether the program has started. If a student gives a written notice of cancellation after five business days of the execution of the contract, but before the start of the program by the College, then all tuition, fees and other charges, with the exception of the application fee, shall be refunded to the student.

If a student gives written notice of cancellation 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, the student is assessed a pro rata portion of tuition, fees and all other charges plus 25 percent of the total program cost (25 percent not to exceed $100). Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice. This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the College. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance: and if delivered by mail, the postmark date of the letter of acceptance.

REFUND
After the last day of the drop and add period for each term, as stated on the academic calendar, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at the College. Refunds are made for a student who withdraws or is withdrawn from the College prior to the completion of his/her program and are based on the tuition according to the schedule set forth in the preceding “Buyer’s Right to Cancel” section. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. Any books, supplies and/or equipment that has been purchased at the campus book store may be returned for a refund if they are returned in unused condition and returned within 20 days of the last date of attendance. Brown College will honor any notice of withdrawal that includes but is not limited to completing a student withdrawal form with the Registrar, other written notice, or verbally communicating the student’s intent to withdraw. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. I understand that if I withdraw or am withdrawn prior to the end of the term, I am subject to the Return of Title IV Funds policy noted below which may increase my balance due to the College. If there is a balance due to the College after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by the College. The College does not adjust tuition nor issue a refund based upon refusal to accept any books or supplies. Credit balances due to the Student of less than $5 (after all refunds have been made) will not be refunded to the Student/lender unless requested by the Student.

REFUND POLICY FOR WISCONSIN RESIDENTS
After the last day of the add drop period for each term, as stated in the academic calendar, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at the College. Refunds are made for a student who withdraws or is withdrawn from the College prior to the completion of his/her program and is based on the tuition billed for the term in which the Student withdraws, according to the schedule set forth below. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. Any books, supplies and/or equipment that has been purchased at the campus book store may be returned for a refund if they are returned in unused condition and returned within 20 days of the last date of attendance. Brown College will honor any notice of withdrawal that includes but is not limited to completing a student withdrawal form with the Registrar, other written notice, or verbally communicating the student’s intent to withdraw. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. I understand that if I withdraw or am withdrawn prior to the end of the term, I am subject to the Return of Title IV Funds policy noted below which may increase my balance due to the College. If there is a balance due to the College after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by the College. Brown does not adjust tuition nor issue a refund based upon refusal to accept any books or supplies. Credit balances due to the Student of less than $5 (after all refunds have been made) will not be refunded to the Student/lender unless requested by the Student.

CONTINUING OR RETURNING STUDENT REFUND FORMULA FOR WISCONSIN RESIDENTS
During the first ten percent (10%) of the quarter, the institution shall refund ninety percent (90%) of the tuition.

After ten percent (10%) of the quarter and up to and including twenty percent (20%), the institution will refund eighty percent (80%) of the tuition.
For R2T4 purposes in a term-based program with modules/sessions, a student is considered to have withdrawn, if they do not complete all of the days they were scheduled to complete in the payment period or period of enrollment. The R2T4 calculation is required for all students who have ceased attendance; other than those on an approved LOA, or those who have attested to an expected return to a future module/session within the same term.

Exception: In order to NOT be considered withdrawn, the school must obtain a written confirmation from the student stating the student’s intention of return to a future module/session within the same or subsequent term. The fact that the student is scheduled to attend the next module/session will NOT be acceptable.

For Online students, the U.S. Department of Education regulations indicate that it is not sufficient for a student to simply log in to an online class to demonstrate “academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Day of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations.” Online programs must use very specific means to document that a student participated in class or was otherwise engaged in a minimum of two academically-related activities, such as submit an assignment; take a quiz; contribute to an online discussion; and in some cases post to a course gallery.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the Institution return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Loans
   a. Unsubsidized Federal Direct Stafford Loans
   b. Subsidized Federal Direct Stafford Loans
   c. Federal Direct PLUS loans received on behalf of the student
2. Federal Pell Grants
3. Federal SEOG
4. Other grant or loan assistance authorized by Title IV of the HEA

RETURN OF TITLE IV (R2T4) FUNDS
A recipient of federal Title IV financial aid who withdraws or is dismissed from the institution during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds he or she did not earn calculated according to federal regulations. This calculation will be based on the student’s last date of attendance and the date the school determines that the student has withdrawn from school (see Withdrawal from the Institution Policy), or the date of dismissal for a student who is dismissed by the Institution.

The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the day the student withdrew, divided by the total calendar days in the payment period or period of enrollment. The percentage is multiplied by the amount of Title IV financial aid for the payment period or period of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment, and must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of the Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the payment period or period of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student withdrew after completing more than 60% of the term/payment period.
If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal Parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.

**WITHDRAWAL DATE**

The withdrawal date used to determine when the student is no longer enrolled at the Institution is the date indicated in written communication by the student to the academic administration office. If a student does not submit written notification, the school will determine the student’s withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student’s last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

*Please note:* The above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

**EXIT INTERVIEW**

All students – upon graduation, withdrawal, standard period of non-enrollment, as well as those students who stop attending, -- are required to receive exit counseling. Exit counseling reviews the amount of loan debt accrued while in college and provides payback and deferment options. Students can complete exit counseling in the Student Finance Office and will receive an exit counseling packet in the mail.

**HIGHER ONE LOST CARD REPLACEMENT FEE**

Students have the option of receiving their refunds and/or stipends electronically. Sanford-Brown has joined with Higher One, a banking services company, to facilitate availability of refunds and/or stipends due to students through the issuance of debit cards. The first card will be free of charge. Students will be charged $15.00 for a replacement card.
Program Offerings

MINNESOTA PROGRAMS AND COURSE LISTINGS

Programs of Study
All programs provide students with the opportunity for in-depth career preparation. All degree programs also provide a firm foundation in general education studies. In the Bachelor’s degree programs, students benefit from advanced career courses and general education requirements.

Not all programs are offered on all start dates.
Allied Health Programs

Dialysis Technician

ASSOCIATE OF APPLIED SCIENCE DEGREE
14 Months – 6 Terms – 92.5 Quarter Credits

Offered at the Mendota Heights campus.

The Dialysis Technician program prepares students to work as a member of a dialysis team, assisting as a Dialysis Technician. Students will study principles and practices involved in local and regional dialysis; dialysis equipment management, monitoring, and maintenance; drug administration; patient care, education, and data collection; medical law and ethics; and quality assurance and risk management. Students will also have the opportunity to obtain experience in a clinical setting working with allied healthcare professionals. Upon graduation, students will earn an Associate of Applied Science degree in Dialysis Technician. Program competencies include the following: dialysis, anatomy and physiology of the kidney, fluid and electrolyte balance, hematologic aspects, infectious diseases, dialysis systems and equipment, vascular access to circulation, dietary regulation, blood chemistries, complications of renal failure, psychosocial aspects, and an overview of peritoneal dialysis and renal transplantation.

At the conclusion of the program, graduates who have successfully completed all required course work, including the externship component, will possess the knowledge and skills to obtain entry-level employment as a dialysis technician which is consistent with the mission of Sanford-Brown College.

Mission
The Dialysis Technology program at Sanford-Brown College provides students with the opportunity to study dialysis principles and apply knowledge in supervised clinical environments which will provide a pathway to entry-level employment as dialysis technicians upon graduation.

Student Learning Outcomes
1. Define the basic principles of diffusion, filtration, ultrafiltration, convection, and osmosis.
2. Explain how diffusion, filtration, ultrafiltration, convection, and osmosis relate to solute transport and fluid movement during dialysis.
3. Describe the principles of fluid dynamics and how they relate to dialysis.
4. Discuss the advantages and disadvantages of water softeners, carbon tanks, reverse osmosis, deionization, and ultraviolet irradiation in the treatment of water for dialysis.

Factors Affecting Employment
Graduates of the Dialysis Technician program at Brown are eligible for and encouraged to take the Certified Clinical Hemodialysis Technician certification exam offered by the Nephrology Nursing Certification Commission as well as the Certified Clinical Nephrology Technology and the Certified Biomedical Nephrology Technology certification exams offered by the National Nephrology Certification Organization upon graduation. Graduates may also apply to take the Certified Hemodialysis Technologist/Technician certification exam offered by the Board of Nephrology Examiners, Inc. Nursing and Technology (BONENT) if they are actively participating in an ESRD facility and they have obtained one year (12 months) experience in nephrology patient care as defined by BONENT. These credentials are nationally recognized voluntary certifications that could enhance employment opportunities. Certain employers may have their own requirements to obtain different certifications as well. For example, in order to work in Centers for Medicare & Medicaid Services (CMS) someone hired after October 14, 2008 must be certified by either a State or a National Patient Care Dialysis Technician (PCT) agency within 18 months of the hire date. Certification requirements for taking and passing these examinations are not controlled by Brown but by outside agencies and are subject to change without notice. Brown cannot guarantee that graduates will be eligible to take these certification exams, or any other certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.
Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics' Occupational Outlook Handbook (see www.bls.gov/ooh) are good places to start researching the specific requirements for employment in this field. Brown cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future, because Brown does not control those requirements. It is the student’s responsibility to investigate the requirements for certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.

State Licensure/Registration Disclosure
At this time, the state of Minnesota does not require dialysis technicians to be registered/licensed/certified in order to practice as dialysis technicians in the state. However, certification and/or state licensure/registration may be required to practice in other states. Brown does not control certification and/or state licensure/registration requirements in Minnesota or in any other state, and cannot guarantee that graduates will be eligible to work as dialysis technicians in Minnesota or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

Distance Education – Flexible Learning Options
Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.
# PROGRAM CORE COURSES

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<td>Anatomy and Physiology: Endocrine, Reproductive, Nutrition</td>
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<td>ALH185B</td>
<td>Anatomy and Physiology: Musculoskeletal, Nervous, Integumentary</td>
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<td>Health Information Management Seminar</td>
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<td>HIM200</td>
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# GENERAL EDUCATION COURSES

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**TOTAL CREDITS REQUIRED FOR GRADUATION** 90
Health Information Technician

ASSOCIATE OF APPLIED SCIENCE DEGREE
18 Months – 7 Terms – 90 Quarter Credits

Offered at the Mendota Heights campus.

The Health Information Technician curriculum is structured to include didactic instruction in several areas, including, but not limited to, health data management, diagnostic and procedure coding, medical billing practices, healthcare reimbursement and delivery systems, health record maintenance, information technology, organizational resources, medical law and ethics, medical terminology, and anatomy and physiology. The final portion of the curriculum includes a supervised externship/internship at a healthcare facility. At the completion of the program, graduates should have the knowledge and skills necessary to seek entry-level employment in the field of health information management. Health Information Technician is designed to prepare competent entry-level ‘pertinent career outcome’(s) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Mission
The Health Information Technician program is designed to prepare students to assume roles that support the management of health information in various healthcare settings, including medical offices, hospitals, clinics, and skilled-care facilities.

Student Learning Outcomes
1. Collect, maintain, and ensure that accuracy and security of health data.
2. Describe and follow policies and procedures that ensure organizational compliance with regulations and standards for patient records.
3. Apply diagnosis and procedure codes using ICD-9-CM, CPT, and HCPCS, and/or other clinical classification and nomenclature systems.
4. Demonstrate accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.
5. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements.
6. Collect, organize, and present data for performance improvement programs and quality and risk management, and maintain data for clinical databases/registries.
7. Adhere to current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.
8. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, and managed care.
9. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.
10. Utilize electronic health records (EHR) to maintain personal health information, and ensure the security and integrity of health data.
11. Contribute to the design and implementation of risk management, contingency planning, and data recovery procedures.
12. Conduct new staff orientation, training, and education programs; and use quality improvement tools and techniques to monitor, report, and improve processes, performance, and productivity.
13. Assist with budgeting processes and resource requisitions necessary for efficient work processes.

Distance Education – Flexible Learning Options
Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.
## PROGRAM CORE COURSES

<table>
<thead>
<tr>
<th>COURSE #</th>
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<td>Anatomy and Physiology: Cardiovascular, Lymphatic, Blood</td>
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## GENERAL EDUCATION COURSES

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</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION** 90
Student Learning Outcomes

Students graduating from the Associate of Applied Science Degree program as a Medical Assistant are expected to:

1. Perform clerical functions.
2. Perform bookkeeping procedures.
4. Perform fundamental clinical procedures.
5. Perform specimen collection.
6. Perform diagnostic testing.
7. Provide patient care.
8. Perform professional communications.
9. Adhere to legal concepts.
11. Perform clinical operational functions.
12. Demonstrate employability skills.

Factors Affecting Employment

Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics’ Occupational Outlook Handbook (see www.bls.gov/ooh) are good places to start researching the specific requirements for employment in this field. Sanford-Brown College cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future, because Sanford-Brown College does not control those requirements. It is the student’s responsibility to investigate the requirements for certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.

Distance Education – Flexible Learning Options

Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.
# Program Core Courses

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<td>Safety in the Healthcare Environment</td>
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<td>MA180</td>
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<td>Medical Assistant Clinical Review</td>
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# General Education Courses

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**Total Credits Required for Graduation**: 90
Medical Billing

ASSOCIATE OF APPLIED SCIENCE DEGREE
18 Months – 7 Terms – 93 Quarter Credits

Offered at the Brooklyn Center Campus

The Medical Billing Associate of Applied Science program at Sanford-Brown is designed to provide students with the appropriate didactic theory and skills required to begin a career in office administration and management within a healthcare setting. The courses are grouped around knowledge and skills required for an administrative role in a medical practice. The program should also prepare students for responsibilities including insurance coding, processing, medical administrative procedures and regulatory requirements of the healthcare delivery system. Courses are not necessarily offered in the sequences in which they appear in the catalog. Also, students will typically, but not always, be taught by more than one instructor during their program of study. After the didactic portion of their program, students are required to complete a supervised externship at a medical facility or office that includes competencies, logs and evaluations completed by the student. At the completion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the necessary skills to seek entry-level employment in an administrative role in a medical setting. Medical Billing is designed to prepare competent entry-level ‘pertinent career outcome’(s) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

In support of our mission, Sanford-Brown College seeks to provide: A curricula that prepares students for success by focusing on industry current technical skills and applied hands-on experience. Faculty with professional expertise, who are knowledgeable of industry practices. An integrated professional environment that prepares students for employment. A college experience that prepares students for lifelong learning and community contribution. An institutional effectiveness strategy that fosters continual improvement through strategic planning and consistent assessment.

Mission
The goal of the program is to provide the training necessary for the graduates to earn entry-level positions as Medical Billing employees. This follows the mission and objectives described above.

Student Learning Outcomes:
1. Describe the major roles and responsibilities of a medical administrative specialist
2. Explain the professional, ethical, legal responsibilities of a healthcare specialist
3. Apply office and supervisory management skills to healthcare facilities
4. Demonstrate the ability to integrate office software applications in order to complete medical practice assignments
5. Utilize electronic healthcare records, and maintain the confidentiality and security of patient information
6. Utilize information technology to complete office scheduling, medical billing, and records management
7. Develop proficiency in office procedures via office simulation exercises
8. Perform routine office procedures in an efficient and professional manner
9. Demonstrate basic knowledge and skill in diagnostic and procedure coding
10. Demonstrate an understanding of healthcare knowledge, management skills, and business administration methods
11. Demonstrate routine and specialized procedures used in billing and insurance processing in a variety of healthcare settings
12. Demonstrate intellectual engagement and discovery through evaluation, creation, synthesis, and integration of critical and creative thinking and reading skills
13. Demonstrate application of clear, effective, and contributive written, oral, non-verbal and group communication
14. Demonstrate personal and social responsibility by recognizing and valuing diversity of persons and cultures and making informed decisions about ethical and social issues

Distance Education – Flexible Learning Options
Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.

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## Program Core Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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**Total Core Credits: 61**

## General Education Courses

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**Total General Education Credits: 32**

**Total Credits Required for Graduation: 93**
Pharmacy Technician

ASSOCIATE OF APPLIED SCIENCE DEGREE
18 Months – 7 Terms – 93 Quarter Credits

Offered at the Mendota Heights and Brooklyn Center campuses.

The Pharmacy Technician program provides students with the technical and practical training necessary for work as an assistant to a licensed pharmacist in a variety of health system settings, including pharmacy chains, hospitals, and skilled-care facilities. Some employment opportunities may require the employee to be a certified pharmacy technician. This program should prepare students to take the Pharmacy Technician Certification Board examination. Students will examine pharmacy computing, medication preparation, inventory and billing, and quarterly customer service care as well as receive a well-rounded general education curriculum. The program is divided into fourteen major courses, with four general education subject areas. Twenty-one courses are taken in school; the final course is an externship. Pharmacy Technician is designed to prepare competent entry-level ‘pertinent career outcome’(s) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Mission
The Pharmacy Technician program is designed to provide students with the technical and practical training necessary for work as an assistant to a licensed pharmacist in a variety of health system settings, including pharmacy chains, hospitals, and skilled-care facilities.

Student Learning Outcomes:
1. Review legal and ethical issues in healthcare, with a focus on HIPAA, OSHA, and other regulatory standards used by pharmacy technicians.
2. Examine procedures used to collect, organize, and evaluate information for direct patient care, drug-use review, and departmental management.
3. Receive and screen prescriptions or medication orders for completeness, authenticity, and accuracy.
4. Use pharmaceutical and medical terms, abbreviations, and symbols appropriately Examine the general chemical and physical properties of therapeutic agents on the various systems.
5. Identify and define the use and side effects of prescription medications, non-prescription medications, and alternative therapies used to treat common disease states in various systems.
6. Calculate dosages and demonstrate techniques used to appropriately prepare selected medication products.
7. Explain the importance of following aseptic techniques in the preparation and handling of all medications, and follow medication safety practices.
8. Prepare and distribute medications in a simulated healthcare setting.
9. Use knowledge of proper aseptic technique and packaging in the preparation of medications.
10. Verify the measurements, preparation, and/or packaging of medications produced by other technicians.
11. Follow procedures used to document and track controlled substances, and examine methods used to help prevent medication misadventures.
12. Utilize computers, software, and other technology commonly found in pharmacy settings Demonstrate procedures used to collect payment or initiate billing for pharmacy services and goods.
13. Demonstrate procedures used to purchase pharmaceuticals, devices, and supplies according to an established plan in a variety of health systems.
14. Monitor and control the inventory of medications, equipment, and devices with a focus on safety and security.
15. Maintain pharmacy equipment and facilities, and correctly calibrate measuring devices and/or troubleshoot common device problems.
16. Assist the pharmacist in monitoring the practice site or service area for compliance with federal, state, and local laws and regulations while upholding professional standards.
17. Demonstrate proper customer care, including a respect for diversity, courteous customer care skills, clear communication in speech and writing, confidentiality of patient and proprietary business information, and ethical conduct in all transactions.
18. Discuss successful characteristics of professional pharmacy technicians, including the ability to resolve conflicts through negotiation, manage change, problem-solve, and adapt direct patient care to meet conditional demands.
Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics’ Occupational Outlook Handbook (see www.bls.gov/ooh) are good places to start researching the specific requirements for employment in this field.

Requirements for employment, registration, and certification are not controlled by Brown and are subject to change without notice. Brown cannot guarantee that a graduate will be eligible to obtain a particular registration, certification, permit, or license or secure employment in the field upon graduation or at any time in the future, regardless of their eligibility status upon enrollment, because Brown does not control those requirements. It is the student’s responsibility to investigate the requirements for registration, certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.

Factors Affecting Employment
In order to complete this program, students must register with the Minnesota State Board of Pharmacy prior to externship. Registration with the Minnesota State Board of Pharmacy is also required for employment. Applicants with certain fraud-based or drug-related felony convictions or guilty pleas, or incarceration or probation for such offenses in their background will likely not be eligible for registration as a Pharmacy Technician in Minnesota. Questions regarding eligibility for registration as a pharmacy technician in Minnesota should be directed to the Minnesota State Board of Pharmacy at www.phcybrd.state.mn.us/.

Graduates of the program are encouraged to take the certification exam offered by the Pharmacy Technician Certification Board (PTCB). This credential is a nationally recognized voluntary certification that could enhance employment opportunities. As with state registration, applicants with a felony or drug-related conviction or guilty plea may not be eligible to sit for this certification exam. Additional information about certification can be obtained from the PTCB.

Employers are largely free to set their own requirements for employment and advancement. For example, employers may favor applicants who graduate from a programmatically accredited program, have prior work experience or who obtain voluntary certifications, continuing education or professional development in the field.

Distance Education – Flexible Learning Options
Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.
### PROGRAM CORE COURSES

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### GENERAL EDUCATION COURSES

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TOTAL CREDITS REQUIRED FOR GRADUATION 93
All Other Programs

Business Management

BACHELOR OF SCIENCE DEGREE
36 months – 12 Terms – 180 Quarter Credits

Offered at the Mendota Heights campus.

The Sanford-Brown College Business Management program was designed using feedback from the business industry. Biannually, a Professional Advisory Committee meets with the Business department to discuss management skills needed in industry. These professionals range from owners to presidents, vice presidents, directors, and consultants. The Business department along with Career Services collects information about job requirements from local job postings using Internet searches. Information is gathered from local companies contacting us to inquire about internship and employment candidates. Gathered information is reviewed by the Business Management department and compared to our course offering to ensure that all current and future courses in the business management program provide our students with the skills and knowledge they need for a business management career.

Mission
The Sanford-Brown College Business Management program helps prepare students to become successful business managers that are ethical leaders in a diverse global economy by developing skills and knowledge in problem solving, decision making, management, professionalism and communication.

Student Learning Outcomes
Students graduating from the Bachelor of Science Degree program in Business Management are expected to demonstrate the following learning outcomes:

1. Communication: Students are expected to learn effective interpersonal communication within the business environment employing various communication modes.

2. Decision Making/Problem Solving: Students are expected to apply critical thinking to identify and strategically solve business problems and make decisions within a complex global business environment.

3. Management: Students must be able to demonstrate and apply Fayol's five functions of management: leading, planning, organizing, directing and controlling.

4. Team Work: Students need to demonstrate the ability to work effectively and efficiently in teams.

5. Professionalism/Diversity: Students are expected to demonstrate and exhibit knowledge of professionalism by promoting ethical behavior and standards, demonstrating appropriate time management, advocating quality of service, and promoting honesty and integrity in business transactions. In order to be effective managers in a global society, they must be able to show respect for and promote diversity in the workplace.

Distance Education – Flexible Learning Options
Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.
### PROGRAM CORE COURSES

<table>
<thead>
<tr>
<th>COURSE #</th>
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<tr>
<td>BSMG115</td>
<td>Business Policies and Strategies</td>
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<td>Business Computer Applications</td>
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<td>Management Information Systems</td>
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<td>Communication in the Workplace</td>
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<tr>
<td>CD100</td>
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<td>CS100</td>
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**TOTAL CORE CREDITS** 124

### GENERAL EDUCATION COURSES

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**TOTAL GENERAL EDUCATION CREDITS** 56

**TOTAL CREDITS REQUIRED FOR GRADUATION** 180
Criminal Justice

ASSOCIATE OF APPLIED SCIENCE DEGREE
18 months – 7 Terms – 90 Quarter Credits

Offered at the Brooklyn Center campus.

Criminal Justice is an academic field which examines the three subsystems of the criminal justice system. The three subsystems include law enforcement, courts, and corrections. The study of criminal justice requires an examination of the structure and functioning of each of these subsystems, as well as knowledge of the role behavior plays. The study of criminal justice involves an evaluation of how the administration of justice operates in American society and examines the perspectives from which solutions to problems may be concluded. The criminal justice major is designed to provide students with substantial knowledge of how the criminal justice system works on the local, state, and federal level with an understanding of the ever changing nature of the criminal justice system.

Mission
The Sanford-Brown College Associate of Applied Science in Criminal Justice degree program is designed to provide students with a strong foundation in criminal justice theory and practice in preparation for entry-level careers as criminal justice professionals. The General Education and Criminal Justice curriculum should promote the students’ overall comprehension of criminal justice from sociological and psychological perspectives and enhance the written, interpersonal, and analytical proficiency sought by today’s employers. Consistent with the mission and principles of the College, the program should develop and expand the students’ commitment to the preservation of human rights and develop and promote individual and collective contributions to society.

Student Learning Outcomes
Students graduating from the Associate of Applied Science Degree program in Criminal Justice are expected to:

1. Show theoretical knowledge, interpersonal communication techniques, and practical skills necessary for entry-level positions in the criminal justice profession.
2. Establish introductory knowledge of the criminal justice field.
3. Inspire a sense of community awareness and social responsibility.
4. Exhibit knowledge of criminal justice related issues including professionalism and ethics.

This program is not enrolling any new students at the Mendota Heights campus.

Distance Education – Flexible Learning Options
Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.
## CURRICULUM COURSES

<table>
<thead>
<tr>
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<td>CJS110</td>
<td>Survival Skills for Criminal Justice</td>
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<td>CJS115</td>
<td>Careers in Criminal Justice</td>
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<td>CJS120</td>
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<td>Victims in the Criminal Justice System</td>
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<td>CJS130</td>
<td>Corrections</td>
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<td>Public and Private Providers of Criminal Justice Services</td>
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<td>Investigations</td>
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<td>The Criminal Justice System</td>
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<td>Communication in Criminal Justice</td>
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<td>CJS235</td>
<td>Probation and Parole</td>
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## GENERAL EDUCATION COURSES

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**TOTAL CREDITS REQUIRED FOR GRADUATION**: 90
Criminal Justice

BACHELOR OF SCIENCE DEGREE
36 months – 15 terms – 184 Quarter Credits

Offered at the Brooklyn Center campus.

Criminal Justice is an academic field which examines the three subsystems of the criminal justice system: law enforcement, courts, and corrections. The study of criminal justice requires an examination of the structure and functioning of each of these subsystems, as well as knowledge of the role plays. The study of criminal justice involves an evaluation of how the administration of justice operates in American society and examines the perspectives from which solutions to problems may be concluded. The criminal justice major is designed to provide students with substantial knowledge of how the criminal justice system works on the local, state, and federal levels with an understanding of the ever changing nature of the criminal justice system. The curriculum consists of a variety of classes. Students can enroll in the Bachelor program once they have successfully completed the AAS in Criminal Justice.

Mission
The Sanford-Brown College Bachelor of Science in Criminal Justice degree program is designed to provide students with a strong foundation in criminal justice theory and practice in preparation for entry-level careers and advancement opportunities in the field of criminal justice. The General Education and Criminal Justice curriculum should promote the students’ overall comprehension of criminal justice from sociological and psychological perspectives and enhance the written, interpersonal, and analytical proficiency sought by today’s employers. Consistent with the mission and principles of the College, the program should develop and expand the students’ commitment to the preservation of human rights and develop and promote individual and collective contributions to society.

Entering students must complete the AAS program before beginning the BS program.

Student Learning Outcomes
Students graduating from the Bachelor of Science Degree program in Criminal Justice are expected to:
1. Show theoretical knowledge, interpersonal communication techniques, and practical skills necessary for entry-level positions and promotions in the criminal justice profession.
2. Establish introductory knowledge of the criminal justice field.
3. Inspire a sense of community awareness and social responsibility.
4. Exhibit knowledge of criminal justice related issues including professionalism and ethics.
5. Apply critical thinking skills and logic to analyze and solve a variety of complex problems in the criminal justice environment.

This program is not enrolling any new students at the Mendota Heights campus.

Distance Education – Flexible Learning Options
Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.
### Program Core Courses

<table>
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<td>CJS310</td>
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<td>CJS315</td>
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<td>CJS320</td>
<td>Drugs in the Community</td>
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<td>CJS330</td>
<td>The Juvenile Justice System</td>
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<td>CJS335</td>
<td>Crime and Gangs</td>
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<td>The Trial Process</td>
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<td>CJS430</td>
<td>Ethics and Criminal Justice</td>
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<td>CJS435</td>
<td>Crime Typologies</td>
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<td>Women in Criminal Justice</td>
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<td>CJS445</td>
<td>Managing Stress</td>
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<td>CJS450</td>
<td>Influences on the Criminal Justice System</td>
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<td>CJS455</td>
<td>Criminal Justice Capstone/Internship</td>
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<td>Current Issues in Criminal Justice</td>
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<td>CJS485</td>
<td>Murder</td>
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<td>CJS470</td>
<td>Special Populations in the Criminal Justice System</td>
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**Total Core Credits:** 70

### General Education Courses

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<td>ECON193</td>
<td>Economics</td>
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<td>ENG110</td>
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<td>PSYC420</td>
<td>Social Psychology</td>
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</table>

**Total General Education Credits:** 24

**Credits from AAS in Criminal Justice:** 90

**Total Credits Required for Graduation:** 184
Digital Photography

BACHELOR OF SCIENCE DEGREE
36 months – 12 Terms – 180 Quarter Credits

Offered at the Mendota Heights campus.

Digital Photography has revolutionized the way we view the world. No longer tied to the constraints of film, the photographer is free to create, modify, and distribute images in ways not formerly possible. Starting with a solid background in visual design, photography students’ progress through basic camera and lighting techniques into advanced studio and location shooting situations. Both the technical and aesthetic values of photography are stressed to prepare a graduate for entry into a world hungry for images. Digital Photography is designed to prepare competent entry-level ‘pertinent career outcome’(s) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Mission
Provide career-focused education in photography by exploring the fundamentals of design and implementing these concepts through a wide variety of photographic projects that culminate in a portfolio unique to each student’s talents.

Student Learning Outcomes
Students graduating from the Bachelor of Science Degree program in Digital Photography are expected to:

1. Demonstrate knowledge of industry – through design projects, solutions (both functional and aesthetic), delivered within a set amount of time, as judged by critique and rubrics.
2. Apply technical and software skills – through execution of projects that meets defined criteria established by projects, critiques and rubrics.
3. Utilize visual problem solving – through research skills, critical analysis skills, applications, and assessment of the design process.
4. Implementation of communication skills – through use of industry-relevant vocabulary and professional presentation techniques.
5. Develop conceptual-thinking skills – through execution of design projects that build perceptual awareness.
6. Discuss aesthetics – through the use of design elements and principles that exhibit an awareness of design as a cultural element.
7. Prepare for global professional workplace culture – through demonstrated behavior exhibiting an awareness of the designer in a greater world context.
8. Compile and complete a portfolio – combining learned skills to produce a portfolio that demonstrates workplace readiness.
9. Articulate a vision of the future of the discipline – identify and suggest implementation modes for emergent trends in design and supporting technology.

This program is not enrolling any new students.

Distance Education – Flexible Learning Options
Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.
### PROGRAM CORE COURSES

<table>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
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<td>Survey of the Design Profession</td>
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<td>PHO228</td>
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**TOTAL CORE CREDITS** 132

### GENERAL EDUCATION COURSES

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<td>HUM200</td>
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<td>Literature, Poetry, and Lyrics in the United States</td>
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**TOTAL GENERAL EDUCATION CREDITS** 48

**TOTAL CREDITS REQUIRED FOR GRADUATION** 180
Student Learning Outcomes

Students graduating from the Bachelor of Science Degree in Game Development are expected to:

1. Research aspects in the game industry including trends to aid in the design, development and marketing of games.
2. Develop marketable skills required in the industry including being goal Orientated, teamwork, self motivation, lifelong learning, project management methodologies, resource gathering and professional interaction.
3. Create, evaluate, and edit storyboards, scripts, graphics, interfaces, streaming media, animation, text, audio, and video files.
4. Effectively communicate ideas through various formats including written, verbal and traditional visual arts.
5. Create industry standard production, design and creative documentation.
6. Use level editors, world builders, and game engines to create interactive game environments.
7. 2-D and 3-D content creation from the design and drawing stages through modeling, texturing, animation, and implementation in a game engine.
8. Prepare material for an online portfolio, resume and self promotional material to assist in securing a job in the interactive media industry.
9. Develop programming skills using current industry standard languages and syntax on various platforms.

This program is not enrolling any new students.

Distance Education – Flexible Learning Options

Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.
### Program Core Courses

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>QUARTER CREDITS</th>
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<td>Introduction to Game Design and Development</td>
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### General Education Courses

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**Total Credits Required for Graduation**: 180
ASSOCIATE OF APPLIED SCIENCE DEGREE
18 Months – 6 Terms – 94 Quarter Credits

Offered at the Mendota Heights and Brooklyn Center campuses.

The Information Technology Associate Degree program provides students with the knowledge and skills necessary to perform entry-level network administration job functions. Students should understand networking technology for local area networks (LANs), wide area networks (WANs) as well as programming concepts. This program prepares students for networking and information technology careers in industry and business. The curriculum provides exposure to PC troubleshooting, applications, and operating systems, as well as network configuration, administration, hardware, maintenance and security.

Mission
Information Technology is designed to provide students with the necessary skills to evaluate, deploy, and manage computer hardware, software, and network components

Student Learning Outcomes:
1. Understand computer hardware components with depth and experience in their usage, configuration, installation, integration, maintenance, and deployment in secure business settings.
2. Understand computer software components with depth and experience in their usage, configuration, installation, integration, security, maintenance, and deployment in secure business settings.
3. Understand network operating systems and server applications with depth and experience in their usage, configuration, installation, integration, security, maintenance, and deployment for the purpose of sharing network resources in secure business settings.
4. Understand networking equipment and components with depth and experience in their usage, configuration, installation, integration, maintenance, and deployment for the purpose of administrating and facilitating communication between them in secure business settings.
5. Understand organizational structure, culture, policies, needs, requirements, and systems, including the ability to security protect organizational assets by utilizing industry standards and best practices, as well as employing critical, analytical, ethical, and forward thinking.
6. Demonstrate professional and interpersonal skills and attitudes, including the ability to research, evaluate, synthesize, document, and present technical information to nontechnical audiences in meaningful ways, including the ability to champion (and to help strengthen) an organization’s core values and standing in the world community.

Distance Education—Flexible Learning Options
Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.
<table>
<thead>
<tr>
<th>COURSE #</th>
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**GENERAL EDUCATION COURSES**

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<td><strong>TOTAL GENERAL EDUCATION CREDITS</strong></td>
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**TOTAL CREDITS REQUIRED FOR GRADUATION**

| **94** |
Information Technology

BACHELOR OF SCIENCE DEGREE
36 Months – 12 Terms – 182 Quarter Credits

Offered at the Mendota Heights campus.

The Bachelor of Science degree in Information Technology provides students with the knowledge and the skills necessary to implement as well as analyze and manage an Information Systems environment. Students should understand the technology and the theories and practices of intranets and extranets in organizations of different size and scope. This program also provides training in computer and network installation and administration. Students will be presented with instruction in industry standard client and server environments, Linux, routing and switching technologies, scalable directory services, and security of systems, networks, and other components of information systems.

Mission
The Bachelor of Science in Information Technology program is designed to provide students with advanced skills in software or network development that will enable them to advance their IT careers.

Student Learning Outcomes
Students graduating from the Bachelor of Science Degree in Information Technology are expected to:

1. Explain systems development life cycles and outline the characteristics of each phase and/or work flow.
2. Understand the application of information systems including enterprise information systems and decision support systems.
3. Analyze problems within business organizations and develop information systems-based solutions.
4. Identify information technology resources that can be employed to create and sustain business competitive advantages and performance.
5. Demonstrate the ability to evaluate, deploy, and manage computer hardware and software.
6. Select appropriate administrative tasks to deploy, troubleshoot, and maintain network operating systems.
7. Apply information technology industry standards to design, configure, and implement network solutions.
8. Comprehend effective management, planning, organizing, implementing, controlling, and evaluation of projects and personnel.

Factors Affecting Employment
Employers, industries, and jurisdictions (federal, state, and local) are largely free to set their own requirements for employment and advancement, and these requirements are not controlled by the School and may change at any time without notice to the School. For example, in the computer and information technology field, employers may favor applicants who have obtained certifications from product vendors, computer associations, or other third-parties, have prior experience, and/or keep current on technological advances through continuing education and professional development. While this program is not designed to prepare students for a particular certification exam, students may have the opportunity to review material in preparation for professional certification opportunities during the course of the program.

Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics’ Occupational Outlook Handbook (see www.bls.gov/ooh) are good places to start researching the specific requirements for employment in this field. BC cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future, because BC does not control those requirements. It is the student’s responsibility to investigate the requirements for certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.

Distance Education – Flexible Learning Options
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</table>

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>QUARTER CREDITS</th>
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<tr>
<td>COM415</td>
<td>Intercultural &amp; Gender Communication Theory</td>
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<td>ECON193</td>
<td>Economics</td>
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<td>English Composition I</td>
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<td>MAT 380</td>
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<td><strong>TOTAL CREDITS REQUIRED FOR GRADUATION</strong></td>
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Radio Broadcasting

ASSOCIATE OF APPLIED SCIENCE DEGREE
18 months – 6 Terms – 90 Quarter Credits

Offered at the Mendota Heights campus.

On the way to developing an on-air presence and the technical skills needed for entry-level positions, students will encounter diverse coursework in the Associate of Applied Science Degree in Radio Broadcasting program. On-air voice projection, radio personality development and repertoire selection are emphasized, along with hands-on broadcast training. Show preparation, writing for broadcast, vocal interpretation, audio console operation, and digital multi-track recording are also covered. The marketing and sales dimensions of the broadcast industry are also explored. Within the degree program is an in-depth exploration of the relationship between broadcasting and the Internet, and an internship or practicum project. Streaming audio, podcasts, and satellite radio are just a few of the emerging technologies that will demand skilled broadcasters and producers for years to come. Radio Broadcasting is designed to prepare competent entry-level ‘pertinent career outcome’(s) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Mission
The Associate of Applied Science in Radio Broadcasting degree program is designed to provide students with a broad knowledge of the radio broadcast industry, preparing students to become professional radio broadcasters while securing a fulfilling entry-level position in radio broadcasting.

Student Learning Outcomes
Students graduating from the Associate of Applied Science Degree program in Radio Broadcasting are expected to:

1. Develop the ability to write, produce, and perform commercials within a digital multi-track environment.
2. Exhibit the skills necessary to write effective commercial copy and accurate news copy using proper broadcast style.
3. Demonstrate the capability to read accurately, by using proper voice quality, articulation, and appropriate interpretation.
4. Display an understanding of the broadcast industry - past, present and digital future.
5. Execute the elements of an “airable” radio program using the technical skills, proper levels, and precise timing within a structured format.
6. Design a career-focused search for an entry-level position by implementing program knowledge and skills based on current industry standards.

Distance Education – Flexible Learning Options
Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.
## PROGRAM CORE COURSES

<table>
<thead>
<tr>
<th>COURSE #</th>
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<td>ARB120</td>
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<td>ARB130</td>
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<td>Radio Studio III</td>
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<td>ARB250</td>
<td>Computerized Radio Studio</td>
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<td>ARB254</td>
<td>Voice, Imaging and Production</td>
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<td>Small Market Radio</td>
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**TOTAL CORE CREDITS**: 58

## GENERAL EDUCATION COURSES

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**TOTAL GENERAL EDUCATION CREDITS**: 32

**TOTAL CREDITS REQUIRED FOR GRADUATION**: 90
Software Development

ASSOCIATE OF APPLIED SCIENCE DEGREE
18 months – 6 Terms – 90 Quarter Credits

Offered at the Mendota Heights campus.

A fast-paced industry demands fast-paced training. That’s the logic behind the Associate of Applied Science degree in Software Development, which is a fast-paced, intensive, project-based training program that prepares students for entry-level positions in software development and information technology. Through practical examples and business-based programming problems, students have the opportunity to learn the theory and concepts of programming and gain hands-on computer experience while creating a project portfolio to present to prospective employers.

Students can develop the planning, analytical, and diagnostic skills needed to make a significant contribution to their employer’s information strategy and more immediate Information Systems goals. Key topics include basic, intermediate, and some advanced programming and database skills, as well as analyzing, designing, testing, and implementing single- and multi-level applications. Students will learn how to use various information system problem-solving methodologies and gain experience in applying each of several current languages and applications. Software Development ital Photography is designed to prepare competent entry-level ‘pertinent career outcome’(s) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Mission
Software Development is designed to provide students with the skills necessary to design, create, and deploy software solutions for complex problems

Student Learning Outcomes
Students graduating from the Associate of Applied Science Degree in Software Development are expected to:

1. Develop Graphical User Interface (GUI) and command line applications using current programming languages.
2. Apply systems analysis and design processes and methodologies.
3. Design and implement web-based applications.
4. Design, implement and integrate relational database projects.
5. Demonstrate the ability to work independently and within a group setting.
6. Develop a knowledge of how to navigate between the Information Technology (IT) and business worlds.

This program is not enrolling any new students.

Distance Education – Flexible Learning Options
Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.
### Program Core Courses

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<td>SD200</td>
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### General Education Courses

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<td>SPCH100</td>
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<td><strong>Total General Education Credits</strong></td>
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**Total Credits Required for Graduation**: 90
Visual Communication

BACHELOR OF SCIENCE DEGREE
36 Months – 13 Terms – 188 Quarter Credits

Offered at the Mendota Heights campus.

In today’s world of converging media all designers share common traits, concerns and interests. The Visual Communication program builds upon this commonality through shared foundational coursework that lay the groundwork for future collaboration between the disciplines of graphic design, multimedia, and photography.

Foundational studies include the shared elements of color theory, visual design, and freehand drawing. From these shared introductory level classes students gain an understanding of the underpinnings of design. Core classes provide students the opportunity to concentrate on their chosen area of specialization while also providing time for collaboration between design disciplines.

All students participate in a mid-program review in which faculty and design professionals review their body of work and provide commentary and advice regarding the strengths students possess; and where students need to hone their skills. After completion of mid-program review students begin their upper-division course work which incorporates the application of design theory to their chosen track of either of graphic design, multimedia, or photography. Throughout their upper-division course work students will be assembling a body of work suitable for their portfolios.

Completing their upper-divisional work, each student will compile a professional portfolio that highlights their unique vision and depicts individual strengths within their field. Graduates of the School of Design can competently enter a workplace that requires both a broad cross-disciplinary knowledge of the design field and specialized skills in their chosen profession. Visual Communication is designed to prepare competent entry-level ‘pertinent career outcome’(s) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Mission
Provide career-focused education in photography by exploring the fundamentals of design and implementing these concepts through a wide variety of projects that culminate in a portfolio unique to each student’s talents.

Student Learning Outcomes
Students graduating from the Bachelor of Science Degree program in Visual Communication are expected to:

1. Demonstrate knowledge of industry – through design projects, solutions (both functional and aesthetic), delivered within a set amount of time, as judged by critique and rubrics.
2. Apply technical and software skills – through execution of projects that meets defined criteria established by projects, critiques and rubrics.
3. Utilize visual problem solving – through research skills, critical analysis skills, application, and assessment of the design process.
4. Implementation of communication skills – through use of industry relevant vocabulary and professional presentation techniques.
5. Develop conceptual thinking skills – through execution of design projects that build perceptual awareness.
6. Discuss aesthetics – through the use of design elements and principles that exhibit an awareness of design as a cultural element.
7. Prepare for global professional workplace culture – through demonstrated behavior exhibiting an awareness of the designer in a greater world context.
8. Compile and complete portfolio – combining learned skills to produce a portfolio that demonstrates workplace readiness.
9. Articulate a vision of the future of the discipline – identify and suggest implementation modes for emergent trends in design and supporting technology.
Distance Education – Flexible Learning Options
Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.
## PROGRAM CORE COURSES

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<th>COURSE #</th>
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<td>DES106</td>
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<td>DES202</td>
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**TOTAL CORE CREDITS** 96

## GENERAL EDUCATION

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**TOTAL GENERAL EDUCATION CREDITS** 56
VISUAL COMMUNICATION STUDENTS WILL SELECT ONE OF THE EMPHASES LISTED BELOW:

**PHOTOGRAPHY EMPHASIS**

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<td>PHO333</td>
<td>Portraiture</td>
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<td>PHO335</td>
<td>Photographic Strategies</td>
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<td>PHO338</td>
<td>Fine Art Photography</td>
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<td>PHO340</td>
<td>Commercial Format Photography</td>
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<td><strong>TOTAL CREDITS</strong></td>
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**GRAPHIC DESIGN EMPHASIS**

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<td>VCB304A</td>
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<td>VCB305A</td>
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**MULTI-MEDIA EMPHASIS**

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<td>VCB335</td>
<td>Digital Video</td>
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<tr>
<td>VCB336</td>
<td>Motion Graphics I</td>
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</tr>
<tr>
<td>VCB337</td>
<td>3-D Animation I</td>
<td>4</td>
</tr>
<tr>
<td>VCB338</td>
<td>Theory and History of Multimedia</td>
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<tr>
<td>VCB339</td>
<td>Motion Graphics II</td>
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<td>VCB330</td>
<td>3-D Animation II</td>
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<tr>
<td></td>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>36</strong></td>
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</tbody>
</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION**

188
For all Associate of Applied Science and Bachelor of Science Degrees

Sanford-Brown College’s General Education Department offers a rich array of well-rounded curriculum. The General Education curriculum is the breath of a student’s educational experience and helps strengthen our graduates written and communication skills, along with helping them develop interpersonal and problem-solving skills, promote self-discipline, and motivate them so that they may enjoy success on the job and in society. Principles and theories in the four areas of the disciplines of: 1) communication, 2) humanities, 3) natural and physical sciences, and 4) behavioral/social sciences are relevant for all Sanford-Brown College students regardless of their program or career fields, and are not confined to any particular discipline.

Mission
Sanford-Brown College’s General Education Department’s mission is to offer a curriculum that leads students to critical examination of themselves, society, culture, and the natural world.

Student Learning Outcomes
1. Intellectual Engagement and Discovery
   Demonstrate intellectual engagement and discovery through evaluation, creation, synthesis, and integration of critical and creative thinking and reading.

2. Effective Communication
   Demonstrate application of clear, effective and contributive written, oral, non-verbal and group communication.

3. Personal and Social Responsibility
   Demonstrate personal and social responsibility by recognizing and valuing diversity of persons and cultures and making informed decisions about ethical and social issues.
### COLLEGE PREREQUISITE COURSES

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>ENGL099</td>
<td>Basic English</td>
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<tr>
<td>MATH099</td>
<td>Basic Mathematics</td>
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### COLLEGE LEVEL GENERAL EDUCATION COURSES

#### COMMUNICATION

<table>
<thead>
<tr>
<th>COURSE #</th>
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<tr>
<td>COM415</td>
<td>Intercultural &amp; Gender Communication Theory</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENG110</td>
<td>English Composition II</td>
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<tr>
<td>SPCH100</td>
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#### MATHEMATICS AND NATURAL SCIENCES

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<tr>
<td>MATH122</td>
<td>College Algebra</td>
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<tr>
<td>MATH380</td>
<td>Statistics</td>
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<td>SCI280</td>
<td>Environmental Science</td>
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#### HUMANITIES

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<tr>
<td>ENG225</td>
<td>Twentieth Century Literature</td>
</tr>
<tr>
<td>HUM200</td>
<td>Comparative Mythology</td>
</tr>
<tr>
<td>HUM300</td>
<td>Literature, Poetry, and Lyrics in the United States</td>
</tr>
<tr>
<td>HUM391</td>
<td>Logic and Critical Thinking</td>
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#### SOCIAL SCIENCES

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<tr>
<td>ECON193</td>
<td>Economics</td>
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<tr>
<td>PSCI205</td>
<td>Introduction to Political Science</td>
</tr>
<tr>
<td>PSYC150</td>
<td>Psychology</td>
</tr>
<tr>
<td>PSYC420</td>
<td>Social Psychology</td>
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</table>
Course Descriptions

COURSE NUMBERING SYSTEM
Sanford-Brown College uses a course numbering system that consists of a three to four letter prefix followed by three numbers and indicates both the area of study and general level of the course.

Courses numbered 100–200 are generally taken during a student’s first and second academic year.

Courses numbered 300–400 are generally taken during a student’s third and fourth (upper level bachelor courses) academic year.

Although the course number indicates the general level of study, courses may be completed out of sequence with a student’s current study level, upon approval from the Dean of Education. The unit of credit is the quarter credit hour.

COURSE PREREQUISITES
Many Sanford-Brown College courses have prerequisites that need to be completed prior to enrolling in the course. The Director of Education has the authority to waive the prerequisite requirement in certain circumstances.

Please note: The institution reserves the right to reschedule any course that is selected by fewer than ten students. Due to course scheduling and student demand, not all courses are available or offered every term.

ACCT100
PRINCIPLES OF ACCOUNTING I
4 Quarter Credits
Prerequisite(s): None
This course provides a fundamental introduction to accounting concepts and principles used to analyze and record business transactions.

ACCT110
PRINCIPLES OF ACCOUNTING II
4 Quarter Credits
Prerequisite(s): ACCT100
This course is a continuation of ACCT100 Principles of Accounting I. The course continues the study of accounting transactions and record keeping looking at accounting for inventory, property, partnerships, corporate accounting, cash flows and financial statements.

ACCT200
BUSINESS SPREADSHEET APPLICATIONS
4 Quarter Credits
Prerequisite(s): BSMG120
This course introduces students to the use of spreadsheets and databases in accounting practice.

ACCT210
FINANCIAL ACCOUNTING
4 Quarter Credits
Prerequisite(s): ACCT110
This course bridges the gap between business and accounting. The course shows students how accounting fits into business as a company is created, operated, and expanded. Traditional financial statements and the accounting equation are emphasized, however the core of this course is how accounting relates to business processes.

ACCT220
MANAGERIAL ACCOUNTING
4 Quarter Credits
Prerequisite(s): ACCT110
This course introduces students to costing concepts and methods of analysis. Students analyze the management decision-making process via problem solving and case analysis.
ALH106
MEDICAL LAW AND ETHICS
4 Quarter Credits
Prerequisite(s): None
This course explores legal and ethical issues in healthcare delivery. Students will review and discuss legal principles, professional liability, informed consent, medical documentation, confidentiality, and the Health Insurance Portability and Accountability Act. Ethical discussion will focus on recognizing various patient needs, respecting the cultures and values of patients and their families, and appropriate communication based on context. Concepts relating to patient safety, therapeutic communication, and evidence based care are introduced.

ALH111
HEALTHCARE COMPUTER APPLICATIONS
3 Quarter Credits
Prerequisite(s): None
This course provides students with a general overview of computers and related information technology, with a focus on data-entry, communication, and practical skill development. Students will explore computer hardware and software, commonly used office applications, and the role of computer technology in the field of healthcare.

ALH117B
SAFETY IN THE HEALTHCARE ENVIRONMENT
2 Quarter Credits
Prerequisite(s): None
This course addresses employee and patient safety concerns in the healthcare environment. First aid training, CPR, vital signs, medical office emergencies, OSHA, MSDS, blood borne pathogens, medical/surgical asepsis, minor surgery instrumentation and set-up, suturing, and personal protective equipment are among topics taught and practiced.

ALH122
MEDICAL TERMINOLOGY—ALL BODY SYSTEMS
4 Quarter Credits
Prerequisite(s): None
This course provides an introduction to medical terminology, with a focus on word construction, prefixes, suffixes, abbreviations, pronunciation, and rules of use. Terminology related to the major body structures, functions, and related diagnoses and treatments is also presented.

ALH150
HEALTH INFORMATION TECHNOLOGY
3 Quarter Credits
Prerequisite(s): ALH111
This course examines computer software and business procedures common to healthcare settings. Topics include patient billing, itemized statements, data entry, scheduling, electronic claims, professional fees and credit arrangements, and collections procedures.

ALH151
HEALTH RECORDS, CODING, AND REIMBURSEMENT
4 Quarter Credits
Prerequisite(s): None
This course focuses on skills related to health information management, billing, coding, and health insurance reimbursement. Topics include medical records management, patient scheduling and charting, procedural and diagnostic coding, applying managed care policies and procedures, calculating deductibles, completing insurance claim forms, and billing and collecting for healthcare services.

ALH152
HEALTH INSURANCE AND REIMBURSEMENT
3 Quarter Credits
Prerequisite(s): None
This course focuses on skills related to health insurance, billing, and reimbursement. Topics include electronic medical records management, insurance claims processes and forms, and billing and collections for healthcare services.

ALH155B
ANATOMY AND PHYSIOLOGY: CARDIOVASCULAR, LYMPHATIC, BLOOD
3 Quarter Credits
Prerequisite(s): ALH122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the cardiovascular and lymphatic systems, including a focus on blood and the special senses.

ALH165B
ANATOMY AND PHYSIOLOGY: RESPIRATORY, DIGESTIVE, URINARY
3 Quarter Credits
Prerequisite(s): ALH122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the respiratory, digestive, and urinary systems.
ALH175B
ANATOMY AND PHYSIOLOGY: ENDOCRINE, REPRODUCTIVE, NUTRITION
3 Quarter Credits
Prerequisite(s): ALH122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the endocrine and reproductive systems, including principles of nutrition, metabolism, growth and genetics.

ALH185B
ANATOMY AND PHYSIOLOGY: MUSCULOSKELETAL, NERVOUS, INTEGUMENTARY
3 Quarter Credits
Prerequisite(s): ALH122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the musculoskeletal, nervous, and integumentary systems, including a focus on cells and tissues.

ARB110
RADIO STUDIO OPERATIONS I
4 Quarter Credits
Prerequisite(s): None
Students experience the hands-on atmosphere of a radio station. This course focuses on preparing “airable” radio programs, working with different radio formats and running a computerized studio. Students have the opportunity to perform as on-air talent, commercial announcers, board operators and newscasters. Reading accuracy, diction, and voice development are stressed.

ARB111
INTRODUCTION TO RADIO BROADCASTING
4 Quarter Credits
Prerequisite(s): None
This course covers the functions of the typical station staff and principles of broadcast operation. Topics include the role of the Federal Communications Commission and its rules, the Emergency Alert System, the role of the wire services, how networks function, and the performing rights societies. Students are also introduced to the fundamentals of effective speech and are taught how to improve their vocabulary through a series of word list tests.

ARB120
RADIO STUDIO OPERATIONS II
4 Quarter Credits
Prerequisite(s): ARB110, ARB111
Students experience the hands-on atmosphere of a radio station. This course focuses on preparing “airable” radio programs, working with different radio formats. Students are introduced to a complex news and information format with time constraints based on industry standards. Studio interviews and talk shows are included in the daily programming of the station.

ARB121
RADIO BROADCAST ADVERTISING SALES
3 Quarter Credits
Prerequisite(s): ARB111
The role of the advertising salesperson with its opportunities and challenges is covered. Effective presentations, ratings, goal setting, meeting resistances, meeting competition, client positioning, interfacing with ad agencies and account servicing are included. Students have the opportunity to create a written sales presentation.

ARB123
WRITING FOR BROADCAST
3 Quarter Credits
Prerequisite(s): ARB111
Topics include defining advertising with its potential and limitations, advertising motivation, and appeals. Broadcast commercial copy writing is thoroughly explored. This course also explores the study of broadcast news writing concepts. It deals with the mechanics of writing, broadcast style guidelines and story construction guidelines. Workshop sessions demonstrate how ideas are converted into writing.

ARB130
DIGITAL AUDIO PRODUCTION
4 Quarter Credits
Prerequisite(s): ARB110
Techniques of commercial production are explored from effective copy writing through final production. Students have the opportunity to write and produce original commercials using music beds, and sound effects, recorded on digital production equipment.
ARB240
RADIO STUDIO III
4 Quarter Credits
Prerequisite(s): ARB120
This course offers students opportunities to apply electronic news gathering skills in a simulated setting. News stories are prepared based on actual news events and are then presented within daily programming. In addition, students are introduced to simple voice editing.

ARB250
COMPUTERIZED RADIO STUDIO
4 Quarter Credits
Prerequisite(s): ARB240
This course is designed to enhance student skills utilizing current industry radio studio computer technology. Students are shown how to produce music shows, news, and information program elements and commercial announcements in a computerized environment.

ARB251
WEB AND GRAPHIC DESIGN
4 Quarter Credits
Prerequisite(s): None
This course is an overview of the World Wide Web and an introduction to HTML from a broadcast perspective. It introduces the student to web page design and to the actual construction of individual pages and web sites. The course also introduces the student to Photoshop and covers the basic concepts and formats of graphic design on the Internet.

ARB252
SOCIAL MEDIA STRATEGIES
4 Quarter Credits
Prerequisite(s): ARB251
This course is designed to introduce students to current social media outlets with an understanding of how social media is fundamentally changing the marketing strategies of organizations. Students will become creators of content through using various social media tools and in order to engage an audience, enhance professional relationships, build community and expand marketing opportunities.

ARB254
VOICE, IMAGING AND PRODUCTION
3 Quarter Credits
Prerequisite(s): ARB130
Voice over techniques for commercial advertising and industrial, or company, training videos are explored, along with radio station imaging and advanced techniques of commercial production. Original commercials and radio station imaging elements are written and produced by students using music beds and sound effects, recorded on digital production equipment.

ARB260
SMALL MARKET RADIO
4 Quarter Credits
Prerequisite(s): ARB250, ARB262
This course emphasizes polishing students’ vocal performing skills. Announcing takes place in formats simulating entry-level radio stations. Students experience basic programming fundamentals. Students will experience working in a newsroom. Students have the opportunity to write and produce news and commercials. Students have the opportunity to use their skills in announcing, commercial production and digital editing, and assemble a concise audition tape. This is the final course taken in the Radio Broadcasting program.

ARB262
DIGITAL MEDIA MANAGEMENT
4 Quarter Credits
Prerequisite(s): ARB251
This course continues the exploration of the World Wide Web from a broadcast perspective. Using basic concepts of digital image creation, students have the opportunity to create a personal multi-page, multi-layer web site.
ARB263
RADIO INTERNSHIP/CAPSTONE PROJECT
3 Quarter Credits
Prerequisite(s): ARB120
In this course, students will participate in either an internship or capstone project. An internship is completed in conjunction with an outside facility, under the direction of the internship faculty. Students choosing to complete a capstone project will work directly with a faculty member from their program of study. The internship program is designed to provide students with progressive skill development in a college approved facility related to their career. Students will be participating in duties and responsibilities related to their specific area of training. This experience reinforces the skills and knowledge gained throughout the program and applies the concepts to real-world situations. The capstone project provides students the opportunity to research and analyze the theory and concepts of a topic directly related to their program of study. Students will complete a research paper or project as indicated by their capstone faculty. This experience allows students to demonstrate the practical application of their course work while continuing to develop the skills to be successful in future employment.

BIO150
HUMAN BODY
4 Quarter Credits
Prerequisite(s): None
This course introduces the student to the normal structure and function, as well as diseases and methods of diagnosis and treatment, of the various systems of the human body. Emphasis is placed on understanding the impact of disruption in normal body system functions across the lifespan.

BIO151
ANATOMY & PHYSIOLOGY
8 Quarter Credits
Prerequisite(s): None
The course provides an overview of the human body systems and their relationship and differences regarding structure and function. The course will identify and define the general function and nature of various body systems, organs, and structures incorporated within the body systems.

BSMG100
INTRODUCTION TO BUSINESS
4 Quarter Credits
Prerequisite(s): None
This course introduces students to the practice of business through analysis of the role and function of accounting, management, marketing, finance, and economics within business organizations. Common business terms and principles, and various activities of businesses in daily operations are examined.

BSMG110
INTRODUCTION TO MANAGEMENT
4 Quarter Credits
Prerequisite(s): None
This course provides students with fundamental managerial concepts, practices, functions, and processes, and their application within the business environment.

BSMG115
BUSINESS POLICIES AND STRATEGIES
3 Quarter Credits
Prerequisite(s): None
This course examines successful business strategies through the analysis of the theoretical and actual business ventures. Students will research approaches used to manage products and services, customers, competition, marketing plans, legal procedures and regulations, operations, human resources, and finances.

BSMG120
BUSINESS COMPUTER APPLICATIONS
3 Quarter Credits
Prerequisite(s): None
This course provides students with an understanding of the role of computer technology and applications in the business environments as well as a basic introduction to Microsoft Office, the fundamental software application suite used in business.

BSMG200
MANAGEMENT INFORMATION SYSTEMS
3 Quarter Credits
Prerequisite(s): None
This course reviews the role and benefits of an effective management information system within a business organization.
BSMG210
ORGANIZATIONAL THEORY
4 Quarter Credits
Prerequisite(s): BSMG100
This course examines organizations, how they are structured and how they operate. In particular, the course addresses organizational design and effectiveness, organizational culture and values, and how various organizations make decisions.

BSMG215
COMMUNICATION IN THE WORKPLACE
3 Quarter Credits
Prerequisite(s): None
This course prepares students for the different types of communication that take place in the work setting. Specific topics include nonverbal communication, listening, intercultural communication, letter writing, memo writing, email writing, communicating in the information age, and public speaking.

BSMG220
BUSINESS LAW
4 Quarter Credits
Prerequisite(s): BSMG100
This course explores the legal environment of business from a contemporary perspective. The course examines private and public law from a traditional viewpoint but also addresses contemporary ethical and moral issues from a legal standpoint.

BSMG225
BUSINESS RESEARCH
3 Quarter Credits
Prerequisite(s): BSMG100
This course explores the field of business research and how it applies to management, marketing, finance, accounting, and other areas of business.

BSMG300
STRATEGIC PLANNING
4 Quarter Credits
Prerequisite(s): BSMG100
This course looks at the strategic planning process and the role it plays in business planning, operation, and growth.

BSMG310
INTERNATIONAL BUSINESS
3 Quarter Credits
Prerequisite(s): None
This course provides students with an understanding of business from a global perspective. The course will focus on business issues and practices, focusing on how markets for products and services have become globalized and how successful companies must be prepared to operate anywhere in the world.

BSMG315
SUPERVISION
4 Quarter Credits
Prerequisite(s): None
This course develops the skills, strategies, techniques, and knowledge needed by supervisors and workplace leaders to perform successfully in the public and private sector.

BSMG320
HUMAN RESOURCE DEVELOPMENT
3 Quarter Credits
Prerequisite(s): BSMG100
This course examines the concepts for managing personnel and utilizing human resources within an organization. Topics include recruitment, job analysis, compensation and benefits, performance evaluations, employee motivation, morale, and discipline.

BSMG325
INTERNATIONAL MARKETING
3 Quarter Credits
Prerequisite(s): BSMG100
This course provides students with an understanding of the marketing function within an organization from a global perspective. Topics include planning and decision-making from the organization’s international marketing prospective around issues of product development, price, distribution and promotion. International market research, market segmentation, consumer behavior and advertising are also covered.

BSMG330
COMPENSATION AND BENEFITS
3 Quarter Credits
Prerequisite(s): BSMG320
This course focuses on the administration of compensation and benefits, including their design and implementation. The emphasis is on compensation and benefits as major means of effective recruitment, motivation, and retention of employees.
BSMG340  
ENTREPRENEURSHIP  
4 Quarter Credits  
Prerequisite(s): BSMG100  
This course provides students with an understanding of the role of the entrepreneur in the world economy and the steps involved in developing, implementing, growing and maintaining a business operation.

BSMG345  
QUALITY MANAGEMENT  
4 Quarter Credits  
Prerequisite(s): BSMG100  
This course provides students with a framework and context for the development and implementation of a total quality process within an organization.

BSMG390  
FINANCIAL MANAGEMENT  
4 Quarter Credits  
Prerequisite(s): BSMG100  
This course provides students with an understanding of the importance and role of financial principles in the management of a business. It includes an overview of the application of financial principles to problems of acquisition, use, and management of funds in business organizations.

BSMG410  
PROJECT MANAGEMENT  
4 Quarter Credits  
Prerequisite(s): BSMG100  
This course provides students with a framework and a practical step-by-step process for the implementation and management of projects within a business environment. Project management is discussed from both a technical and behavioral perspective.

BSMG415  
GOVERNMENT AND INDUSTRY  
3 Quarter Credits  
Prerequisite(s): BSMG100  
This course looks at the relationship between industry and the federal and state governments in which it operates. Various government policies and how legislation affects business practice are addressed.

BSMG420  
MARKETING MANAGEMENT  
4 Quarter Credits  
Prerequisite(s): BSMG100  
This course provides students with an understanding of the marketing function within an organization. Planning, decision making from the organization’s marketing perspective around issues of product development, price, distribution, and promotion are addressed. Market research, market segmentation, consumer behavior and advertising are also discussed.

BSMG425  
EMPLOYMENT LAW  
4 Quarter Credits  
Prerequisite(s): BSMG100  
This course focuses on employee and labor relations through the lens of employment law.

BSMG430  
TRAINING AND DEVELOPMENT  
3 Quarter Credits  
Prerequisite(s): BSMG100  
This course provides students with the skills and knowledge needed to train and develop human resources within organizations. Students have the opportunity to learn how to conduct training needs analysis at individual and organizational levels, how to design, implement, and evaluate training development systems.

BSMG435  
BUSINESS ETHICS  
4 Quarter Credits  
Prerequisite(s): BSMG100  
This course explores the role of ethics in business management. It examines the moral issues faced by professionals in business and industry in the performance of their jobs. Students discuss ethical issues in business, and the basic way ethics approaches questions about morality of human actions and character.
CD100
CAREER DEVELOPMENT
3 Quarter Credits
Prerequisite(s): None
This course presents practical strategies that prepare students to conduct a successful job search, and to lay the foundation for successful career development. Focus is on drawing together student skills in preparation for entering the job market. Students produce promotional materials and develop skills and strategies for employment after graduation. Emphasis is on career action assignments to assess student skills and interests, to research prospective employers, to learn about application requirements, to prepare resumes and cover letters, to practice meeting employers, and to practice interviewing.

CJS100
INTRODUCTION TO CRIMINAL JUSTICE
4 Quarter Credits
Prerequisite(s): None
This course gives students a basic introduction to crime, law and justice.

CJS110
SURVIVAL SKILLS FOR CRIMINAL JUSTICE
4 Quarter Credits
Prerequisite(s): None
This course is designed to help students begin to research and understand the study of Criminal Justice. Study skills and research methods will be included to expose students to current and past research studies in the Criminal Justice field.

CJS115
CAREERS IN CRIMINAL JUSTICE
3 Quarter Credits
Prerequisite(s): None
This course furnishes a concise but comprehensive introduction to an array of careers available in the field of criminal justice. Students will be introduced to the duties and responsibilities of individuals working within the various segments of the field of criminal justice including: corrections, law enforcement, investigation, private security, juvenile justice, probation, etc. This course will provide students with an understanding of the criminal justice system and the various roles and career opportunities within it.

BSMG440
BUSINESS MANAGEMENT CAPSTONE PROJECT
4 Quarter Credits
Prerequisite(s): BSMG100
Students in the Bachelor of Science in Business Management program will complete a capstone project to demonstrate application of the theory and concepts taught to a “real world” business situation. Students are required to submit a project proposal outlining the development of a solution to an opportunity or challenge appropriate to the field of business. The student will complete a paper and supporting portfolio demonstrating the practical application of the coursework to support the solution. The paper and portfolio should draw upon the student’s coursework, research and work or industry experience. A formal presentation of the paper and portfolio will be made to share the work with the entire class. This class will be accomplished over a 10 week period.

BSMG445
INTERNSHIP
4 Quarter Credits
Prerequisite(s): BSMG100
The internship program is designed to provide students with progressive skill development in a college-approved facility related to their career. Students will be expected to participate in duties and responsibilities related to their specific area of training. This experience reinforces the skills and knowledge gained throughout the program and applies the concepts to real-world situations. This course will be accomplished over two (2) five-week modules for a total of ten (10) weeks. Students must complete 120 hours of internship and average 12 hours at their internship assignment per week. Students may complete the 120 hour requirement in less than 10 weeks, if they choose this option.

BSMG450
CURRENT ISSUES IN BUSINESS MANAGEMENT
4 Quarter Credits
Prerequisite(s): BSMG100
An examination of current issues and trends in business. The course will examine how these issues and trends affect business and decision making.
CJS120
CRIMINOLOGY
4 Quarter Credits
Prerequisite(s): CJS100
This course is a sociological introduction to the study of criminology. It emphasizes the need to understand the social causes of crime in order to be able to impact it. The course suggests that the “get tough” approach to crime is short-sighted since it ignores the roots of crime in a social structure and social inequality of society. It highlights the issues of race and ethnicity, gender, and social class.

CJS125
VICTIMS IN THE CRIMINAL JUSTICE SYSTEM
3 Quarter Credits
Prerequisite(s): CJS100
This course is a study of both victimization theory and applied responses. It focuses on the crimes of violence that are physically and emotionally traumatic rather than non-violent victimization. It is a discussion of the offender-victim relationships and an exploration of the situational factors and responses to victims. It will also explore the potential areas of conflict between the victims of violent crime and the police, in order to establish a collaborative working relationship.

CJS130
CORRECTIONS
4 Quarter Credits
Prerequisite(s): CJS100
This course is about the punishment phase of the criminal justice system. It is a study of the vast collection of professionals, agencies, and organizations that manages criminals and the significant challenges that they face in today’s society.

CJS210
PUBLIC AND PRIVATE PROVIDERS OF
Criminal Justice Services
3 Quarter Credits
Prerequisite(s): CJS100
This class explores the use of both private and public companies in the administration of criminal justice services. Various career options are discussed and examined.

CJS220
INVESTIGATIONS
4 Quarter Credits
Prerequisite(s): CJS100
This class examines the role of investigators in criminal investigations. It looks at who the investigators are, what they do and how they do it.

CJS225
THE CRIMINAL JUSTICE SYSTEM
4 Quarter Credits
Prerequisite(s): CJS100
This course begins with an examination of law and its social and political origins, including the dual court system in the United States. It then goes on with an examination of how criminal offenders are processed from the point when they are arrested and charged with crimes, through a comprehensive examination of the trial process by which the defendant’s guilt or innocence is determined by a judge or a jury.

CJS230
COMMUNICATION IN CRIMINAL JUSTICE
3 Quarter Credits
Prerequisite(s): SPCH100
This course will examine the importance of communication in the field of criminal justice. Topics covered will include: report writing, testifying in court, professionalism in writing and communication in the workplace.

CJS235
PROBATION AND PAROLE
4 Quarter Credits
Prerequisite(s): CJS100
This course will explore and define the purpose and role of probation and parole in the criminal justice system. The policies and problems of probation and parole are carefully examined.

CJS240
CONSTITUTIONAL LAW
4 Quarter Credits
Prerequisite(s): CJS100
This course provides students with an introduction and understanding of constitutional law as it relates to the criminal justice system. Students will have the opportunity to become familiar with the U.S. Constitution and the role of the courts and law enforcement in enforcing its tenets. The course looks at the Constitution and how it protects the rights of both the innocent and the guilty.

CJS245
CASE WORK AND CASE MANAGEMENT
4 Quarter Credits
Prerequisite(s): CJS100, CJS130
This course will explore the theory and practice of case management. Students will be exposed to issues such as the vulnerability of clientele, the intake and assessment process, goal setting, and resource recommendations.
CJS250
CAPSTONE/INTERNSHIP
4 Quarter Credits
Prerequisite(s): CJS100
In this course, students will participate in either an internship or capstone project. An internship is completed in conjunction with an outside facility, under the direction of the internship faculty. Students approved to complete a capstone project will work directly with a faculty member from their program of study. The internship program is designed to provide students with progressive skill development in a college approved facility related to their career. Students will be participating in duties and responsibilities related to their specific area of training. This experience reinforces the skills and knowledge taught throughout the program and applies the concepts to real-world situations.

The capstone project provides students the opportunity to research and analyze the theory and concepts of a topic directly related to their program of study. Students will be required to complete a research paper or project as indicated by their capstone faculty. This experience allows students to demonstrate the practical application of their course work while continuing to develop the skills to be successful in future employment.

CJS300
FAMILIES IN CRISIS
3 Quarter Credits
Prerequisite(s): CJS100
This course looks at the various crises that arise within family units. Students will explore domestic violence; encompassing spousal, child and elder abuse. The abuse of alcohol and its implications on families will also be discussed.

CJS310
LAW ENFORCEMENT
4 Quarter Credits
Prerequisite(s): CJS100
This course introduces situational management techniques one encounters as a peace officer. In the real world of police work today, techniques are presented for the student to use as a novice and/or to improve upon as experience grows.

CJS315
EVIDENCE COLLECTION
4 Quarter Credits
Prerequisite(s): CJS100, CJS220
This course will expose students to the key rules of evidence and how they apply to criminal trials. This class will also explore the collection of several different types of evidence.

CJS320
DRUGS IN THE COMMUNITY
3 Quarter Credits
Prerequisite(s): CJS100
This course is designed to provide the student with a thorough understanding of the nation’s drug policy. The course will examine drug use in the United States from a range of perspectives, historical sociological, biological and psychological. The drug industry, drug laws and drug enforcement will also be covered along with the various types of prevention and treatment programs.

CJS325
CRIMINAL PROCEDURE
4 Quarter Credits
Prerequisite(s): CJS100
This course is designed to help the student develop an understanding of the criminal procedure of the Federal Courts and the Constitution. The course focuses on the social, political and historical evolution of criminal procedure. Edited excerpts from cases and dissenting opinions should give students an appreciation of the judicial philosophy behind decisions. This course will show how laws and legal institutions function in today’s society.

CJS330
THE JUVENILE JUSTICE SYSTEM
3 Quarter Credits
Prerequisite(s): CJS100
This course will explore and define the important components of and debates concerning juvenile justice in the United States. The characteristics, policies, and problems of juvenile justice are carefully examined. The history and philosophy of juvenile justice, the processing of youths, the detention of juveniles, and the diversion of youths from the juvenile justice system are all included in this study.
CJS335
CRIME AND GANGS
4 Quarter Credits
Prerequisite(s): CJS100
This course examines the impact of gang activity on crime in America. It focuses on the gang subculture, its appeal and unyielding grasp on youth, and results of programs and strategies created and implemented to curb the increase in gang violence.

CJS400
CRIMINAL LAW
4 Quarter Credits
Prerequisite(s): CJS100
This course furnishes a concise but comprehensive introduction to substantive criminal law. It offers an understanding of the legal environment in which criminal justice professionals must function and helps the student to gain a clear understanding of the principles of the law that will be vital to their success in the field of criminal justice.

CJS410
FINANCIAL CRIMES
4 Quarter Credits
Prerequisite(s): CJS100
This course will expose students to white collar crimes, criminals, and the underlying motives behind these behaviors.

CJS415
THE TRIAL PROCESS
4 Quarter Credits
Prerequisite(s): CJS100
This course will explore the trial process. Students will have the opportunity to examine the roles of the courtroom actors and apply knowledge from previous courses in a simulated classroom mock trial.

CJS435
CRIME TYPOLOGIES
4 Quarter Credits
Prerequisite(s): CJS100
This class will explore the behaviors and tendencies of those who commit crimes. It will also examine the similarities and differences among the various categories of criminals.

CJS440
WOMEN IN CRIMINAL JUSTICE
4 Quarter Credits
Prerequisite(s): CJS100
This class will explore women in various components of the Criminal Justice System. It will examine women as offenders, victims and professionals in the system.

CJS445
MANAGING STRESS
3 Quarter Credits
Prerequisite(s): None
This course will examine the causes and remedies of workplace stress specific to the criminal justice field.

CJS450
INFLUENCES ON THE CRIMINAL JUSTICE SYSTEM
4 Quarter Credits
Prerequisite(s): CJS100
This course will explore the various influences on the criminal justice system including media, politics, and community and social organizations. Students will have the opportunity to analyze various issues and influences and how they have affected various aspects and agencies of the criminal justice field.

CJS335
ETHICS AND CRIMINAL JUSTICE
3 Quarter Credits
Prerequisite(s): CJS100
This explores the role of ethics in the criminal justice system. The course examines the moral issues faced by professionals in the field of criminal justice in the performance of their duties. Students will discuss ethical issues in criminal justice, and the basic way ethics approaches questions regarding the morality of human actions and character.
**CJS455**
CRIMINAL JUSTICE CAPSTONE/INTERNSHIP
4 Quarter Credits
Prerequisite(s): CJS100
In this course, students will participate in either an internship or capstone project. An internship is completed in conjunction with an outside facility, under the direction of the internship faculty. Students approved to complete a capstone project will work directly with a faculty member from their program of study. The internship program is designed to provide students with progressive skill development in a college approved facility related to their career. Students will be participating in duties and responsibilities related to their specific area of training. This experience reinforces the skills and knowledge taught throughout the program and applies the concepts to real-world situations.

The capstone project provides students the opportunity to research and analyze the theory and concepts of a topic directly related to their program of study. Students will be required to complete a research paper or project as indicated by their capstone faculty. This experience allows students to demonstrate the practical application of their course work while continuing to develop the skills to be successful in future employment.

**CJS460**
CURRENT ISSUES IN CRIMINAL JUSTICE
4 Quarter Credits
Prerequisite(s): CJS100
This course deals with current issues and future trends in the field of criminal justice. The course will examine the impact of these trends and issues on organizations, agencies and other of the criminal justice system.

**CJS465**
MURDER
4 Quarter Credits
Prerequisite(s): CJS100
This class examines the different types and trends of murder. Focus will be placed on serial murder, school shootings, profiling, spree killing and mass murder.

**CJS470**
SPECIAL POPULATIONS IN THE CRIMINAL JUSTICE SYSTEM
3 Quarter Credits
Prerequisite(s): CJS100
This course focuses on the importance of race, ethnicity, religion, and gender in the social construction of the United States. It explores the tension and violence that emerge in our multicultural nation, and discusses why race and ethnicity need to remain a part of the national agenda.

**COMM300**
ADVANCED PUBLIC SPEAKING
4 Quarter Credits
Prerequisite(s): SPCH100 or equivalent.
Through intensive practical and applied sessions, students will have the opportunity to continue to develop their research, preparation and presentation skills. Students will be expected to give weekly prepared presentations via a variety of formats to a variety of simulated audiences.

**COM415**
INTERCULTURAL & GENDER COMMUNICATION THEORY
4 Quarter Credits
Prerequisite(s): COM152 or ENG101
Theories of communication and culture serve as the basis for investigation of human communication in a variety of cultural contexts and activities. Class will require group work as a practicum approach to the analysis and discovery of culture, its origins and how those origins manifest for cultural groups. This course also provides theory and research in gender and communication and survey of research on similarities and differences between male and female verbal and nonverbal communication. Emphasis on examining the relationships among gender, language, social reality, and cultural values. Requirements for the course include reports, an individual project and presentation, midterm and final exams over course material.

**CS100**
COLLEGE SUCCESS
3 Quarter Credits
Prerequisite(s): None
The purpose of this course is to provide an opportunity to develop skills and manners that will lead to success academically and in other areas of life; in short, to become and remain a student.
**CS133**  
INTRODUCTION TO PROGRAMMING AND LOGIC  
4 Quarter Credits  
Prerequisite(s): None  
This course will provide students with a disciplined introduction to the program development process with an emphasis on problem-solving and algorithm development. Students will use programming structures common to all languages, including variables and scope, basic data types and the use of control structures including decisions and looping.

**CS225**  
DATABASE DESIGN AND DEVELOPMENT  
4 Quarter Credits  
Prerequisite(s): None  
In this course students will explore concepts and features of relational database systems and design. It examines the use of industry standard database systems and their role in delivering Information Technology solutions to common business needs. Students are also introduced to SQL (Structured query Language) statements commonly used in database administration to create and manage database objects and data.

**CS300**  
WEB PROGRAMMING  
4 Quarter Credits  
Prerequisite(s): CS133  
This course focuses on fundamentals of web site creation and usage. Browsers, Internet terminology, and Internet usage will be addressed. Use of XHTML and CSS in the creation of web design will be discussed. Students will explore scripting technologies used in the development of dynamic web pages. The course will also provide an introduction to graphic web applications and the development of a web site.

**CS400**  
SYSTEMS REQUIREMENTS AND ANALYSIS  
4 Quarter Credits  
Prerequisite(s): None  
This course covers the functions and techniques of systems analysis and development, including the analysis of information flow, developing system specifications and analyzing equipment needs. Emphasis is placed on structure methods and tools used throughout the analysis process, from initial need assessment through installation and review.

**DES101B**  
DESIGN PROCESS  
4 Quarter Credits  
Prerequisite(s): None  
Students will be guided in the process of defining problems and creating solutions that are viable and effective. Steps in this process include gathering relevant information, brainstorming, refinement, testing trial attempts, and presentation.

**DES102**  
PRINCIPLES OF DESIGN  
4 Quarter Credits  
Prerequisite(s): None  
Students will be guided to recognize, communicate, and creatively apply the fundamental elements and principles that are essential to all areas of design.

**DES103**  
SURVEY OF THE DESIGN PROFESSION  
3 Quarter Credits  
Prerequisite(s): None  
This course provides a comprehensive overview of professions in the visual design field. Students will gain a working knowledge of the individual fields and how these fields interrelate to form the framework of career possibilities.

**DES104**  
COLOR THEORY  
4 Quarter Credits  
Prerequisite(s): None  
This course explores the visual impact and technical parameters of color in visual design. Students will be required to complete projects that focus on color theory and design concepts applicable to the design profession.

**DES105**  
DRAWING  
4 Quarter Credits  
Prerequisite(s): None  
This course is designed to introduce traditional hand rendered drawing techniques for graphic designers. Students have the opportunity to execute perspective, line and value drawings in pencil, ink and charcoal.
**DES106**
ILLUSTRATION
4 Quarter Credits
Prerequisite(s): None
In illustration you will learn to dig deep in order to visually portray meaning in new and original ways using a variety of media. Students will have the opportunity to create conceptual illustrations that reflect the concepts and emphasis of editorial and collateral materials. Students will also be able to communicate ideas through the development of storyboards.

**DES201**
ART HISTORY
4 Quarter Credits
Prerequisite(s): DES101
This course traces the history of visual communication from prehistoric times until today. It will demonstrate how styles and concepts developed over time and how designers and artists adapted to new technologies as well as new social and economic situations. Students will have the opportunity to become adept in analyzing the elements that create the look and feel of diverse styles and gain insight into the working methods and theories used to create them.

**DES202**
LAYOUT
4 Quarter Credits
Prerequisite(s): DES101
This course introduces students to the fundamentals of electronic page layout theory and software application. Through work on practical projects, students will have the opportunity to learn the basics of the Macintosh® computer and how to produce print documents that meet professional standards of typography and layout. They will learn to integrate raster and vector images into creative layouts, and learn tools that automate production.

**DES204A**
VECTOR
3 Quarter Credits
Prerequisite(s): DES101
Students will have the opportunity to learn basic functions of the vector based drawing program such as Adobe Illustrator®. This program will be primarily used for stylized illustrations, logos, labels and package design. Students will have the opportunity to learn techniques of creating drawings with paths, including scaling, rotating, using the pen tool, working with layers, modifying type, creating and applying patterns, basic logo creation, using color modes and outputting.

**DES205**
MID-PROGRAM REVIEW
4 Quarter Credits
Prerequisite(s): DES101
This course will review students’ work progress. Successful completion of all required courses in quarters one through five is necessary. This course emphasizes the organization and production of portfolio-quality work.

**DES206A**
PRINT TECHNOLOGY
4 Quarter Credits
Prerequisite(s): DES101
Printing technologies relevant to offset press and photographic ink-jet printing will be presented through lab and lecture.

**DES210**
WEB DESIGN
4 Quarter Credits
Prerequisite(s): DES101
This course introduces students to the basics of web design. Students will have the opportunity to learn elementary coding using HTML and Cascading Style Sheets, as well as the use of a ‘WYSIWYG’ web layout application (such as Adobe Dreamweaver). Concepts such as effective design, usability, organization of content, and web publishing will also be discussed.

**DES301**
ADVANCED WEB DESIGN
4 Quarter Credits
Prerequisite(s): DES210
This is an advanced course in software applications used for visual authoring and interactive applications. Students will have the opportunity to develop interfaces, and simulations for a variety of web, CD-ROM and digital media.

**DES302**
ADVERTISING
4 Quarter Credits
Prerequisite(s): DES101
This course explores marketing research, development of concept, and the design of effective advertising campaigns. Students will examine both graphic design and multimedia in their approach to problem solving. The methods of selecting and defining target audiences will be studied. Demographics, psychographics, and media placement will be discussed in this process.
DES402
CROSS PLATFORM COLLABORATIVE
4 Quarter Credits
Prerequisite(s): DES205
Advanced design issues are explored through the collaborative completion of team design projects. Students will have the opportunity to develop creative groups and work collaboratively with students in other design disciplines to complete the design problem presented. Teams will be responsible for division of work, completion of project, evaluation of team members, and delivery of design solution. These projects will cover a variety of applications and will be refined as part of the student’s final portfolio.

DES403
INTERNSHIP / CAPSTONE
3 Quarter Credits
Prerequisite(s): DES406
Under faculty supervision students will complete an independent design project, or gain on-site career related experience, that demonstrates their theoretical and technical proficiency in the total design process.

DES404
DESIGN BUSINESS PRACTICES
4 Quarter Credits
Prerequisite(s): DES205
This course explores the practical and business aspects of the field of graphic design. Advanced level resumes, cover and follow-up letters, and interviewing skills will be studied. Fundamental ethical and legal guidelines for the professional graphic designer will be identified and discussed.

DES405A
SENIOR DESIGN PROJECT
4 Quarter Credits
Prerequisite(s): DES205
Under faculty supervision, graphic design students will compile a body of portfolio quality work that demonstrates the breadth of their theoretical and technical proficiency in graphic design.

DES406
PORTFOLIO
4 Quarter Credits
Prerequisite(s): DES205
This is an advanced course that encompasses an intensive workshop where Graphic Design students prepare and present a professional-level portfolio. Emphasis will be placed on creating a portfolio that is unique to the graphic design field and highlights the student’s inherent skills and interests. All students will participate in an internal review, and a formal portfolio show.

DES431
DIGITAL PHOTOGRAPHY COLLABORATIVE
4 Quarter Credits
Prerequisite(s): DES301, DES302
Advanced multimedia issues are explored through the completion of team design projects. Multimedia students will have the opportunity to develop creative groups incorporating students from other design disciplines and work collaboratively to complete the design problem presented. Teams will be responsible for division of work, completion of project, evaluation of team members, and delivery of design solution. These projects will cover a variety of applications and will be refined as part of the student’s final portfolio.

DES434
MULTIMEDIA BUSINESS PRACTICES
4 Quarter Credits
Prerequisite(s): DES301, DES302
This course explores the practical and business aspects of the field of multimedia. Advanced level resumes, cover and follow up letters, and interviewing skills will be studied. Fundamental ethical and legal guidelines for the professional multimedia practitioner will be identified and discussed.

DES435
SENIOR MULTIMEDIA PROJECT
3 Quarter Credits
Prerequisite(s): DES301, DES302
Under faculty supervision, multimedia students are required to compile a body of portfolio quality work that demonstrates the breadth of their theoretical and technical proficiency in the field of multimedia.
**DT103**

**DIET & NUTRITION**
4 Quarter Credits
Prerequisite(s): ALH122
The course provides an overview of the nutritional needs and concerns of the dialysis patient. Food and fluid restrictions are covered as well as how to educate the dialysis patient about nutrition concerns and restrictions.

**DT105**

**TRANSPLANTATION**
4 Quarter Credits
Prerequisite(s): ALH122
The course identifies and defines transplantation, focusing on renal transplantation. Items covered include qualification for transplantation, risks, and compliance. Patient education issues are also identified.

**DT110**

**DIALYSIS TECHNICAL SKILLS**
5 Quarter Credits
Prerequisite(s): DT110
The course provides an overview of water treatment and dialyzer reuse. Theory of water treatment is covered as well as the rationale and methods behind dialyzer reuse.

**DT115**

**PSYCHOLOGY OF DISEASE**
4 Quarter Credits
Prerequisite(s): None
This course examines the psychology of disease, with a focus on disease processes, statistics, patient education, and support systems. Topics covered include renal transplantation, qualification for transplantation, complications, risks, and compliance.

**DT120**

**DIALYSIS CLINICAL SKILLS I**
3 Quarter Credits
Prerequisite(s): DT110
The course provides the student with the background and skill set needed to perform the clinical functions of a Dialysis Technician. Items covered include vital signs, monitoring, access cannulation, catheter use, aseptic technique, and medication administration.
ENG101  
ENGLISH COMPOSITION I  
4 Quarter Credits  
Prerequisite(s): Accuplacer Assessment or successful completion of ENGL099  
This course is designed to give students guided and working practice with the development of college-level writing skills through a variety of writing exercises. Writing exercises will start with basic paragraphs and evolve into various college essay styles and types. Special emphasis will be placed on what a college-level essay must include. Instruction will focus on defining a purpose for writing, thesis statement development, style and mechanics, developing and organizing content, various college-level essays and audiences, the drafting of essays and their working parts, editing and revision, and proper MLA source citation. Composition I is not only designed to develop the student’s writing abilities to successfully complete all future academic writing, but also to teach the student valuable writing skills that will be transferable to the workplace.

ENG110  
ENGLISH COMPOSITION II  
4 Quarter Credits  
Prerequisite(s): ENG101  
This course is designed to give students exposure to and experience with a wide variety of writing challenges they may encounter in their careers. Students will have the opportunity to work through all stages of the writing process; developing, organizing, drafting and editing both assigned tasks and self-defined topics. Students will encounter process descriptions and process analysis; document design, presentation, and production; scriptwriting; reports and proposals; as well as research methods.

ENG099  
BASIC ENGLISH  
4 Quarter Credits  
Prerequisite(s): Accuplacer or other placement assessment tool  
This is a foundational reading and writing course. The course is designed to enhance student’s reading comprehension and critical thinking skills. Students will have the opportunity to explore writing as a process to be discovered and controlled, and as a skill to be mastered and applied. Instruction will cover advanced reading strategies, conventions of written expression, idea generation, paragraph development, and essay construction.
GMD100
INTRODUCTION TO GAME DESIGN AND DEVELOPMENT
4 Quarter Credits
Prerequisite(s): None
This course introduces students to game design and development terminology, principles, tools, and techniques. Students will examine the history and theories of game design, and will explore a variety of game genres and software applications that are used in the creation of digital media. Business principles, legal and ethical issues, and technological developments are discussed in relation to the creation of computer games.

GMD104
STORYBOARDING AND SCRIPTWRITING
3 Quarter Credits
Prerequisite(s): None
The purpose of this course is to cultivate project development and production skills within the context of script writing and storyboard preparation. Students will have the opportunity to pitch ideas, develop stories, prepare text treatments, and visually translate their scripts into storyboards, focusing on the sequence, layout, and design of material for animation projects. Final storyboards will be cleaned-up for stand-alone presentation.

GMD101A
OPERATING SYSTEMS AND NETWORK PRINCIPLES
4 Quarter Credits
Prerequisite(s): None
This course is an introduction to computers, operating systems, and networking principles used in the game design and development industry. Students will examine the operation, navigation, management, and maintenance of selected operating systems, with a focus on common utilities, commands, related software, and file use.

GMD105A
OBJECT-ORIENTED PROGRAMMING
4 Quarter Credits
Prerequisite(s): GMD102A
This course examines principles of Object-Oriented programming and object-oriented, event-driven, interactive programming techniques that are used in game development. Topics include data types, pointers, arrays, string processing, stacks, recursion, searching and sorting algorithms, classes, objects, references, memory addresses, files, and graphics.

GMD102A
FUNDAMENTALS OF PROGRAMMING AND LOGIC
4 Quarter Credits
Prerequisite(s): GMD101A
This course is a disciplined introduction to common programming language structures used in application development processes. Programming concepts and problem-solving techniques are applied through the analysis of variables and scope, basic data types, and control structures.

GMD103A
FUNDAMENTALS OF DRAWING
4 Quarter Credits
Prerequisite(s): None
This course is an introduction to the tools and techniques of drawing and design. Students will examine basic design principles, such as color, texture, value, composition, and perspective, and will have the opportunity to develop their technical skills through the production of figure and perspective drawings. Classical animation principles, such as squash and stretch, anticipation, and ease-in and ease-out will be examined during the production of 2-D traditional flipbook animations.

GMD100
INTRODUCTION TO GAME DESIGN AND DEVELOPMENT
4 Quarter Credits
Prerequisite(s): None
This course introduces students to game design and development terminology, principles, tools, and techniques. Students will examine the history and theories of game design, and will explore a variety of game genres and software applications that are used in the creation of digital media. Business principles, legal and ethical issues, and technological developments are discussed in relation to the creation of computer games.

GMD106
CONCEPT DESIGN
3 Quarter Credits
Prerequisite(s): GMD100
This course is an overview of the design and development of concepts, plots, characters, levels, and documentation for computer games. Creative and technical writing processes will be examined and refined during the construction of narratives, character profiles, help files, and specification sheets.

GMD200A
DIGITAL MEDIA I
4 Quarter Credits
Prerequisite(s): GMD106
This course focuses on the creation of digital media assets, and an introduction to digital image editing as used in the game design industry. Software, terminology, and photo manipulation techniques are learned through the completion of computer design projects for use in game software.
GMD201A
GAME DESIGN I
4 Quarter Credits
Prerequisite(s): GMD106
This course serves as an introduction to three-dimensional computer modeling for games. Students will be required to construct and modify 3-D polygonal objects, and will compose scenes using a range of textures, camera angles, and lighting styles prior to final image rendering. Basic animation is introduced using key framing and tweening.

GMD202
ENVIRONMENT AND LEVEL DESIGN I
3 Quarter Credits
Prerequisite(s): GMD106
This course focuses on structural design principles and level creation for 3-D computer games in regard to conceptual art. Students will be expected to sketch and design interior and exterior environments creating realistic textures, dynamic lighting, props, and special effects. Storyboards, game documentation, specification sheets, media assets, and packaging artwork will be developed. Students will have the opportunity to learn the basics of the latest game engines and how to import these textures into a game level.

GMD203A
DIGITAL MEDIA II
4 Quarter Credits
Prerequisite(s): GMD200A
This course focuses on the creation of advanced digital media assets for game design projects. Students will explore selected software applications used to produce digital graphics, textures, and special effects. The use of advanced filters, layer manipulation, alpha channels, resolution, and the use of an advanced software toolset will be discussed.

GMD204A
GAME DESIGN II
4 Quarter Credits
Prerequisite(s): GMD201A
This course focuses on the creation of low-polygonal 3-D animated scenes, characters, and props for computer games using industry standard 3-D animation software. Topics include the development of stylized environments, character design and construction, mood, texture, and realism.

GMD205
ENVIRONMENT AND LEVEL DESIGN II
3 Quarter Credits
Prerequisite(s): GMD202
This course focuses on advanced structural design principles and level creation for 3-D computer games. Students will be required to draft and build interior and exterior environments for selected game engines using realistic textures, dynamic lighting, and interactive props. Objects from the latest 3-D software will be imported to enhance the look of the level being designed.

GMD206
CHARACTER DEVELOPMENT
3 Quarter Credits
Prerequisite(s): GMD205
This course focuses on processes and techniques involved in the conceptualization, design, and construction of original game characters for 3-D games. Students will have the opportunity to develop histories, personality traits, attributes, and appearances for various game characters, and will draft characters using selected design software.

GMD207A
GAME DESIGN III
4 Quarter Credits
Prerequisite(s): GMD201A
This course focuses on the creation of low-polygonal 3-D animated scenes, characters, and props for computer games using industry standard 3-D animation software. Topics include the development of stylized environments, character design and construction, mood, texture, and realism.

GMD208A
GAME DEVELOPMENT I
4 Quarter Credits
Prerequisite(s): GMD204A
This course examines programming concepts and techniques used to develop interactive 2-D and 3-D computer games. Students will have the opportunity to write scripted events, create custom game elements, program camera motions, and design special effects for various game projects.
GMD304  
MULTIPLAYER GAMING AND NETWORKING  
3 Quarter Credits  
Prerequisite(s): None  
This course examines the construction of interactive 3-D game environments that function across networks and multiple platforms in real-time. Topics include examination of client/server networking and data exchange database design. OpenGL, applets, sockets, and network-related objects in Java.

GMD305A  
GAME DEVELOPMENT III  
4 Quarter Credits  
Prerequisite(s): GMD303A  
This course focuses on advanced game development concepts and object-oriented programming techniques for 3-D computer games. Students will have the opportunity to design various game entities and objects, procedural textures, flame and water effects, platforms and doors, animated props, level changes, and cut scenes used in games.

GMD306A  
GAME DESIGN PROJECT I  
4 Quarter Credits  
Prerequisite(s): GMD305A  
This course involves the research, planning, design, and construction of a 3-D game prototype. Students will have the opportunity to work in production teams to create media assets and programming scripts for integration into a game engine. Market analyses, business plans, production timelines, budgets, and development and distribution processes associated with game development projects will be explored in depth.

GMD307  
INTERFACE AND CONSOLE DESIGN  
3 Quarter Credits  
Prerequisite(s): GMD106A  
This course involves the construction of visual interfaces, media assets, and interactive game components for various computer and console systems. Students will have the opportunity to create various CD, DVD, and web interfaces and online help systems for games with a focus on information structure, ease of navigation and use, clarity of design, and stylistic appearance.
**GMD400A**  
ADVANCED GAME PROGRAMMING  
4 Quarter Credits  
Prerequisite(s): GMD302  
This course focuses on selected topics in game programming and development. Students will examine advanced programming concepts and techniques used to design special effects, complex objects, and improved game play.

**GMD401A**  
GAME DESIGN PROJECT II  
4 Quarter Credits  
Prerequisite(s): GMD306A  
This course involves the planning, design, and construction of a real-time 3-D game prototype. Students will work collaboratively within a simulated game development studio to create media assets and programming scripts according to project guidelines for integration into a game engine. Beta testing, troubleshooting, and game refinement techniques are discussed.

**GMD402**  
DIGITAL AUDIO FOR GAMING  
3 Quarter Credits  
Prerequisite(s): GMD203A  
This serves as an introduction to digital audio production and post-production technology for computer games. Students will have the opportunity to learn principles, equipment, and software used to record and edit sound, and will examine various digital audio compression and distribution formats. Sound theory, lip-syncing, Foley sound, and audio reproduction techniques will be explored.

**GMD403A**  
GAME DESIGN PROJECT III  
4 Quarter Credits  
Prerequisite(s): GMD401A  
Under faculty supervision, students will have the opportunity to complete an independent game project that demonstrates their creative and technical proficiency in game design and development.

**GMD404A**  
GAME DEVELOPMENT PORTFOLIO I  
4 Quarter Credits  
Prerequisite(s): GMD306A  
This course offers the students the opportunity to create additional materials using the latest page layout software to create additional marketing pieces for their proposed game. The creation of packaging, booklets, posters, CD covers and the like are produced as part of a campaign for delivery.

**GMD405A**  
GAME DEVELOPMENT PORTFOLIO II  
3 Quarter Credits  
Prerequisite(s): GMD404A  
This course offers instruction in the final preparation and presentation of an individual game development portfolio and demo reel. Resume preparation, job search procedures, interviewing skills, presentation techniques, portfolio critique and revision will be emphasized.

**GMD406**  
GAME DEVELOPMENT CAPSTONE/INTERNSHIP  
4 Quarter Credits  
Prerequisite(s): GMD404A  
In this course, students will participate in either an internship or capstone project. An internship is completed in conjunction with an outside facility, under the direction of the internship faculty. Students choosing to complete a capstone project will work directly with a faculty member from their program of study. The internship program is designed to provide students with progressive skill development in a college approved facility related to their career. Students will be participating in duties and responsibilities related to their specific area of training. This experience reinforces the skills and knowledge taught throughout the program and applies the concepts to real-world situations.

The capstone project provides students the opportunity to research and analyze the theory and concepts of a topic directly related to their program of study. Students will be expected to complete a research paper or project as indicated by their capstone faculty. This experience allows students to demonstrate the practical application of their course work while continuing to develop the skills to be successful in future employment.
HIM120
INTRODUCTION TO CPT CODING
3 Quarter Credits
This course introduces students to the procedural coding system. Topics include medical coding reference manuals and software, proper documentation of medical records, insurance claim forms, and the rules and regulations governing medical coding practices.

HIM130
INTRODUCTION TO ICD CODING
3 Quarter Credits
Prerequisite(s): None
This course introduces students to International Classification of Diseases coding principles. Topics include medical coding reference manuals and software; matching procedures, evaluations, and assessments to numeric codes; E and V codes; insurance claim forms; and proper documentation.

HIM140B
HEALTHCARE REIMBURSEMENT AND DELIVERY SYSTEMS
3 Quarter Credits
Prerequisite(s): None
This course reviews the uses of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. Topics include the organization, delivery, regulation, and financing of healthcare services; contemporary healthcare plans and payment systems; charge-master maintenance, and the evaluation of fraudulent billing practices.

HIM155B
DIAGNOSTIC AND PROCEDURE CODING: CARDIOVASCULAR, LYMPHATIC, BLOOD
2 Quarter Credits
Prerequisite(s): ALH150, HIM120, HIM130
This course examines coding and classification systems by medical specialty, with a focus on the proper documentation of medical records and insurance claim forms related to blood and the cardiovascular and lymphatic systems.

HIM165B
DIAGNOSTIC AND PROCEDURE CODING: RESPIRATORY, DIGESTIVE, URINARY
2 Quarter Credits
Prerequisite(s): ALH150, HIM120, HIM130
This course examines coding and classification systems by medical specialty, with a focus on the proper documentation of medical records and insurance claim forms. Students will assign valid diagnostic and procedure codes related to the respiratory, digestive, and urinary systems.

HIM175B
DIAGNOSTIC AND PROCEDURE CODING: ENDOCRINE, REPRODUCTIVE, NUTRITION
2 Quarter Credits
Prerequisite(s): ALH150, HIM120, HIM130
This course examines coding and classification systems by medical specialty, with a focus on the proper documentation of medical records and insurance claim forms related to the endocrine and reproductive systems, and will review codes related to nutrition, metabolism, and immunity.

HIM185B
DIAGNOSTIC AND PROCEDURE CODING: MUSCULOSKELETAL, NERVOUS, INTEGUMENTARY
2 Quarter Credits
Prerequisite(s): ALH150, HIM120, HIM130
This course examines coding and classification systems by medical specialty, with a focus on the proper documentation of medical records and insurance claim forms related to the musculoskeletal, nervous, and integumentary systems.

HIM190
HEALTH DATA ORGANIZATION AND ADMINISTRATION
3 Quarter Credits
Prerequisite(s): None
This course examines the organization and administration of human, financial, and physical resources in healthcare settings, as well as methods used to evaluate the structure, content, and standards of healthcare data. Topics include employee training, supervision, and education; maintaining productivity and performance; budgets and contracts; quality improvement tools and techniques; healthcare data and statistics; and healthcare policies and procedures.
HIM195  
HEALTH INFORMATION MANAGEMENT SEMINAR  
3 Quarter Credits  
Prerequisite(s): ALH106; HIM140; HIM155; HIM165; HIM175, HIM185  
This course provides students with a review of program material in preparation for selected employment and certification opportunities.

HIM200  
HEALTH INFORMATION MANAGEMENT EXTERNSHIP  
6 Quarter Credits  
Prerequisite(s): HIM195  
This course provides the opportunity for students to gain practical experience in health information management at a selected healthcare setting. Students will be evaluated by both qualified site personnel and program faculty, and will document activities observed and performed.

HUM200  
COMPARATIVE MYTHOLOGY  
4 Quarter Credits  
Prerequisite(s): None  
Comparative Mythology investigates the cultural construction of myth and its relevant, continuing cultural presence in the modern world. A wide variety of myths, folklores, and legends will be explored ranging from classical mythology to urban legends, from traditional folktales to campfire tales of horror, and from the primitive past to the immediate present. Common myths, characters, and symbols will be compared in order to understand the everyday human concerns behind mythological themes. Probing and unearthing these myths will require a sustained discussion of more than just the ideas, storylines, and characters found in the works of classical and modern world literature; it will engage these main themes across the concerns of the humanities. Discussions will center upon mythic representations in literature, film, art, music; and address them from the interdisciplinary approach the humanities offers which will allow for a full exploration of human concerns and modern ideas.

HUM300  
LITERATURE, POETRY, AND LYRICS IN THE UNITED STATES  
4 Quarter Credits  
Prerequisite(s): HUM200  
Literature, Poetry, and Lyrics in the United States emphasizes major movements and themes in literature, poetry, and musical lyrics in the United States from the 1900’s to present. Aesthetic concepts of artists and their critics, in context of historical events and social and political changes will be explored. The course promotes the students’ ability to search for meaning and value in everyday life by examining its expression in cultural forms and texts, literature, and the arts generally. In doing so, students will explore how cultural context, values and roles through a critical analysis that aids in the interpretation and evaluation of literature, poetry, and lyrics in the human experience.

HUM391  
LOGIC AND CRITICAL THINKING  
4 Quarter Credits  
Prerequisite(s): None  
This course is designed to help students develop learning and thinking techniques through analysis, debate and inductive and deductive reasoning. The course will place emphasis on research skills, data organization and problem solving skills.

ICT100  
INTRODUCTION TO COMPUTER CONCEPTS & APPLICATIONS  
4 Quarter Credits  
Prerequisite(s): None  
This course is an overview of computer concepts and applications. The goal of this course is to provide students with a basic understanding of computers, different computer components, and how they work. Computer applications in the business world also will be examined.

ICT120A  
INTRODUCTION TO PROGRAMMING AND LOGIC  
4 Quarter Credits  
Prerequisite(s): None  
This course is a disciplined introduction to the program development process with an emphasis on problem solving and algorithm development using programming structures common to all languages. Programming concepts will be introduced, including the use of variables and scope, basic data types, and the use of control structures (sequence, decision, and repetition).
IT121
MICROCOMPUTER HARDWARE
4 Quarter Credits
Prerequisite(s): None
This course is an introduction to internal components, troubleshooting techniques, and maintenance of computer hardware. Students are expected to set up, configure, and troubleshoot computer systems. Students also have the opportunity to install, test, and troubleshoot computer components, including storage devices, RAM, and processors. Students may also review material in preparation for professional certification opportunities.

ICT140
MICROSOFT OPERATING SYSTEMS
3 Quarter Credits
Prerequisite(s): None
This is an introductory course whose goal is to provide students a foundation in the Microsoft Operating System. Topics include installation, file systems, basic system configuration, user accounts, and security of operating systems.

ICT200
TECHNICAL WRITING FOR INFORMATION TECHNOLOGY
3 Quarter Credits
Prerequisite(s): None
The goal of this course is to provide students with technical writing skills needed in Information Technology. Students will be exposed to technical writing principles and how to write reader-friendly documentation, end-user guides, and materials. This course emphasizes techniques of designing user-centric documents to facilitate accessibility of information. Students will also have the opportunity to learn how to use technical writing software to develop and create effective online help projects.

ICT220
SYSTEMS ANALYSIS AND DESIGN
3 Quarter Credits
Prerequisite(s): None
This an introductory course covering the basic functions and techniques of systems analysis and development, including the analysis of information flow, developing system specifications, and analyzing equipment needs. Emphasis is placed on structure methods and tools used throughout the analysis process, from initial need assessment through installation and review.

IT103
INTRODUCTION TO COMPUTER CONCEPTS AND APPLICATIONS
4 Quarter Credits
Prerequisite(s): None
This course is an overview of computer concepts, applications, and foundational concepts of information technology. The course provides students with basic technical knowledge of a computer system, system software, business application software, major components of a business network, the Internet, and mobile computing.

IT121
MICROCOMPUTER HARDWARE
4 Quarter Credits
Prerequisite(s): None
This course is an introduction to internal components, troubleshooting techniques, and maintenance of computer hardware. Students are expected to set up, configure, and troubleshoot computer systems. Students also have the opportunity to install, test, and troubleshoot computer components, including storage devices, RAM, and processors. Students may also review material in preparation for professional certification opportunities.

ICT140
MICROSOFT OPERATING SYSTEMS
3 Quarter Credits
Prerequisite(s): None
This is an introductory course whose goal is to provide students a foundation in the Microsoft Operating System. Topics include installation, file systems, basic system configuration, user accounts, and security of operating systems.

ICT200
TECHNICAL WRITING FOR INFORMATION TECHNOLOGY
3 Quarter Credits
Prerequisite(s): None
The goal of this course is to provide students with technical writing skills needed in Information Technology. Students will be exposed to technical writing principles and how to write reader-friendly documentation, end-user guides, and materials. This course emphasizes techniques of designing user-centric documents to facilitate accessibility of information. Students will also have the opportunity to learn how to use technical writing software to develop and create effective online help projects.

ICT220
SYSTEMS ANALYSIS AND DESIGN
3 Quarter Credits
Prerequisite(s): None
This an introductory course covering the basic functions and techniques of systems analysis and development, including the analysis of information flow, developing system specifications, and analyzing equipment needs. Emphasis is placed on structure methods and tools used throughout the analysis process, from initial need assessment through installation and review.

IT103
INTRODUCTION TO COMPUTER CONCEPTS AND APPLICATIONS
4 Quarter Credits
Prerequisite(s): None
This course is an overview of computer concepts, applications, and foundational concepts of information technology. The course provides students with basic technical knowledge of a computer system, system software, business application software, major components of a business network, the Internet, and mobile computing.
IT221
MICROSOFT® SERVER ADMINISTRATION I
4 Quarter Credits
Prerequisite(s): NET130
This course covers planning, installing, and administering networks based on Microsoft® servers. Emphasis is placed on version compatibility, installation, the creation and management of users and groups, disk management and file access. Students will also explore designing and planning Active Directory network deployments.

IT231
MICROSOFT® SERVER ADMINISTRATION II
4 Quarter Credits
Prerequisite(s): IT221
In this course emphasis is placed on file system management, printers, implementation of group policy, disaster recovery techniques, performance monitoring and administration of web resources. Students may also create custom MMCs and install and configure Windows® Server Update Service.

IT250
LINUX OPERATING SYSTEMS
4 Quarter Credits
Prerequisite(s): NET120
This course is designed to provide students with a foundation in the Linux Operating System. Topics include disk formatting, installation, file systems, basic commands, user accounts, text manipulation, shell scripting, network services and security. Students will explore the use of boot loaders, package managers and file sharing services. Students may also review material in preparation for professional certification opportunities.

IT270
SECURITY FUNDAMENTALS
4 Quarter Credits
Prerequisite(s): NET130, NET160
This course examines the concepts and principles of security by exploring the important role security plays at the personal, business and national level. Students examine threats and vulnerabilities to security and common solutions. Students may also learn practical skills for dealing with various types of security issues including virus detection and removal, personal firewall configuration, data backup, and spy and adware detection and removal. Students may also review material in preparation for professional certification opportunities.

IT290
INFORMATION TECHNOLOGY INTERNSHIP/CAPSTONE
4 Quarter Credits
Prerequisite(s): Program Chair Approval
The Information Technology Internship provides students with practical work experience in network support and administration under the supervision of a network professional. Students will work under the supervision of network administrator training personnel in cooperation with the internship supervisor and/or the Program Chair.

IT315
TECHNICAL WRITING FOR INFORMATION TECHNOLOGY
4 Quarter Credits
Prerequisite(s): ENG101
This course provides students with technical writing skills needed in Information Technology. Students will be exposed to technical writing principles and will have the opportunity to learn how to write reader-friendly documentation, end-user guides and materials. This course emphasizes techniques of designing user-centric documents in order to facilitate accessibility of information. Students will also have the opportunity to learn how to use technical writing software to develop and create effective online help projects.

IT322
LINUX SYSTEM ADMINISTRATION
4 Quarter Credits
Prerequisite(s): IT250
This course explores the Linux operating system, system administration, software applications and hardware interface. Students should install / Linux operating system and configure the system with an emphasis on network administration and laboratory work. Students may also review material in preparation for professional certification opportunities.

IT324
DATABASE ADMINISTRATION
4 Quarter Credits
Prerequisite(s): CS225
This course focuses in the design, installation, setup, implementation and maintenance of databases using industry standard relational database systems. The critical tasks of planning and implementing database security, backup and recovery strategies are examined. Additionally, students will review the managerial and technical roles and responsibilities of the database administrator.
**IT360**  
MESSAGING SERVERS  
4 Quarter Credits  
Prerequisite(s): None  
This course explores the installation and configuration of Microsoft’s Exchange Server. The course will cover preparation, installation, web access, global and user configuration, along with mailbox, database, and storage group management and normal backup procedures.

**IT365**  
DIRECTORY SERVICES  
4 Quarter Credits  
Prerequisite(s): IT221  
This course explores best practices in the use of Group Policy in a Microsoft network environment. Subject areas will include constructing administrative installation points for applications, Remote Installation Services, and the Distributed File System. Backups and disaster recovery are also covered.

**IT400**  
INFORMATION SYSTEMS SECURITY  
4 Quarter Credits  
Prerequisite(s): IT270  
The course examines system security and information assurance. Students examine security techniques, develop security procedures and analyze methodologies. Students examine techniques for inspection and protection of information assets, detection of and reaction to threats to information assets, and examination of pre- and post-incident procedures, technical and managerial responses, and an overview of the information security planning and staffing functions.

**IT410**  
ETHICAL HACKING  
4 Quarter Credits  
Prerequisite(s): None  
This course covers ways that computers and networks are attached by hackers using techniques and common utilities. Students explore security threats and ways that system vulnerabilities are exploited to attack systems. Topics include Intrusion Detection Systems (IDS), ethical hacking techniques, sniffers, protocols, social engineering, vulnerability analysis, and penetration testing to ensure infrastructure security.

**IT420**  
EMERGING NETWORK TECHNOLOGIES  
4 Quarter Credits  
Prerequisite(s): None  
This course introduces students to a variety of emerging technologies. Coursework and projects will place an emphasis on integrating new technologies with existing technologies as well as evaluating the appropriateness of new technologies in various settings.

**IT480**  
INFORMATION TECHNOLOGY PROJECT MANAGEMENT  
4 Quarter Credits  
Prerequisite(s): None  
This course provides students with a framework for the planning, implementation and management of an information technology project. Project management is discussed from both a technical and behavioral perspective. The focus of this course is on management of development for enterprise-level systems.

**IT490**  
INFORMATION TECHNOLOGY INTERNSHIP/CAPSTONE  
4 Quarter Credits  
Prerequisite(s): Successful completion of 144 credits or Program Chair Approval  
The Information Technology Internship provides students with practical work experience in network support and administration under the supervision of a network professional. Students will work under the supervision of network administrator training personnel in cooperation with the internship supervisor and/or the Program Chair.

**MA140B**  
CLINICAL PROCEDURES  
2 Quarter Credits  
Prerequisite(s): ALH117B  
This course examines clinical procedures common to the medical office, including preparing and positioning patients, determining height and weight, documenting patient histories, setting up and using equipment, and assisting with general and specialty examinations. Focus will be on practical skill development and adherence to OSHA and PPE guidelines.
MA180
MEDICAL OFFICE ADMINISTRATION
4 Quarter Credits
Prerequisite(s): None
This course examines principles of financial and practice management and administrative medical assisting common to healthcare settings. Topics include communication and interpersonal relations; patient reception, education, and processing, supervision and training of personnel, equipment and supply inventory, accounts payable and receivable, and liability and risk management.

MA190
MEDICAL ASSISTANT CLINICAL REVIEW
3 Quarter Credits
Prerequisite(s): MA140B, MA155B, MA160B, MA165B
This course provides a review of the clinical skills necessary to prepare students for successful employment and certification/registration opportunities as a medical assistant.

MA200B
MEDICAL ASSISTANT EXTERNSHIP
6 Quarter Credits
Prerequisite(s): MA190
This course provides the opportunity for students to gain practical experience in a selected healthcare setting. Students will be evaluated by both qualified medical personnel from the site and program faculty, and will document observed and performed procedures.

MAB101
KEYBOARDING I
4 Quarter Credits
Prerequisite(s): None
This course is devoted to developing and improving basic keyboarding skills. Emphasis is placed on skill building and speed. Competence in keyboarding is developed through concentrated, hands-on production typing of business correspondence, envelopes, tabulation problems and corrections, as well as proofreading from rough draft materials, reports, and forms.
MAB102
KEYBOARDING II
4 Quarter Credits
Prerequisite(s): MAB101
This course is devoted to enhancing basic keyboarding skills. Emphasis is placed on skill-building and speed. Competence in keyboarding is developed through concentrated, hands-on production typing of business correspondence, envelopes, tabulation problems and corrections, as well as proofreading from rough draft materials, reports, and forms.

MAB120
MEDICAL FRONT OFFICE APPLICATIONS
3 Quarter Credits
Prerequisite(s): None
This course provides the skills needed to perform the procedures in the front office of a medical facility. Topics include appointments and scheduling, telephone communications, correspondence and the introduction of medical management software.

MAB140
MEDICAL FRONT OFFICE PROCEDURES
3 Quarter Credits
Prerequisite(s): None
This course examines the theory and practices of commercial medical insurance, billing, and collections. Manual and electronic billing processes will be completed with the use of medical billing software.

MAB150
BASIC CODING CONCEPTS
4 Quarter Credits
Prerequisite(s): None
This course is designed to provide the background and skills needed for beginning ICD-10-CM, CPT, and HCPCS coding specific to out-patient care settings. Practical competency questions are featured through the course.

MAB160
ICD CODING PRINCIPLES
3 Quarter Credits
Prerequisite(s): MAB150
This course covers diagnostic coding principles and practices. Topics include medical coding reference manuals and software; matching procedures, evaluations, and assessments to numeric codes; E and V codes; insurance claim forms; and proper documentation.

MAB170
CPT CODING PRINCIPLES
3 Quarter Credits
Prerequisite(s): MAB150
This course covers procedural coding principles and practices. Topics include medical coding reference manuals and software, proper documentation of medical records, insurance claim forms, and the rules and regulations governing medical coding practices.

MAB180
ADVANCED BILLING AND CODING CONCEPTS
3 Quarter Credits
Prerequisite(s): ALH152, MAB160, MAB170
This course examines advanced billing and coding concepts using case scenarios. Students will focus on document management, information retrieval, code selection and sequencing, and decision-making processes.

MAB185
MEDICAL PRACTICE MANAGEMENT
3 Quarter Credits
Prerequisite(s): None
This course examines principles and practices of medical practice management, with a focus on work flow, revenue management, risk management, claims adjudication, and personnel management.

MAB190
ELECTRONIC HEALTH RECORDS MANAGEMENT
3 Quarter Credits
Prerequisite(s): ALH111
This course covers electronic health information system design, implementation, and application. Students are provided the opportunity to put administrative skills learned in previous coursework into practice in a simulated medical setting using electronic healthcare records and medical practice management software. Topics include healthcare policies, regulatory requirements, and administrative procedures.

MAB195
MEDICAL BILLING EXTERNSHIP
5 Quarter Credits
Prerequisite(s): ALH1150, ALH152, MAB102, MAB120, MAB140, MAB160, MAB170, MAB185, MAB190
This course provides students with the opportunity to gain practical experience working at a healthcare facility. Students will document billing and coding activities performed on a weekly basis as directed by the site supervisor, and will be evaluated by program faculty and site supervisors on activities completed.
MATH099  
BASIC MATHEMATICS  
4 Quarter Credits  
Prerequisite(s): Accuplacer or other placement assessment tool  
Basic College Math is a thorough review and study of algebraic mathematics concepts utilizing a balanced approach of algebraic theories with practical applications and conceptual understanding. The course provides a review of basic algebraic concepts, operations, and functions.

MATH122  
COLLEGE ALGEBRA  
4 Quarter Credits  
Prerequisite(s): Accuplacer Assessment or completion of MATH099  
This course covers the main areas of college level algebra, including graphic linear and curvilinear figures, exponential equations, logarithms, polynomials, radicals, absolute values, geometric series, and permutations.

MATH380  
STATISTICS  
4 Quarter Credits  
Prerequisite(s): MATH122  
This is an introductory course in descriptive and inferential statistics. Topics include: frequency distribution, data descriptions, normal distributions, grading techniques, probability, hypothesis testing, correlation and regression, analysis of variation, and quality control.

MGT405  
LEADERSHIP & MANAGEMENT  
4 Quarter Credits  
Prerequisite(s): None  
This course introduces students to the principles of effective management: planning, organizing, implementing, controlling, and evaluating. The principles of management will be framed within the context of effective leadership principles and characteristics. Management and leadership topics of study are analyzed and compared. Students are encouraged to construct their own viewpoint of effective leadership and effective management.

MGT420  
HUMAN RESOURCE DEVELOPMENT  
4 Quarter Credits  
Prerequisite(s): None  
This course examines the concepts for managing personnel and utilizing human resources within an organization. Topics include recruitment, job analysis, compensation and benefits, performance evaluations, employee motivation, morale, and discipline.

NET120  
NETWORK FUNDAMENTALS  
4 Quarter Credits  
Prerequisite(s): None  
This course is an introduction for the novice networking student on the basic concepts and principles of computer networks. This course prepares students to move on to a more advanced network technologies course of study, while obtaining the skills and knowledge necessary to perform basic network installations and troubleshooting. Students also have the opportunity to learn a variety of practical skills and design methods for home, small business, and large enterprise networks. The student gets a hands-on, interactive learning experience, as well as a thorough examination of network concepts and topics.

NET130  
NETWORK TECHNOLOGIES  
4 Quarter Credits  
Prerequisite(s): NET120  
This course will introduce students to the main network communications technology including LANs, WANs, and the Internet. The course encompasses various physical topologies and transport media, cable types, performance, addressing, network access, routing, and error checking. Communication methods are examined starting with the OSI model, numerous protocol stacks, packet formation, and synchronous/asynchronous transmission. Students explore commonly used network models and terminology based on an industry standard network solution. Students may also review material in preparation for professional certification opportunities.
NET270
NETWORK ROUTING CONCEPTS AND DESIGN
4 Quarter Credits
Prerequisite(s): NET130
This course will introduce students to concepts and techniques of intermediary network operations. Students explore types of routers and strategies for network services such as protocols, remote terminal access and the IOS administration, which includes policies, system monitoring technologies, and testing methodologies. Students continue in their exploration of commonly used network models and routing protocols based on a Cisco network solution. Students may also review material in preparation for professional certification opportunities.

NET275
NETWORK SECURITY
4 Quarter Credits
Prerequisite(s): IT270
This course introduces network security concepts as they relate to personal computers in a networked environment. Students explore security, countermeasures, local area network (LAN) security topologies, server security services, network security measures, security protocols, and security hardware and software strategies. Students may also review material in preparation for professional certification opportunities.

NET280
NETWORK SWITCHING AND WIRELESS CONCEPTS
4 Quarter Credits
Prerequisite(s): NET270
This course explores local area network (LAN) switching and wireless technologies. Students examine the operation and role of LAN technologies and protocols in the network. Students employ command-line interface to configure routers and switches within the LAN environment. This course continues the exploration network models and protocols based on a Cisco network solution. Students may also review material in preparation for professional certification opportunities.

NET330
WIDE AREA NETWORK CONCEPTS
4 Quarter Credits
Prerequisite(s): NET280
This course examines WAN technologies and network services required by enterprise networks. Students explore WAN technologies, including PPP and Frame Relay, and related topics, such as access control lists and Network Address Translation. In addition, students explore other WAN technologies, such as DSL, cable modems, and Virtual Private Networks (VPNs). This course completes the exploration of network models and protocols based on a Cisco network solution. Students may also review material in preparation for professional certification opportunities.

PHO220
PRINCIPLES OF LIGHT
4 Quarter Credits
Prerequisite(s): PHO221
Characteristics of natural and artificial light will be covered through lecture and lab. This class will cover lighting scenarios in natural, tungsten, strobe lighting and the use of light modifiers.

PHO221
FOUNDATIONS OF PHOTOGRAPHY
4 Quarter Credits
Prerequisite(s): DES101
This course serves as an introduction to photographic principles, terminology, and techniques. Students will study basic camera operation and controls, and will familiarize themselves with studio procedures during the completion of classroom assignments.

PHO222
RAW FILE CONVERSION
4 Quarter Credits
Prerequisite(s): DES101, DES102, DES103, DES104, DES105
This course is an introduction to digital image editing for photographers. Image editing software, terminology, color correction, and digital workflow will be covered through the execution of digital photographic projects.

PHO223
DSLR PHOTOGRAPHY
3 Quarter Credits
Prerequisite(s): DES101, DES102, DES103, DES104, DES105
This course presents detailed technical instruction in small format camera use. Students will develop technical proficiency while working on photographic projects in studio and on location.
PHO224
MEDIUM FORMAT PHOTOGRAPHY
3 Quarter Credits
Prerequisite(s): DES101, DES102, DES103, DES104, DES105
This course presents detailed technical instruction in medium-format cameras. Students will be introduced to medium-format digital backs, digital-image acquisition software, digital work flow, and storage of images.

PHO225
VIEW CAMERA PHOTOGRAPHY
3 Quarter Credits
Prerequisite(s): DES101, DES102, DES103, DES104, DES105
In this course, students are introduced to the use of large-format view cameras using digital imaging, as well as conventional film. Students will use the basic large format movements and incorporate these into photographic projects.

PHO226
AVAILABLE LIGHT
4 Quarter Credits
Prerequisite(s): DES101, DES102, DES103, DES104, DES105
This course emphasizes how to create photographs using ambient light. Students will use light sources that include natural light, incandescent light and fluorescent light and cover the effective use of light direction. Students develop conceptual and perceptive skills through execution of projects.

PHO227
STROBE LIGHTING
4 Quarter Credits
Prerequisite(s): DES101, DES102, DES103, DES104, DES105
In this course, students create photographs using strobe lights. Students learn how to operate strobe power units and use light modifiers. Students will take meter readings and calculate lighting ratios.

PHO228
TUNGSTEN LIGHTING
4 Quarter Credits
Prerequisite(s): DES101, DES102, DES103, DES104, DES105
This class uses tungsten lighting to set up a variety of lighting schemes. Surface characteristics will be explored using a variety of lighting techniques.

PHO331
PHOTOJOURNALISM
3 Quarter Credits
Prerequisite(s): PHO221
This course introduces students to editorial photography and the visual representation of news, stories, and media events. Students will discuss public relations and publicity issues in photography, and will discuss legal, ethical, political, and societal issues that affect the journalistic process.

PHO332
EDITORIAL PHOTOGRAPHY
4 Quarter Credits
Prerequisite(s): DES201, DES202, DES204, PHO221, PHO222, PHO223, PHO224, PHO225, PHO226, PHO227, PHO228
This course provides an overview of various types of editorial publications including magazines, brochures, and annual reports. Students concentrate on strengthening their individual photographic vision through creation of publication quality photographs.

PHO333
PORTRAiture
4 Quarter Credits
Prerequisite(s): PHO221
This course presents basic principles, styles, and techniques of portrait photography. Students will practice lighting, posing, and photographing subjects in a variety of environments, and will cover photo retouching and image enhancement processes to improve quality and consistency.

PHO334
FOOD PHOTOGRAPHY
3 Quarter Credits
Prerequisite(s): PHO221
In this course, students are introduced to basic food photography techniques. Topics include selecting and positioning a variety of foods, locations, selecting props, lighting, presentation and balancing color and compositional elements.
PHO335  
PHOTOGRAPHIC STRATEGIES  
4 Quarter Credits  
In this course students will examine theoretical principles and ideologies in contemporary photography, concentrating on influential leaders, innovators, and movements in the field. Students will examine alternative methods of making and presenting photographic images, and will refine their artistic expression through the completion of written assignments and creative projects.  
Prerequisite(s): PHO221

PHO336  
ARCHITECTURAL PHOTOGRAPHY  
3 Quarter Credits  
This course will discuss and practice perspective correction and control through large-format camera movements. Students will use large-format as well as medium-format digital backs to attain proper horizontal and vertical perspectives in architectural structures. Students will use a wide variety of focal length lenses to analyze the effect focal length has on perspective, focus, and depth of field for interior as well as exterior, architectural photography.  
Prerequisite(s): DES201, DES202, DES204, PHO221, PHO222, PHO223, PHO224, PHO225, PHO226, PHO227, PHO228

PHO337  
HISTORY OF PHOTOGRAPHY  
4 Quarter Credits  
The course provides an introduction to the history and development of photographic imagery. Topics will cover evolving photographic techniques, equipment, processes, terminology, and innovations. Movements will be discussed in terms of significant photographers from the 19th century to present.  
Prerequisite(s): PHO221

PHO338  
FINE ART PHOTOGRAPHY  
3 Quarter Credits  
This course emphasizes the creation and presentation of photographs for exhibition. Thematically diverse subjects and genre are studied. Students evaluate and create a portfolio of exhibition prints.  
Prerequisite(s): PHO221

PHO339  
LANDSCAPE/NATURE PHOTOGRAPHY  
4 Quarter Credits  
Prerequisite(s): DES201, DES202, DES204, PHO221, PHO222, PHO223, PHO224, PHO225, PHO226, PHO227, PHO228  
Students in this class will discuss and practice rules of composition, color contrasts, situational lighting strategies and camera mechanics to produce and analyze their landscape and nature photography. Students will use a variety of focal lengths and experiment with depth of field and critical focus in their location and studio photography.

PHO340  
COMMERCIAL FORMAT PHOTOGRAPHY  
3 Quarter Credits  
Prerequisite(s): PHO221  
In this course, students are introduced to the use of commercial-format cameras using digital imaging technologies.

PHO350  
DSLR PHOTOGRAPHY  
4 Quarter Credits  
Prerequisite(s): PHO221  
This course presents detailed technical instruction in small format camera use. Students will have the opportunity to develop technical proficiency while working on photographic projects in studio and on location.

PSCI205  
INTRODUCTION TO POLITICAL SCIENCE  
4 Quarter Credits  
Prerequisite(s): None  
This course is a general, introduction to basic concepts and approaches to the study of politics and contemporary political issues and problems.

PSYC150  
PSYCHOLOGY  
4 Quarter Credits  
Prerequisite(s): None  
This course is an introduction to the art and science of psychology. Its history, principles, and applications are included in the course. With the development of psychology, humankind learned how to systematically study and evaluate behavior and the factors that influence it. The course explores scientific fact and theory, some of the physiological workings of the brain, and the influence of heredity and environment.
PSYC420  
SOCIAL PSYCHOLOGY  
4 Quarter Credits  
Prerequisite(s): PSYC150  
This course provides an overview of theories and research in the subfield of social psychology. Topics include social perception, attitudes, the self, prejudice, interpersonal attraction, relationships, social influence/persuasion, helping behavior and aggression.

PT121  
INTRODUCTION TO PHARMACY  
3 Quarter Credits  
Prerequisite(s): None  
This course focuses on procedures used to assist the pharmacist in direct patient care and retail pharmacy operations. Students will examine regulatory laws and agencies, retail business structures and practices, pharmacological terminology, and licensing and career requirements.

PT123  
PHARMACY PRACTICE  
3 Quarter Credits  
Prerequisite(s): PT121  
This course focuses on procedures related to assisting the pharmacist in screening, authenticating and processing the physician’s medication orders. Computerized medication information databases are also presented along with the relationship of patient’s rights to the concept of proprietary business information.

PT126  
CONTEMPORARY PHARMACEUTICAL ISSUES  
6 Quarter Credits  
Prerequisite(s): PT121  
This course examines the role of pharmacy technicians in institutional and other pharmacy practice settings. Students will enhance practical knowledge and skills through the exploration of contemporary pharmaceutical issues and practices, pharmacy law and healthcare history, standard measurement and calculation methods, and effective communication techniques. This course will also provide a survey of the other Pharmacy Technician Program courses.

PT131  
MEDICATION MANAGEMENT  
6 Quarter Credits  
Prerequisite(s): PT121  
This course examines the role and responsibilities of the pharmacy technician in medication management. Dosage calculations, drug classifications and effects, aseptic techniques, record keeping, and communication practices will be covered.

PT136  
PHARMACY TECHNIQUES  
6 Quarter Credits  
Prerequisite(s): PT121  
This course focuses on techniques used to assist the pharmacist and prepare medications. Students will examine various aspects of pharmacy hardware, microbiology, compounding, and communication.

PT141  
PHARMACY OPERATIONS  
6 Quarter Credits  
Prerequisite(s): PT121  
This course orient students to the everyday workplace dynamics of the pharmacy, with a focus on medication preparation; prescription interpretation and filling; and data entry, billing, and collection practices. Students will utilize pharmacy software, discuss principles of patient education, and examine methods for improving patient care outcomes.

PT146  
STERILE COMPOUNDS, PARENTERALS, AND IV ADMIXTURES  
6 Quarter Credits  
Prerequisite(s): PT121  
This course explores the preparation and use of sterile compounds, parenteral medications, and intravenous admixtures, with a focus on general and specific IV procedures and the role of the pharmacy technician. Chemotherapeutic therapy and experimental drug trials are discussed.

PT196  
PHARMACY TECHNICIAN EXTERNSHIP  
6 Quarter Credits  
Prerequisite(s): All courses in program successfully completed or permission of the Program Chair  
This course provides students with work experience in a professional pharmacy setting. Students are required to complete the externship under the supervision of employers in cooperation with the externship supervisor.
SCI280
ENVIRONMENTAL SCIENCE
4 Quarter Credits
Prerequisite(s): None
This course provides students with an overview of the earth’s physical environments. Topics include the structure of the planet, population growth, energy resources, groundwater contamination, the greenhouse effect, toxic waste disposal, and land use management.

SD100A
APPLICATION PROGRAMMING
4 Quarter Credits
Prerequisite(s): None
This course will provide students with practical guidance on the development of object-oriented applications. The course includes, but is not limited to, general principles and concepts of object model, notation, and process of object-oriented analysis and design, GUI programming, top-down design, input and output decision, loops, sequential access file, array and object-oriented development using real-business problems.

SD120A
OBJECT-ORIENTED PROGRAMMING I
4 Quarter Credits
Prerequisite(s): SD100A
This course will introduce students to Object-Oriented programming principles including object-oriented, event-driven, interactive programming techniques. This course will also cover topics such as data types, pointers, arrays, string processing, classes, and objects.

SD140A
DATABASE PROGRAMMING I
4 Quarter Credits
Prerequisite(s): None
This course is a study of database design concepts with an emphasis on relational databases and design in the Windows environment. This unit introduces students to database concepts using a current MS Database application. Basics such as table design, normalization, and relationships will be covered. Students will also be introduced Structured Query Language.

SD160A
MULTI-PLATFORM PROGRAMMING
4 Quarter Credits
Prerequisite(s): SD260
This course will focus on the JAVA programming language and related tools for programming in the Internet/Intranet environment. Primary topics include methods, classes, objects inheritance, encapsulation, abstraction, polymorphism and exception handling.

SD200
SOFTWARE ENGINEERING
4 Quarter Credits
Prerequisite(s): SD240A, SD260A
This course explores topics of computer science within a framework of a six-layer hierarchy of abstractions. The layers include algorithms, hardware, virtual machine, software, applications, and ethics. Each layer in the hierarchy builds upon the ideas and concepts presented before it.

SD220
INTERNET TECHNOLOGIES
3 Quarter Credits
Prerequisite(s): SD160A, SD240A, SD260A
This course will provide students with practical knowledge of emerging web technologies and tools. Concepts and techniques include integrating HTML with scripting languages, creating popup windows, adding scrolling messages, enhancing image and form objects, working with cookies. Exposure is also provided to coding server side applications. Students will be introduced to XML, and ASP (Active Server Pages).

SD240A
DATABASE PROGRAMMING II
4 Quarter Credits
Prerequisite(s): SD120A, SD140A
This course specifically addresses the topic of creating a standalone application attached to a database. Students will explore this topic using Visual Basic.NET in conjunction with, but not limited to, Microsoft Access. They will work to define database roles and create multiple interfaces appropriate to those roles. Basic SQL will be presented and used in class examples. Students will work with ADO.NET objects and incorporate them into projects.

SD260A
OBJECT-ORIENTED PROGRAMMING II
4 Quarter Credits
Prerequisite(s): SD120A
This course continues the student’s exposure to and experience with object-oriented, event-driven, interactive programming techniques.
**SD280**

**INTERNSHIP/PRACTICUM COURSE**

4 Quarter Credits

Prerequisite(s): 6th Term Status

In this course, students will participate in either an internship or a practicum project. An internship is completed in conjunction with an outside facility, under the direction of an internship advisor. The internship is designed to provide students with progressive skill development in a college-approved facility related to their career. Students will be participating in duties and responsibilities related to their specific area of training. This experience reinforces the skills and knowledge taught throughout the Network Development program and applies the concepts to real world situations.

Students choosing to complete a practicum will work directly with faculty from their program of study. The practicum provides students the opportunity to research, analyze, and apply the theory and concepts of a topic directly related to their program of study. Students will complete a project and/or research paper as directed by their faculty. This experience allows students to demonstrate the practical application of their previous coursework while continuing to develop the skills to be successful in future employment.

**SPCH100**

**SPEECH**

4 Quarter Credits

Prerequisite(s): None

This course teaches students the importance of effective speaking in public settings, especially in the business world. Students will be expected to prepare and deliver speeches. Repeated practice teaches students how to select a topic, research and organize information, select appropriate language for the situation and present the speech using visual aids. Interactive decision-making through group discussions is also explored.

**VCA201**

**TYPOGRAPHY**

3 Quarter Credits

Prerequisite(s): DES101

This class will cover the basics of typography as it relates to the design field. Through practical projects, students will observe and reflect on how type functions and develop strategies for using type as a creative medium of communication. Specific typography areas covered will include basic typographic terminology, applying design principles using typography, measurement basics, and the role of type in communicating to a specific audience and information navigation.

**VCA202A**

**RASTER IMAGING**

3 Quarter Credits

Prerequisite(s): DES101

Students will have the opportunity to learn basic application of a raster image-editing application (such as Adobe Photoshop®). Students will use this raster image-editing application to correct, manipulate, and composite images, and apply these functions in creative design projects.

**VCA205B**

**GRAPHIC DESIGN**

4 Quarter Credits

Prerequisite(s): DES101

This class involves the conscious manipulation of design elements and space in order to create well-planned design solutions. Students will have the opportunity to learn to organize using various grid formats including but not limited to symmetrical, asymmetrical, vertical and horizontal and to explore various applications of the golden section.

**VCA212A**

**PUBLICATION DESIGN & LAYOUT**

3 Quarter Credits

Prerequisite(s): DES101

In this course, students will have the opportunity to apply their design skills to solve advanced graphic design problems. Coursework includes the development of collateral for multi-level visual systems which may include capability brochures, catalogs, and annual reports. Emphasis is on creativity and conceptual thinking for visual systems.

**VCB302A**

**EDITORIAL**

3 Quarter Credits

Prerequisite(s): DES205

This course focuses on the concept, design, and media concerns with editorial and opinion based materials in the publishing business, specifically newspapers and magazines. Special attention is placed on research, interpretation of copy, and the creation of compelling design to persuade the reader. In addition, students will examine the advanced software applications used to produce today’s leading magazines and newspapers.
VCB303
BRANDING
4 Quarter Credits
Prerequisite(s): DES205
This class introduces students to branding, where special emphasis is placed upon the student developing a cohesive branding campaign for a client. They will be required to identify essential attributes of the client and formulate a positioning campaign for said client that is respective and conclusive of the client’s personalities, philosophies and goals.

VCB304A
PACKAGE DESIGN
4 Quarter Credits
Prerequisite(s): DES205
This class explores graphic design as a three-dimensional form. Students will work on packaging design assignments. Each assignment will include a research, ideation, critique and execution stage. Students will explore the possibilities of design that unifies multi-dimensional products and the marketing behind the design decisions.

VCB305A
ADVERTISING COPY
3 Quarter Credits
Prerequisite(s): DES205
This course is devoted to concepting and writing dynamic headline and body copy that target and persuade the reader of advertising to take action. Special emphasis will be placed on how the copy and the visual can work quickly and effectively in unison. Selection of typography to fit the message will also be highlighted in this course.

VCB306
PROMOTIONAL DESIGN
4 Quarter Credits
Prerequisite(s): DES205
This is an advanced course that examines the growing business of promotional design, and how materials are developed to convey specific messages to selected target audiences. Students will work on individual projects with the potential to utilize a wide variety of media. Emphasis will be placed on working within budget, and achieving highly creative and persuasive materials. Marketing strategy and process will be a central feature in this course.

VCB307
PRE-PRESS
3 Quarter Credits
Prerequisite(s): DES205
Digital pre-press will essentially be an overview and continuation of Print Production class. The objective of this class is to emphasize the importance of superior print production skills. Elements of print production will be reviewed with further exploration of print production and printing methods and practices.

VCB308A
HISTORY OF GRAPHIC DESIGN
3 Quarter Credits
Prerequisite(s): DES205
This course traces the development of contemporary art and design, beginning with its roots in Modernism, up though current Post-Modern and Neo-Modern manifestations. It will demonstrate how styles and concepts developed and how designers and artists adapted to new technologies as well as new social and economic situations. Students should become adept in analyzing global, multicultural, Modern and Post-Modern influences in contemporary art and design.

VCB309A
ENVIRONMENTAL / INFORMATIONAL
4 Quarter Credits
Prerequisite(s): DES205
This class will cover using graphic design to develop informational systems used for wayfinding and instructional purposes. Students will have the opportunity to develop informational or signage systems for specific environments for interior, exterior wayfinding and instructional print material. Universal design and accessibility will be a necessary component.

VCB312A
CORPORATE ID
3 Quarter Credits
Prerequisite(s): DES205
This course introduces students to conceptual thinking and practical application as it applies to corporate identity. This includes the idea process of identifying target audience, designing an appropriate corporate identity, and logotype for business use. Students study company logotypes and build a company brand and logotype from nothing.
VCB330
3-D ANIMATION II
4 Quarter Credits
Prerequisite(s): VCB337
This course builds upon VCB337 3-D Animation I. Topics covered will include the creation of articulated characters, parent-child relationships, complex animation, multiple camera angles, lighting, Bolean, and other advanced techniques. Syncing animation to audio will also be discussed. Concepts and aesthetics in 3-D design will be emphasized.

VCB331A
RICH MEDIA I
4 Quarter Credits
Prerequisite(s): DES205
This course introduces students to the concept of interactivity and rich media on the web through the use of Adobe Flash and Actionscript. Students will have the opportunity to learn how to create and manipulate buttons and movie clips, input and output text, import MP3s at runtime, create drag-able objects, and utilize external movies/jpgs/swfs.

VCB332
DIGITAL ILLUSTRATION
4 Quarter Credits
Prerequisite(s): DES205
This course introduces students to advanced techniques in digital illustration, primarily vector-based. Topics include the use of meshes and gradients to create photo-realistic illustrations, custom patterns and brushes, and clipping masks. In addition to techniques, the importance of strong concepts, aesthetics, and knowledge of historical illustration styles will be emphasized.

VCB333
APPLIED HUMAN COMPUTER INTERACTION / HCI
4 Quarter Credits
Prerequisite(s): DES205
This course blends technical computer considerations with the needs of the Human user. Students will have the opportunity to develop sensitivity to usability issues through user-centered interface design. Students will have the opportunity to learn current accessibility procedures and best practices in Rich Internet Application (RIA) design.

VCB334
RICH MEDIA II
3 Quarter Credits
Prerequisite(s): VCB331
This course builds on VCB321 Rich Media I, delving more deeply into Actionscript. Topics include animations created entirely with Actionscript, mathematical functions, use of loops and arrays, and other programming skills and techniques.

VCB335
DIGITAL VIDEO
4 Quarter Credits
Prerequisite(s): DES205
This course will introduce students to non-destructive digital video editing. Students will have the opportunity to learn how to capture, edit and output digital video, and how to sync video with audio. In addition to technical skill, the importance of concept, aesthetics, and knowledge of contemporary uses for digital video will be emphasized through a variety of short projects.

VCB336
MOTION GRAPHICS I
4 Quarter Credits
Prerequisite(s): DES205
This course builds upon the animation concepts introduced in Intro to Animation and Digital Video, by combining video, text, and special effects to create a variety of short projects. A multi-layer video/animation application (such as Adobe After Effects) will be used to manipulate video, still images and audio, in order to create complex, motion graphic pieces.

VCB337
3-D ANIMATION I
3 Quarter Credits
Prerequisite(s): DES205
This course will introduce students to the principles of 3-D dimensional design, exploring introductory principles of modeling, texturing and animation. Contemporary issues in animation and cinema will be discussed.
VCB338
THEORY AND HISTORY OF MULTIMEDIA
4 Quarter Credits
Prerequisite(s): DES205
This course traces the development of multimedia technology and culture in Western society. Student will examine the expansion of the knowledge community created through the Internet and ways that new media are creating a convergence culture. Developing media, such as 3-D environments, will be examined for their impending impact on society.

VCB339
MOTION GRAPHICS II
3 Quarter Credits
Prerequisite(s): VCB336
This course builds on Motion Graphics I with a more thorough exploration of animation, scripting and video with an emphasis on post-production. Concepts learned and objects created in 3-D animation and other multimedia classes will also be integrated into the course.
### Tuition and Fees
As of 3/09/2015

<table>
<thead>
<tr>
<th>Program</th>
<th>Application fee</th>
<th>Tuition</th>
<th>Total Cost:*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Network Development AAS</strong></td>
<td>$25</td>
<td>$34,200</td>
<td>$34,225</td>
</tr>
<tr>
<td><strong>Business Administration-AAS</strong></td>
<td>$25</td>
<td>$17,500</td>
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<td><strong>Criminal Justice AAS</strong></td>
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<td>$34,225</td>
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<td><strong>Criminal Justice BS</strong></td>
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<td>$69,945</td>
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<tr>
<td><strong>Information Technology AAS</strong></td>
<td>$25</td>
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<td>$35,745</td>
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<td><strong>Medical Assistant AAS</strong></td>
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<td>$18,525</td>
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<td><strong>Medical Billing AAS</strong></td>
<td>$25</td>
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<tr>
<td><strong>Pharmacy Technician AAS</strong></td>
<td>$25</td>
<td>$30,225</td>
<td>$30,250</td>
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</tbody>
</table>

*The tuition noted above is the cost for the full program of study if attending at a pace of 12 or more credits per term. The actual cost per credit will vary depending on the number of credits taken during each term as outlined below and in the tuition and fees information above. Thus, if you take fewer than 12 credits per term, your tuition cost will be higher than indicated in the chart above. This amount may vary depending on the number of terms in which the student is enrolled.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-11</td>
<td>$415</td>
</tr>
<tr>
<td>12+</td>
<td>$380</td>
</tr>
</tbody>
</table>

Additional fees:
- Test out fee: $25 per credit
- Remedial Math099 and ENGL099 courses are charged per credit based on the tuition rate for the program.
# Academic Calendar

## 2016-2017 Academic Calendar

<table>
<thead>
<tr>
<th>Module Start Date</th>
<th>Module End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/2016</td>
<td>02/07/2016</td>
</tr>
<tr>
<td>02/08/2016</td>
<td>03/13/2016</td>
</tr>
<tr>
<td>03/14/2016</td>
<td>04/17/2016</td>
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<tr>
<td>04/18/2016</td>
<td>05/22/2016</td>
</tr>
<tr>
<td>05/23/2016</td>
<td>06/26/2016</td>
</tr>
<tr>
<td>06/27/2016</td>
<td>08/07/2016</td>
</tr>
<tr>
<td>08/08/2016</td>
<td>09/11/2016</td>
</tr>
<tr>
<td>09/12/2016</td>
<td>10/16/2016</td>
</tr>
<tr>
<td>10/17/2016</td>
<td>11/20/2016</td>
</tr>
<tr>
<td>11/21/2016</td>
<td>01/08/2017</td>
</tr>
<tr>
<td>01/09/2017</td>
<td>02/12/2017</td>
</tr>
<tr>
<td>02/13/2017</td>
<td>03/19/2017</td>
</tr>
<tr>
<td>03/20/2017</td>
<td>04/23/2017</td>
</tr>
<tr>
<td>04/24/2017</td>
<td>05/28/2017</td>
</tr>
<tr>
<td>05/30/2017</td>
<td>07/02/2017</td>
</tr>
<tr>
<td>07/10/2017</td>
<td>08/13/2017</td>
</tr>
</tbody>
</table>

Classes are offered on days marked with an “x”:

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
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<tbody>
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<td>X</td>
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<td>X</td>
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</table>

## Observed Holidays-No Classes

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date(s) of Break: Classes Resume:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Monday, 01/18/2016 Classes resume on Tuesday, 01/19/2016</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, 05/30/2016 Classes resume on Tuesday, 05/31/2016 Make-up Day on Friday, 06/03/2016</td>
</tr>
<tr>
<td>Summer Break</td>
<td>Monday, 07/04/2016 – Sunday 07/10/2016 Classes resume on Monday, 07/11/2016</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, 09/05/2016 Classes resume on Tuesday, 09/06/2016</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Friday, 12/23/2015 – Monday, 01/02/2016 Classes resume on Tuesday, 01/03/2016</td>
</tr>
<tr>
<td>Martin Luther King, Jr Day</td>
<td>Monday, 01/18/2016 Classes resume on Tuesday, 01/19/2016</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, 05/30/2016 Classes resume on Tuesday, 05/31/2016 Make-up Day on Friday, 06/03/2016</td>
</tr>
<tr>
<td>Summer Break</td>
<td>Monday, 07/04/2016 – Sunday 07/10/2016 Classes resume on Monday, 07/11/2016</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, 09/05/2016</td>
</tr>
<tr>
<td>Winter Break 2016</td>
<td>Friday, 12/23/2016 through Monday, 01/02/2017</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Friday, 12/23/2016- Monday, 01/02/2017</td>
</tr>
<tr>
<td>Martin Luther King Jr.’s Birthday</td>
<td>Monday, January 16, 2017</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 29, 2017</td>
</tr>
</tbody>
</table>

**Faculty and Staff**

**Faculty**- as of 08/1/2016

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Education &amp; Professional Licensure/Certification</th>
<th>Full/Part Time</th>
</tr>
</thead>
</table>
| Bowland, Cassandra | Criminal Justice | • MS - St. Cloud State University  
• BA - St. Cloud State University                              | Full-Time       |
| Caselius, Nicole | Medical            | • BS-Herzing University  
• AAS- Herzing University  
• Diploma- Medical Assitant School of Hawaii                  | Part-Time       |
| Henseler, Kelly  | General Education  | • MA-University of St. Thomas  
• BA-University of Minnesota                                   | Part-Time       |
| Hopper, Sally    | General Education  | • MA-Bethel University  
• BA-Bethel University                                           | Full-Time       |
| Odhiambo, Nicholas | Information Technology Network Development | • MSM - Globe University  
• MBA - Globe University  
• BS - Kenyatta University                                      | Part-Time       |

5951 E. Earle Brown Drive, Brooklyn Center, MN 55430   (763) 279-2400

www.sanfordbrown.edu
Staff - as of 8/1/2016

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Boehmke, Tim</td>
<td>Associate IT Technical Support</td>
</tr>
<tr>
<td>Davis, Kevin</td>
<td>Business Operations Manager</td>
</tr>
<tr>
<td>Kleckner, Christine</td>
<td>Director of Career Services</td>
</tr>
<tr>
<td>Schommer, Kristen</td>
<td>Campus Director</td>
</tr>
<tr>
<td>Schommer, Kristen</td>
<td>ADA/Section 504 Coordinator</td>
</tr>
<tr>
<td>Schommer, Kristen</td>
<td>Title IX Coordinator</td>
</tr>
</tbody>
</table>

Catalog Revisions and Updates

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Statement of Ownership</td>
<td>Effective at time of publication</td>
</tr>
</tbody>
</table>

The Statement of Ownership found in the catalog is replaced with the following:
Sanford-Brown is owned by Sanford-Brown MN, Inc., a Delaware company, which is wholly owned and operated by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at:
231 North Martingale Road
Schaumburg, IL 60173
(847) 781-3600
(847) 781-3610 (fax)

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The Executive Officers of Career Education Corporation</td>
<td>8/12/2015</td>
</tr>
</tbody>
</table>

Replace Scott W. Steffey with the following:
Todd Nelson, President and Chief Executive Officer

Remove Scott Steffey from Board of Directors

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The Executive Officers of Career Education Corporation</td>
<td>4/1/2016</td>
</tr>
</tbody>
</table>

Catalog information is revised to read:
A.J. Cederoth
Senior Vice President and Chief Financial Officer

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Members of the CEC Board of Directors</td>
<td>10/26/16</td>
</tr>
</tbody>
</table>

The CEC Board of Directors are:
Thomas B. Lally (Chairman)
Dennis H. Chookasian
Kenda B. Gonzales
Patrick W. Gross
Gregory L. Jackson
Todd S. Nelson
Leslie T. Thornton
Richard D. Wang
Revised as follows:
The College (Sanford-Brown) is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Diplomas, Associate degrees and Bachelor degrees.

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

Sanford-Brown College is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education
1450 Energy Park Dr., Suite 350
St. Paul, MN 55108
www.ohe.state.mn.us  651-642-0533

Effective May 6, 2015- Sanford-Brown College, Brooklyn Center, Minnesota, is no longer accepting new student applications.

The following information is added:
Sanford-Brown is no longer enrolling new students into any of its programs. This includes returning graduates, re-entering students and current students desiring to continue into an additional program at Sanford-Brown.

The current policy is replaced with the following:
Acceptable documentation of high school graduation (known as Proof of Graduation) must be received by the institution within 23 calendar days of the scheduled start of his or her program. It is the student's responsibility to provide valid documentation of high school graduation or its equivalency, such as by providing a high school transcript, a college transcript (for students who have already completed an associate degree) or military documents that specify the student's high school name, location and date of graduation. Students who do not possess valid evidence of high school graduation, or its equivalency, may complete a High School Transcript Request form, which can be obtained from the Office of the Director of Admissions and must be returned to the Office of the Director of Admissions. Students may be asked to provide additional documentation to validate their Proof of Graduation.
Any student who does not provide valid documentation of high school graduation or its equivalent within this timeframe will be unregistered from all classes and their program of study. Until valid POG is received and approved, no grades or credits will be available. No Federal Financial Aid funds will be disbursed to a student's account until a valid proof of high school graduation or its equivalent is received, reviewed and confirmed.
Add the following Selective Admissions Criteria for the Pharmacy Technician (Associate of Applied Science) program:

**Program:** Pharmacy Technician (Associate of Applied Science)
Wonderlic Score: 13
Accuplacer Score (Overall/Math): NA
Additional Requirements: NA

The policy found in the catalog in replaced with the following:
Sanford-Brown is no longer enrolling new students into any of its programs. This includes returning graduates, re-entering students and current students desiring to continue into an additional program at Sanford-Brown.

Replace the current catalog information with the following:

**Academic Honors**
Upon successful completion of Associate or Bachelor Degree requirements, a graduate with the following cumulative grade point average (CGPA) will be recognized with the following honors:

- Summa cum Laude: 3.90-4.00
- Magna cum Laude: 3.70-3.89
- Cum Laude: 3.50-3.69

The current policy language is replaced with the following:
A “W” Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of “W”. Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade.

“W” Grades are also awarded when students do not complete externship courses within a school’s designated grading period; when students do not successfully meet course attendance requirements; and when students do not return to school from a leave of absence. Please refer to the individual Externship Management, Attendance, and Leave Of Absence policies for details.

The following information is added:
Students who withdraw from a course may not be able to complete their program of study before the campus closes based on course offerings and/or the expected date of campus closure.
The current policy language is replaced with the following:

A student who disagrees with a grade received should contact the course instructor immediately to discuss the concern. If the dispute is unresolved, the student may submit a written appeal. If the student submits a written appeal this must include the reason why with supporting documentation, if applicable and should be signed and dated. A decision regarding the appeal will be made within five business days of receipt. Students will be notified in writing of the decision.

---

The current policy is replaced with the following:

**Application of Grades and Credits**

The chart above describes the impact of each grade on a student’s academic progress. For calculating rate of progress (see below), grades of “F” (failure), “NP” (not pass), and “W” (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed. The student must repeat any required course in which a grade of “F”, “NP”, or “W” is received. Students in allied health programs must also repeat all Core Requirements courses in which a grade of “D” is received.

“TC” and “PR” credits are included in the maximum time in which to complete and the rate of progress calculation, but are not counted in the CGPA.

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The following information is added:
Students who withdraw from a course may not be able to complete their program of study before the campus closes based on course offerings and/or the expected date of campus closure.

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<tr>
<td>22</td>
<td>Course Repeats</td>
<td>effective for terms starting in January 2015</td>
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</table>

The current policy is replaced with the following:

**Repeated Courses**

The student must repeat any required course in which a grade of “F”, “NP”, or “W” is received. Students in allied health programs must also repeat all Core Requirements courses in which a grade of “D” is received. A student who receives a “D”, “F”, “NP”, or “W” grade in a course may attempt the same course up to two times. If there are circumstances where it is appropriate for a student to attempt the course a third time, the student must provide a written appeal to the Director of Education, stating what circumstances have changed that will now allow the student to successfully complete the course or courses in question. The better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course. Please contact the Financial Aid Office for more information about the impact of repeating courses on Financial Aid.

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<td>Graduation Requirements</td>
<td>2/8/2016</td>
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</table>

The current policy language is replaced with the following:

To graduate, a student must have earned a minimum of a 2.0 Cumulative Grade Point Average and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations to receive official transcripts.

In order to be eligible to participate in the graduation ceremony, students must have completed all the requirements for graduation. Exceptions to this may be made for students who are scheduled to complete the published requirements for graduation within the grading period following the graduation ceremony. The actual college degree and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled.

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<td>23</td>
<td>Internship and Externship</td>
<td>2/16/2015</td>
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</tbody>
</table>

The Internship and Externship policies are replaced by the following:

**Health Programs Externship**

Most programs offered by School Name provide the opportunity for students to participate in an externship course. An externship is supervised training experience in a professional workplace where previously studied theory may be applied. Students who will be participating in an externship course should contact the Designated Academic Official prior to the term in which the externship course will commence to complete the necessary paperwork and to ensure that an appropriate site has been obtained. Organizations that accept students for externship placements and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship or employment placement following completion of the program. Some organizations may require candidates to submit to a drug test. Some programs may require additional education, licensure, and/or certification for employment in some positions. Employment and externship decisions are outside the control of the School.

**Internship for all other programs**
Most programs offered by the college provide the opportunity for students to participate in an internship course. An internship is a supervised training experience in a professional workplace where previously studied theory may be applied. Students who will be participating in an internship course should contact the Director of Education prior to the term in which the internship course will commence to complete the necessary paperwork and to ensure that an appropriate site has been obtained.

Organizations that accept students for internship placements and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship or employment placement following completion of the program. Some organizations may require candidates to submit to a drug test. Some programs may require additional education, licensure, and/or certification for employment in some positions. Employment and internship decisions are outside the control of the college.

**Health Externship Assignment**
Externship assignments are typically made near the end of the program. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are within a 60-mile radius of the school and that are convenient for the students, however, this may not always be possible. Based on site availability or program requirements, students may be required to complete their externship at more than one location. Students who decline two sites may be required to withdraw from the program. In such an event, the school makes no assurances as to when or if other sites will be available.

**Internship Assignment for all other programs**
Externship assignments are typically made near the end of the didactic portion of the program. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are within a 60-mile radius of the School and that are convenient for the students, however, this may not always be possible. Based on site availability or program requirements, students may be required to complete their externships at more than one location. Students who decline two sites may be required to withdraw from the program. In such an event, the school makes no assurances as to when or if other sites will be available.

**Health Externship Attendance Requirements**
Students must attend their externship on the days and hours designated by the site. If the site supervisor or school/program official determines that a student is not reliable for any reason, including absences, the student may be removed from the site. Students are required to complete 100% of required externship hours. Scheduled School Name holidays do not apply to students on externship. It is the responsibility of a student to provide the school with a time sheet signed by the site supervisor documenting hours completed for a week no later than Monday of the following week. If a student has missed any time, arrangements for makeup time must be made with the site supervisor. Students will not be considered to have completed their externship until the site supervisor and appropriate school official has certified all required attendance hours.

**Internship Attendance Requirements for all other programs**
Students must attend their externship/internship on the days and hours designated by the site. Days or times of externship/internship may not be rearranged without permission from appropriate school personnel and the site supervisor. In the event a student will be absent from a site, the student must call the site and the appropriate school official in advance. If the site supervisor or school/program official determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be dismissed from the program. In any case, if a student misses five or more consecutive days of their externship assignment, the student may be dismissed from school. Students are required to complete 100% of required externship/internship hours. Scheduled Sanford-Brown holidays do not apply to students on externship. It is the responsibility of a student to provide the School with a time sheet signed by the site supervisor documenting hours completed for a week no later than Monday of the following week. If a student has missed any time, arrangements for makeup time must be made with the site supervisor and appropriate school personnel. Students will not be considered to have
completed their externship/ internship until the site supervisor and appropriate school official has certified all required attendance hours.

**Externship/Internship Conduct**

Externship/internship sites are professional environments where students are expected to conduct themselves in a mature, professional manner appropriate for the workplace. Students are expected to arrive and leave on time and perform their duties in a reliable and responsible manner. Students may not substitute or replace paid staff members. Students are expected to obey the rules and regulations of the externship/internship site and program. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures.

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<tr>
<td>26</td>
<td>Standard Period of Non-Enrollment (SPN)</td>
<td>4/29/2016</td>
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</tbody>
</table>

The current policy is replaced with the following:

Students who are unable to complete a module or term may be allowed to take a short, Standard Period of Non-Enrollment (SPN). In order to remain in an active status, a written confirmation must be received from the student stating the student’s intention to return in a future module or term. Please contact the financial aid office for more information about the impact of a SPN on financial aid.

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<tr>
<td>26</td>
<td>Maximum Timeframe in which to Complete</td>
<td>4/29/2016</td>
</tr>
</tbody>
</table>

The current policy is replaced with the following:

**MAXIMUM TIME IN WHICH TO COMPLETE**

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

In addition, since the campus is in teach-out and, some students attending during the teach-out will not have the opportunity to attempt up to 150% of the number of credits in their program of study. If a student does not complete their program requirements as detailed on their Program Completion Plan, it is highly unlikely that they will complete their program of study before the campus closes. If a student does not complete their program of study before the campus closes, they will be unable to earn a credential from Sanford-Brown.

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The current policy is replaced with the following:

**WARNING AND PROBATIONARY PERIODS**

At the end of each grading period after grades have been posted, each student’s CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

A student will be placed on FA Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded.

A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status.

A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term or grading period.

A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and rate of progress requirements are not met at the time of evaluation;
the student will be placed of FA Dismissal Status and will be dismissed from school unless terms of the academic plan are met.

Students enrolled in a program of more than two academic years, and receiving federal financial aid, must meet the CGPA standards at the end of the second year. Students who are unable to meet this standard will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. A student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements or complete their program of study within the teach-out period, the student will be dismissed from the school. Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for nonacademic reasons. A tuition refund may be due in accordance with the institution’s stated refund policy.

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution’s stated refund policy.

During the period of FA Warning, which lasts for one payment period only, the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

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<td>27</td>
<td>Reinstatement</td>
<td>4/29/2016</td>
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The current policy is replaced with the following:
SBC will no longer consider students who were previously academically dismissed for reinstatement. As of April 29, 2016, SBC is no longer enrolling re-entering students.

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<td>27</td>
<td>Transcripts</td>
<td>01/05/2015</td>
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</table>

Replace the transcript fee information with the following:
$10 – Transcripts (electronic or paper) requested electronically through Parchment
$15 – Transcripts ordered through the campus
$35 – Overnight/U.S. Mail delivery

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<tr>
<td>29</td>
<td>Financial Aid Programs</td>
<td>12/5/2014</td>
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</table>

Add the following grant information:

**Sanford-Brown College Transfer Credit Grant**
Sanford Brown is committed to helping students meet their educational and professional goals. The Transfer Credit Grant program was established to provide tuition assistance to students with transfer credits who wish to complete their education. In order to qualify for this grant, transfer credits must be accepted by the institution. Students will be considered for the grant upon completion of the admissions application process, the establishment of an accepted tuition method of payment plan, and completion of the Transfer Credit Grant Application. To maintain grant eligibility, students must remain enrolled in the same program of study without
interruption and maintain satisfactory academic progress.

Grant Criteria

- Complete a Transfer Credit Grant Application
- Be a first time full-time Sanford Brown student pursuing a one Academic Year Diploma or Certificate
- Must submit an official transcript and have the credits accepted by Sanford Brown College
- Must maintain Satisfactory Academic Progress as outlined in the catalog to remain eligible for the grant and receive subsequent disbursements
- Must be continuously enrolled full-time in the same program of study
- Establish a tuition payment plan

The Sanford Brown Transfer Credit Grant limit is:

- Certificate/Diploma programs - $1,000
- Associate Degree - $1,000
  - Business Administration

The Transfer Credit Grant will be disbursed in equal installments to be paid at the end of each payment period within the academic year. The Transfer Credit Grant is awarded one time and is not renewable.

Please refer to the Financial Aid Office (or Business Office) for additional information on the Transfer Grant.

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<td>31</td>
<td>Design and Technology Grant</td>
<td>2/28/2015</td>
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</tbody>
</table>

The Design and Technology Grant is replaced by the Art & Design Grant:

**Art & Design Grant**

The Institution offers grants to students enrolled in Bachelor’s or Associate’s programs who have exhausted all federal and state aid for which they are eligible, and have a remaining outstanding tuition balance.

The Art & Design Grant ranges from $200 to $16,500 and is subject to the program eligibility limits below. Students will be considered for the grant upon completion of the admissions application process including the completion of the Enrollment Agreement and the financial aid application process. In addition to completing an Art & Design Grant Application, the student must have established an In-School Payment Plan (IPP) with a minimum payment amount as determined by the institution (for the 14-15 award year the minimum IPP was $150). The minimum IPP amount is subject to change please contact your aid administrator for current information. The Art & Design Grant Application must be submitted prior to the end of the add/drop period of the applicant’s first term or payment period.

For Grant eligibility beyond one academic year, the student must re-apply for the Grant before the end of the add/drop period of each subsequent academic year. To maintain eligibility, students must remain continuously enrolled, meet satisfactory academic progress, and attend at least 12 credits per academic term.

The Art & Design Grant Application and supporting documentation will be reviewed by the Grant Committee to determine eligibility. The Art & Design Grant will be disbursed in equal installments at the end of each term or payment period within the academic year. If the Art & Design Grant is awarded in conjunction with other Institutional Grants, the Art & Design Grant when combined with the other aid resources may not exceed the direct cost of attendance (tuition, books and fees) and cannot be received as cash.
The institution makes available a limited amount of money each year for such grants. Once available funding is exhausted, the Art & Design Grants will not be available to otherwise eligible students.

The Art & Design Grant Program limits are:
- Associate Programs – $11,000
- Bachelor Programs – $16,500

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<td>31</td>
<td>Allied Health Grant</td>
<td>2/28/2015</td>
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</table>

The Allied Health Grant is replaced by the Sanford-Brown Grant:

**Sanford-Brown Grant**

The Institution offers grants to students who are enrolled in the programs specified below, who have exhausted all federal and state student aid for which they are eligible, and have a remaining outstanding tuition balance.

The Sanford-Brown Grant ranges from $10 to $10,000 and is subject to the program eligibility limits listed below. Students will be considered for the grant upon the completion of the admissions application process including the completion of the Enrollment Agreement and the financial aid application process. In addition to completing a Sanford-Brown Grant Application, the student must have established an In-School Payment Plan (IPP) with a minimum payment amount as determined by the institution (for the 14-15 award year the minimum IPP was $250). The minimum IPP amount is subject to change please contact your aid administrator for current information. The Sanford-Brown Grant Application must be submitted prior to the end of the school’s add/drop period of the applicant’s first term or payment period.

For Grant eligibility beyond one academic year, the student must re-apply for the Grant before the end of the add/drop period of each subsequent academic year. To maintain eligibility for the Sanford-Brown Grant, students must remain continuously enrolled and maintain satisfactory academic progress.

The Sanford-Brown Grant Application and supporting documentation will be reviewed by the Grant Committee for determination of eligibility. The Sanford-Brown Grant will be disbursed in equal installments at the end of each term or payment period within the academic year. If the Sanford-Brown Grant is awarded in conjunction with other institutional grants, the Sanford Brown Grant when combined with other aid resources may not exceed the direct cost of attendance (tuition, books and fees) and cannot be received as cash.

The institution makes available a limited amount of money each year for such grants. Once available funding has been exhausted, the Sanford-Brown Grants will not be available to otherwise eligible students.

The Sanford-Brown Grant Program limits are:
- Certificate/Diploma programs - $3,100
- Associate Programs (excluding Business Administration) - $10,000

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<tr>
<td>35</td>
<td>Return of Title IV (R2T4) Funds</td>
<td>7/1/2015</td>
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</tbody>
</table>

The policy is revised as follows:
Replace:
Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the college return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

With:
Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the college return Title IV funds disbursed for the payment period or period of enrollment. A school must always
return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew or was dismissed. Upon withdrawal, all unearned Title IV financial aid funds disbursed for the payment period or period of enrollment must be returned to the Department of Education in the following order:
Program and Course Description Changes

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<td>Program Offerings</td>
<td>03/09/2015</td>
<td>Medical Assistant – revised program</td>
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Medical Assistant
Associate of Applied Science Degree
18 Months-7 Terms - 97 Quarter Credits

Offered at the Mendota Heights and Brooklyn Center campuses

Program Description
The Medical Assistant program is designed to prepare students to assist medical providers by performing administrative duties and clinical duties in an office and/or medical center. The core curriculum covers a variety of subjects, including medical practice, medical law and ethics, medical communications, professionalism, computer skills, medical records, insurance, medical office administration, patient preparation, and basic laboratory procedures and tests. Students are required to complete a supervised clinical externship at a medical facility that includes competencies, logs and evaluations completed by the student. At the completion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the necessary skills to seek entry-level employment as medical assistants.

Program Objectives
- Describe the role and responsibilities of a Medical Assistant, including scope of practice, credentialing requirements, continuing education opportunities, career development needs, conditions of practice, and professionalism
- Recognize, define, and properly pronounce and use medical terms and abbreviations
- Explain principles of diet and nutrition, anatomy and physiology, body systems, and common diseases, diagnoses, and treatments
- Demonstrate principles of asepsis, infection control and sterilization, safety, emergency first aid and CPR, Standard and Universal Precautions, and quality control within the healthcare environment
- Describe principles of medical law and ethics, and comply with all federal, state, and local health laws and regulations
- Demonstrate an understanding of all HIPAA and OSHA standards
- Demonstrate concepts of effective communication and patient education used to improve patient relations and provide quality care
- Demonstrate administrative functions common to healthcare setting and medical offices, such as patient scheduling, filing, bookkeeping and finance, billing and collections, recordkeeping, coding, insurance claims, office management, office equipment and software use, and the utilization of Electronic Medical Records (EMR)
- Explain processes used to file insurance claims, describe the structure and use of procedural and diagnostic coding systems, and assess methods for achieving maximum reimbursement for healthcare services
- Perform patient vital signs, complete patient histories and SOAP notes, maintain medication and immunization records, perform electrocardiograms, complete respiratory testing, practice phlebotomy, prepare patients for examination and treatment, and teach patients methods of health promotion and disease prevention
- Identify the classifications of medications, including common doses and conversions, abbreviations, documentation, desired effects, side effects, and adverse reactions
- Perform selected CLIA-waived laboratory tests that assist with diagnosis and treatment
Factors Affecting Employment
The Medical Assistant program at Sanford-Brown is not programmatically accredited. Therefore, graduates of the program are not eligible for the CMA credential through the Certifying Board of the American Association of Medical Assistants (AAMA) exam. Graduates of the program may be eligible to take the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). This credential is a nationally recognized voluntary certification that could enhance employment opportunities. Registration and certification requirements for taking and passing this examination are controlled by AMT and not by Sanford-Brown, and are subject to change by the agency without notice.

Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics’ Occupational Outlook Handbook (see www.bls.gov/oh) are good places to start researching the specific requirements for employment in this field. Sanford-Brown cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future, because Sanford-Brown does not control those requirements. It is the student’s responsibility to investigate the requirements for certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.

Distance Education-Flexible Learning Options
Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.

Core Requirements

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Quarter Credits</th>
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<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>ALH111</td>
<td>Healthcare Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ALH122</td>
<td>Medical Terminology - All Body Systems</td>
<td>4</td>
</tr>
<tr>
<td>ALH150</td>
<td>Health Information Technology</td>
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<td>ALH151</td>
<td>Health Records, Coding, and Reimbursement</td>
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<tr>
<td>ALH155</td>
<td>Anatomy and Physiology: Cardiovascular, Lymphatic, Blood</td>
<td>4</td>
</tr>
<tr>
<td>ALH165</td>
<td>Anatomy and Physiology: Respiratory, Digestive, Urinary</td>
<td>4</td>
</tr>
<tr>
<td>ALH175</td>
<td>Anatomy and Physiology: Endocrine, Reproductive, Nutrition</td>
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<tr>
<td>ALH185</td>
<td>Anatomy and Physiology: Musculoskeletal, Nervous, Integumentary</td>
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<tr>
<td>CS100</td>
<td>College Success</td>
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<tr>
<td>MA140</td>
<td>Clinical Procedures</td>
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<tr>
<td>MA141</td>
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<tr>
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<td>Electrocardiography</td>
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<tr>
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<td>MA160</td>
<td>Medical Laboratory Procedures</td>
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<tr>
<td>MA165</td>
<td>Hematology</td>
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<tr>
<td>MA180</td>
<td>Medical Office Administration</td>
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<tr>
<td>MA190</td>
<td>Medical Assistant Clinical Review</td>
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<td>MA200</td>
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<td><strong>Total Core Credits</strong></td>
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General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COM152</td>
<td>Interpersonal Communication</td>
<td>4</td>
</tr>
<tr>
<td>ECON193</td>
<td>Economics</td>
<td>4</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENG225</td>
<td>Twentieth Century Literature</td>
<td>4</td>
</tr>
<tr>
<td>PHL210</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MATH122</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PSYC150</td>
<td>Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SCI280</td>
<td>Environmental Science</td>
<td>4</td>
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</tbody>
</table>

Total General Education Credits: 32

Total Credits Required for Graduation: 97

Business Administration

Associate of Applied Science Degree
18 months-7 terms-97 quarter credits

Program Description:

The Business Administration associate degree program prepares students for the world of commerce and industry through the study of business management, marketing and retail operations, e-commerce, accounting, business law and ethics, business office applications, professional communication, human resource management, and project management. Students will develop the knowledge, skills, and competencies necessary to enter the workforce immediately upon graduation or to continue their education at the baccalaureate level.

Student Learning Outcomes:

- Demonstrate a broad knowledge and understanding of the principles and processes involved in business management, marketing, accounting, and retail operations.
- Explain economic principles and practices that affect business operations, including financial markets, banking, and the business economy.
- Explain the nature and role of business in global markets and e-commerce.
- Employ tools, principles, and techniques of continuous process improvement in order to achieve quality and excellence in the workplace.
- Apply appropriate concepts and principles of finance, accounting, and statistics to make effective decisions.
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Prepare standard business documents, marketing materials, and correspondence; and maintain accurate financial records.
• Direct and coordinate organization’s financial and budget activities to fund operations, maximize investments, and increase efficiency.
• Use computer applications, management information systems, and other technology to complete business projects.
• Conduct research, analyze data, and prepare professional business reports and presentations.
• Organize and oversee business activities involved in the production, pricing, sales, or distribution of products.
• Apply analytical problem-solving skills in support of organizational objectives.
• Demonstrate professional business communication skills.
• Assist with project planning, tracking, and management needs.
• Interview, hire, and train new employees and oversee human resource needs.
• Apply effective and ethical decision-making processes to business practices.

Factors Affecting Employment
Employers, industries, and jurisdictions (federal, state, and local) are largely free to set their own requirements for employment and advancement, and these requirements are not controlled by the School and may change at any time without notice to the School. For example, employers may favor applicants who have prior experience or who obtain voluntary certifications, continuing education or professional development in the field. This program is not designed to prepare students for a particular exam. In fact, in many cases, graduates will have to obtain work experience before they are eligible to apply for certification. Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics’ Occupational Outlook Handbook (see www.bls.gov/ooh) are good places to start researching the specific requirements for employment in this field. Sanford-Brown cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future, because Sanford-Brown does not control those requirements. It is the student’s responsibility to investigate the requirements for certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.

Program Outline

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CS100</td>
<td>College Success</td>
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<tr>
<td>ACCT100</td>
<td>Principles of Accounting I</td>
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<td>ACCT110</td>
<td>Principles of Accounting II</td>
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<tr>
<td>BA100</td>
<td>Principles of Business</td>
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</tr>
<tr>
<td>BA102</td>
<td>Introduction to Management</td>
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<tr>
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<tr>
<td>BA104</td>
<td>Business Math Applications</td>
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</tr>
<tr>
<td>BA120</td>
<td>Business Law</td>
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<tr>
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<td>Business Communications</td>
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<tr>
<td>BA210</td>
<td>Personnel/Human Resource Management</td>
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</tr>
<tr>
<td>BA212</td>
<td>Principles of Retailing</td>
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</tr>
<tr>
<td>BA213</td>
<td>Small Business Management</td>
<td>4</td>
</tr>
<tr>
<td>BA231</td>
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**Total General Education Credits**: 32

**Total Credits Required for Graduation**: 97

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<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
<th>Description of Revision or Update</th>
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<tbody>
<tr>
<td>76-113</td>
<td>Course Descriptions</td>
<td>Listed for each course</td>
<td>New and revised course descriptions:</td>
</tr>
</tbody>
</table>

**ACCT100** - 10/21/2014

**Principles of Accounting I**

4 quarter credits  
Prerequisites: None  
This course emphasizes accounting as a means of recording and classifying data and introduces students to the use of generally accepted accounting principles and procedures in the accounting cycle, recording transactions, and the preparation of financial statements as they relate to service and merchandising businesses. Emphasis is on sole proprietorships.

**ACCT110** – 10/21/2014

**Principles of Accounting II**

4 quarter credits  
Prerequisites: ACC100  
Students continue their study of accounting principles and standards and their application to the interpretation and presentation of financial data for corporations and partnerships. Procedures involving receivables, investments, liabilities, equity, and financial statement analysis are emphasized.

**ALH155** – 03/09/2015

**Anatomy and Physiology: Cardiovascular, Lymphatic, Blood**

4 Quarter Credits  
Prerequisite: ALH 122  
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the cardiovascular and lymphatic systems, including a focus on blood and the special senses.

**ALH165** – 03/09/2015
Anatomy and Physiology: Respiratory, Digestive, Urinary
4 Quarter Credits
Prerequisite: ALH 122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the respiratory, digestive, and urinary systems.

ALH175 – 03/09/2015
Anatomy and Physiology: Endocrine, Reproductive, Nutrition
4 Quarter Credits
Prerequisite: ALH 122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the endocrine and reproductive systems, including principles of nutrition, metabolism, growth and genetics.

ALH185 – 03/09/2015
Anatomy and Physiology: Musculoskeletal, Nervous, Integumentary
4 Quarter Credits
Prerequisite: ALH 122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the musculoskeletal, nervous, and integumentary systems.

BA100 -10/21/2014
Principles of Business
4 quarter credits
Prerequisites: None
An introduction to the function of business as a primary source of goods, services, employment, and income. Students study forms of ownership, ethical responsibilities, financing, labor laws, operating techniques and the role of government as they pertain to business.

BA102 -10/21/2014
Introduction to Management
4 quarter credits
Prerequisites: None
An analysis of the structure of business organizations and the manner in which individuals and groups within these organizations conduct themselves. Focus is on the planning, organizing, directing, and controlling functions of managers relative to personnel, finance, marketing, production, and sales.

BA103 -10/21/2014
Introduction to Marketing
4 quarter credits
Prerequisites: None
This course introduces students to fundamental principles of marketing and the operation of marketing systems. Topics include the evaluation of market opportunities; buyer behavior; market segmentation; targeting; positioning; developing new products; pricing, distributing and promoting goods and services; and market strategy and planning.

BA104 -10/21/2014
Business Math Applications
4 quarter credits
Prerequisites: None
A study of the operations of business math with emphasis on key components utilized in business. Specific topics covered include trade and cash discounts, payroll, merchandising, depreciation, property and sales taxes, income tax, simple and compound interest, notes, credit and time buying, insurance, and the stock market.
BA120 -10/21/2014

Business Law
4 quarter credits
Prerequisites: None
This course examines the laws governing business and the regulatory parameters that businesses confront in their day-to-day operations. Students will review appropriate case law and discuss how and why decisions, opinions, and legal interpretations are reached. Topics discussed include contracts, sales, product liability, and negotiable instruments.

BA200 -10/21/2014:

Business Communications
4 quarter credits
Prerequisites: COM152 Interpersonal Communication
This course examines principles and theories of effective communication including perspectives and recent research on verbal and non-verbal elements affecting communication between individuals in a variety of contexts. Students will explore various styles of business communication including letters, presentations, promotional and internal communication documents.

BA210 -10/21/2014

Personnel/Human Resource Management
4 quarter credits
Prerequisites: BA102 Introduction to Management
Students examine concepts and methods for managing personnel and utilizing human resources within an organization. Specific areas of concentration include legal aspects, recruitment, job analysis, compensation and benefits, performance evaluations, employee motivation, and morale.

BA212 -10/21/2014

Principles of Retailing
4 quarter credits
Prerequisites: BA100 Principles of Business
A survey of the special problems involved in marketing and managing a retail establishment. Topics explored include advertising, merchandising, buying, personnel management and supervision, credit and collection, and small store management.

BA213 -10/21/2014

Small Business Management
4 quarter credits
Prerequisites: BA102 Introduction to Management
This course covers principles involved in initiating, operating and successfully administering a small business. Subjects covered include financing, managing and marketing, legal responsibilities, organizational partnerships, and proprietorships. Key business principles and practices are covered through case studies.

BA231 -10/21/2014

Integrated Software Applications
3 quarter credits
Prerequisites: BA100 Principles of Business
This course exposes students to the fundamental principles of selecting and integrating emerging software to enhance the means of expressing information. The role of computers for sharing and presenting information is explored through such software tools and word processing, spreadsheets, database management, and personal information management.
BA232 -10/21/2014
E-Commerce
4 quarter credits
Prerequisites: BA100 Principles of Business
This course prepares students with a solid understanding of e-commerce principles and practices. Students will analyze emerging online technologies, trends, and social networking applications that influence e-commerce, mobile commerce, and global marketing in today’s business environment.

BA236 -10/21/2014
Spreadsheet Modeling and Simulations
3 quarter credits
Prerequisites: BA231 Integrated Software Applications
Students study and perform spreadsheet and database operations using industry-standard application software. Topics include constructing spreadsheets designed to best illustrate various business situations; utilizing the software’s tools to provide a visual means for presenting financial information; designing databases, forms, and queries to capture and use business data; and preparing professional graphs, charts, and reports. Students are then taught to utilize these skills in the development of practical business solutions such as the analysis of cash flow, profit and loss, budgeting, and trend analysis.

BA245 -10/21/2014
Entrepreneurship
4 quarter credits
Prerequisite: BA100 Principles of Business
This course focuses on development and management strategies used in the creation of new business ventures. Students will have the opportunity to research entrepreneurial case studies, and will discuss processes used to generate ideas, develop business plans, consolidate resources, finance projects, manage human resources, and design profitable businesses. Legal and regulatory issues related to business entities will be discussed.

BA299 -10/21/2014
Internship
4 quarter credits
Prerequisite: Completion of 47 credits (75%) of core requirements
The internship program is designed to provide students with progressive skill development in a college-approved facility related to their career. Students will be expected to participate in duties and responsibilities related to their specific area of training. This experience reinforces the skills and knowledge gained throughout the program and applies the concepts to real-world situations. This course will be accomplished over two (2) five-week modules for a total of ten (10) weeks. Students must complete 120 hours of internship and average 12 hours at their internship assignment per week. Students may complete the 120 hour requirement in less than 10 weeks, if they choose this option.

COM152 -10/21/2014
Interpersonal Communication
4 quarter credits
Prerequisites: None
This course examines perspectives and recent research on verbal and nonverbal elements affecting communication between individuals in a variety of contexts.

ENG101-10/21/2014
English Composition I
4 quarter credits
Prerequisites: Accuplacer Assessment English (65 or better) or successful completion of ENGL099
This course is designed to give students guided and working practice with the development of college-level writing skills through a variety of writing exercises. Writing exercises will start with basic paragraphs and evolve into various college essay styles and types. Special emphasis will be placed on what a college-level essay must include. Instruction will focus on defining a purpose for writing, thesis statement development, style and mechanics, developing and organizing content, various college-level essays and audiences, the drafting of essays and their working parts, editing and revision, and proper MLA source citation. Composition I is not only designed to develop the student’s writing abilities to successfully complete all future academic writing, but also to teach the student valuable writing skills that will be transferable to the workplace.

ENG225 -10/21/2014
Twentieth Century Literature
4 quarter credits
Prerequisites: Accuplacer Assessment English (65 or better) or successful completion of ENGL099
Students will read and respond to works of literature by well-known 20th-century American writers; will have the opportunity to gain an appreciation of literature as an art form and evaluate literary works. In addition, students will be expected to apply literary criticism techniques to popular art forms such as film and song lyrics.

MA140– 03/09/2015
Clinical Procedures
2.5 Quarter Credits
Prerequisite: None
This course addresses employee and patient safety concerns in the healthcare environment. First aid training, CPR, vital signs, medical office emergencies, OSHA, MSDS, blood borne pathogens, medical/surgical asepsis, minor surgery instrumentation and set-up, suturing, and personal protective equipment are among topics taught and practiced.

MA141– 03/09/2015
Clinical Procedures II
2.5 Quarter Credits
Prerequisites: MA 140
This course examines clinical procedures common to the medical office, including preparing and positioning patients, determining height and weight, documenting patient histories, setting up and using equipment, and assisting with general and specialty examinations. Focus will be on practical skill development and adherence to OSHA and PPE guidelines.

MA150– 03/09/2015
Electrocardiography
2.5 Quarter Credits
Prerequisite: MA140
This course covers various cardiopulmonary diagnostic testing methods including 12-lead EKG procedures, rhythm interpretation, and respiratory testing. Students will also practice taking patient vital signs, including temperature, pulse, respiration, and blood pressure.

MA155 – 03/09/2015
Pharmacology
2.5 Quarter Credits
Prerequisite: MA140
A study of the classification and administration of medications, with a focus on safety, accuracy, and skill development. Topics include pharmacology mathematics, dosage calculations, medication preparation, patient education, common medications and side effects, and proper documentation and inventory.

MA160– 03/09/2015
Medical Laboratory Procedures
2.5 Quarter Credits
Prerequisite: MA140
This course introduces students to essential laboratory assisting skills, with a focus on microbiology and urinalysis. Students will practice techniques used to collect and analyze bacterial specimens and urine samples, including the physical, chemical, and microscopic examination of urine and streptococci testing and plating. Other point of care testing is included.

MA165 – 03/09/2015
Hematology
2.5 Quarter Credits
Prerequisite: MA140
This course examines principles and procedures involved in blood specimen collection and laboratory testing. Topics include blood structure and components, blood grouping, the analysis of venous and capillary blood specimens, vacutainer systems and syringe methods, hematocrit, hemoglobin, RBC morphology, WBC differential and platelet estimation, CBC, and other point of care testing.

MA190 – 03/09/2015
Medical Assistant Clinical Review
3 Quarter Credits
Prerequisites: MA141, MA150, MA155, and MA160
This course provides a review of clinical skills and content learned throughout the program. Students will practice lab exercises, refine resumes, and develop communication and interviewing skills in preparation for employment opportunities as a medical assistant.

MA200 – 03/09/2015
Medical Assistant Externship
6 Quarter Credits
Prerequisite: MA165, MA180, and MA190
This course provides the opportunity for students to gain practical experience in a selected healthcare setting. Students will be evaluated by both qualified medical personnel from the site and program faculty, and will document observed and performed procedures.

MA140B - 8/25/2014
Clinical Procedures
The prerequisite information is revised to read:
Revised prerequisites: ALH117B; ALH155B

MA150B - 8/25/2014
Electrocardiography
The prerequisite information is revised to read:
Revised prerequisite(s): ALH117B; ALH155B

MA155B - 8/25/2014
Pharmacology
The prerequisite information is revised to read:
Revised prerequisite: ALH117B; ALH185B

MA160B - 8/25/2014
Medical Laboratory Procedures
The prerequisite information is revised to read:
Revised prerequisites: ALH117B; ALH165B
MA165B - 8/25/2014
**Hematology**
The prerequisite information is revised to read:
Revised prerequisite(s): ALH117B; ALH155B

MATH122-10/21/2014
**College Algebra**
4 quarter credits
Prerequisites: Accuplacer Assessment Math (63 or better) or successful completion of MATH099
This course covers the main areas of college level algebra, including graphic linear and curvilinear figures, exponential equations, logarithms, polynomials, radicals, absolute values, geometric series, and permutations.

PHIL210 -10/21/2014
**Ethics**
4 quarter credits
Prerequisites: None
This course introduces students to ethical theory, ethical decision-making processes, and the moral discourse that surrounds an array of contemporary issues. Students will debate ethical issues and develop rational arguments that help to support or refute a variety of ethical claims.