Globe *University* &
Minnesota School of Business

STUDENT CATALOG
Volume 41

Effective May 5, 2016

WELCOME

A Message From the President and Vice President

Hello, and, on behalf of our family, staff, faculty and current students, welcome to Globe University/Minnesota School of Business. By choosing to continue your education at our career college, you have embarked on a pathway to success.

We want you to know that we care about your experience at our school. From the moment you first walk in the door to the time that you graduate and move on to your career, we will strive to see that you receive the support you need to reach your highest potential, achieve your dreams and make a difference in the world.

We are committed to higher education because we believe it will increase your quality of life and ability to benefit from and contribute to your community. We will provide you with the practical skills and experiences you need to accomplish professional and personal goals.

Our admissions, academic, financial aid, career services and faculty members are here to ensure that your educational experience at Globe University/Minnesota School of Business is as seamless as possible. Please approach any staff member or instructor with questions or requests for assistance. You will receive clear answers and prompt help with administrative and academic issues.

This catalog is a reference guide. In it you will find practical information, including financial aid and scholarship information, grading definitions, satisfactory academic progress requirements, credit and course requirements for all programs, and course descriptions.

Again, we want you to remember that we care about your personal, educational and professional success, and will do everything we can to help you achieve your goals.

We look forward to seeing you in our hallways and classrooms.

Sincerely,

Terry Myhre, President   Kaye Myhre, Vice President

COURSE DESCRIPTIONS   **117**

ADMINISTRATION & FACULTY LISTINGS   **147**

*Please see graduate catalogs for specifics regarding program information.

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, certificates, associate in applied science degrees, bachelor of fine arts degrees, bachelor of science degrees, master of science degrees and doctoral degrees.

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

globeuniversity.edu **|** msbcollege.edu

SPRING QUARTER 2016 (12 WEEKS)

1st 6 week classes (A)..April 4 – May 13
2nd 6 week classes (B)...May 16 – June 24
12 week classes ....April 4 – June 24

HOLIDAYS
Memorial Day (College and Office Closed)..May 30
Community Service Day (College and Office Closed) .... June 17
Quarter Break (Office open) .... June 27 – July 1

SUMMER QUARTER 2016 (12 WEEKS)

1st 6 week classes (A)..July 5 – August 12
2nd 6 week classes (B)...August 15 – September 23
12 week classes ....July 5 – September 23

HOLIDAYS
Independence Day (College and Office Closed)...July 4
Labor Day (College and Office Closed)...September 5
Quarter Break (Office open)...September 26 - September 30

FALL QUARTER 2016 (12 WEEKS)

1st 6 week classes (A)..October 3 – November 11
2nd 6 week classes (B)...November 14 – December 23
12 week classes ....October 3 – December 23

HOLIDAYS
Thanksgiving (College and Office Closed)...November 24 - November 25
Christmas (College and Office Closed) ....December 26
Quarter Break (Office Open)..December 26 – December 30
New Year's Day (College and Office Closed)...December 30

WINTER QUARTER 2017 (12 WEEKS)

1st 6 week classes (A).. January 2 – February 10
2nd 6 week classes (B) ....February 13 – March 24
12 week classes ....January 2 – March 24

HOLIDAYS
Martin Luther King Jr. Day (College and Office closed)...January 16
Presidents Day (College and Office closed)... February 20
Quarter Break (Office open)..March 27 – March 31

SPRING QUARTER 2016 (12 WEEKS)

1st 6 week classes (A)..April 3 – May 12
2nd 6 week classes (B)...May 15 – June 23
12 week classes ....April 3 – June 23

HOLIDAYS
Memorial Day (College and Office Closed)..May 29
Quarter Break (Office open)...June 26 – July 30

Note: First-quarter students at GU/MSB may register any time before the start of the third business day of the quarter. All other students will have academic advising during the fourth through ninth week of the quarter.

General
Information

ACCREDITATION, REGISTRATIONS AND APPROVALS

Accreditation

Accredited by Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas, certificates, associate in applied science degrees, bachelor of fine arts degrees, bachelor of science degrees, master of science degrees and doctoral degrees.

Globe University/Minnesota School of Business Medical Assistant Associate in Applied Science degree programs and Medical Assistant Diploma programs at the Appleton and Green Bay campuses and the Globe University/Minnesota School of Business Medical Assistant Associate in Applied Science degree program at the Appleton, Blaine, Brooklyn Center, Elk River, La Crosse, Lakeville, Madison East, Madison West, , Rochester, St. Cloud, Sioux Falls, Wausau, and Woodbury campus are accredited by the Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314 North, Falls Church, VA 22043, Phone: 703-917-9503.

Minnesota School of Business (Blaine, Elk River, Lakeville, Moorhead, Plymouth, St. Cloud and Rochester campuses) and Globe University (Appleton, Eau Claire, Green Bay, La Crosse, Madison East, Madison West, Sioux Falls, Wausau and Woodbury campuses) Veterinary Technology programs are accredited by American Veterinary Medical Association (AVMA) as programs for educating Veterinary Technicians.

The Bachelor of Science in Nursing degree program at Minnesota School of Business-Richfield is accredited by the Commission on Collegiate Nursing Education, One DuPont Circle, Northwest, Suite 530, Washington, DC 20036, Phone: 202-887-6791.

Registrations

Globe University and Minnesota School of Business are registered as private institutions with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institutions. Registration does not mean credits earned at the institutions can be transferred to all other institutions.

Approvals

Many of the programs contained in this catalog are approved by the Minnesota State Approving Agency for Veterans' Education, the South Dakota Department of Military and Veterans Affairs- State Approval Agency or the Wisconsin Department of Veterans Affairs State Approval Agency for the enrollment of those eligible to receive GI Bill and VA education related benefits. The approved list per campus may be found by visiting www.benefits.va.gov/gibill/school_locator.asp or www.gibill.va.gov.

Globe University campuses located within the state of Wisconsin are approved to operate by the State of Wisconsin Educational Approval Board.

The baccalaureate degree program in Nursing at Minnesota School of Business-Richfield is approved by the Minnesota Board of Nursing.

MEMBERSHIPS

American Association for Paralegal Education [20]
American Association of Colleges of Nursing [17]
American Veterinary Medical Association [1-6, 8-11, 13-16, 18-19]
Associated Bodywork and Massage Professionals [1-6, 8-16, 18, 19]
Association of Private Sector Colleges and Universities [20]
Association of Veterinary Technician Educators [1-6, 8-11, 13-16, 18-19]
Better Business Bureau [20]
Coulee Region Veterinary Medical Association [4]
Dakota Association for College Admission Counseling [8]
Collegiate DECA [20]
Eau Claire Chamber of Commerce [2]
Elk River Area Chamber of Commerce [13]
Elk River Rotary [13]
Fargo Moorhead Chamber of Commerce [15]
Fox Cities Chamber of Commerce [1]
Green Bay Area Chamber of Commerce [3]
India Chamber of Commerce [20]
La Crosse Area Chamber of Commerce [4]
Lakeville Chamber of Commerce [14]
Madison Area Chamber of Commerce [5, 6]
MetroNorth Chamber of Commerce [11]
Middleton Chamber of Commerce [6]
Microsoft IT Academy Program [1-7, 9-18, 19]
Minneapolis Regional Chamber of Commerce [7]
Minnesota Association of Colleges of Nursing [17]
Minnesota Association of Financial Aid Administrators [7, 10-19]
Minnesota Career College Association [7, 10-19]
Minnesota Library Association [15]
Moorhead Kiwanis Club [15]
Moorhead Rotary Club [15]
NAFSA: Association of International Educators [7]
National Association of Colleges and Employers [20]
National Association of Student Financial Aid Administrators [10]
National Certification Board for Therapeutic Massage and Bodywork [13]
National Federation of Paralegal Associations [20]
North Hennepin Area Chamber of Commerce [12]
Oakdale Business and Professional Association [10]
Onalaska Business Association [4]
Printing Industry of Minnesota [10, 13, 17, 19]
Richfield Chamber of Commerce [17]
Rochester Chamber of Commerce [18]
Sartell Chamber of Commerce [19]
Sigma Theta Tau International Honor Society of Nursing, Chi-at Large Chapter [17]
Sioux Empire Society for Human Resources [8]
Sioux Falls Chamber of Commerce [8]
South Dakota Association of Student Financial Aid Administrators [8]
South Dakota Career Planning and Placement Association [8]
St. Cloud Chamber of Commerce [19]
St. Cloud Downtown Council [19]
St. Paul Area Chamber of Commerce [10]
Sun Prairie Chamber of Commerce [5]
TwinWest Chamber of Commerce [16]

Wisconsin Association of Colleges and Employers [2-6, 9]
Woodbury Chamber of Commerce [10]
[1] Globe University–Appleton campus
[2] Globe University–Eau Claire campus
[3] Globe University–Green Bay campus
[4] Globe University–La Crosse campus
[5] Globe University–Madison East campus
[6] Globe University–Madison West campus
[7] Globe University–Minneapolis Downtown campus
[8] Globe University–Sioux Falls campus
[9] Globe University–Wausau campus
[10] Globe University–Woodbury campus
[11] Minnesota School of Business–Blaine campus
[12] Minnesota School of Business–Brooklyn Center campus
[13] Minnesota School of Business–Elk River campus
[14] Minnesota School of Business–Lakeville campus
[15] Globe University –Moorhead campus
[16] Minnesota School of Business–Plymouth campus
[17] Minnesota School of Business–Richfield campus
[18] Minnesota School of Business–Rochester campus
[19] Minnesota School of Business–St. Cloud campus
[20] All Globe University/Minnesota School of Business campuses

PARTNERSHIPS

Microsoft Developers Network Academic Alliance (MSDNAA)

PHILOSOPHY, MISSION STATEMENT AND OBJECTIVES, OWNERSHIP AND GOVERNANCE

Philosophy

Globe University/Minnesota School of Business recognizes the dynamics between personal and professional development. We therefore invest in our students by providing knowledge and skills to support their immediate employment goals and credentials and provide foundations for career opportunities. Furthermore, we acknowledge human resources as a central driver of business and prosperous communities. Education increases citizens' quality of life and ability to contribute to these communities.

We subscribe to the principles of affirmative action and do not discriminate in admission or employment based on race, creed, ethnic origin, nationality, religion, gender, sexual orientation, physical or mental disability, or veteran status. In addition, the institution respects the dignity of each individual, an essential condition to the learning environment.

MISSION STATEMENT AND OBJECTIVES

Vision

We Care about our Students,
We Care about our Employees, and
We Care about the Employers who hire our Students.

Mission

We will demonstrate We Care by preparing career-focused, community-minded graduates for the global workforce.

STRATEGIC OBJECTIVES

WE CARE ABOUT	WE ARE COMMITTED TO
Student Success	Attracting students and delivering relevant, quality educational experiences that engage students and lead them to graduation and career success.
Employee Success	A dynamic environment that recognizes performance and provides growth opportunities.
Investment Success	Providing a quality education that leads to a strong return on investment for all stakeholders.
Customer Service	Being the premier provider of career education by exceeding the expectations of our Students, Employers, and Employees.
Communication	Engaging in and managing effective communication.
Compliance	Maintaining a culture of compliance.
Community Engagement	Building communities through education.

OWNERSHIP AND GOVERNANCE

Minnesota School of Business, Inc. (MSB) and Globe University, Inc. (Globe) are private, postsecondary proprietary schools incorporated in the State of Minnesota. MSB and Globe are owned by the Terry and Kaye Myhre family. Terry L. Myhre is the sole member of the Board of Directors that governs each campus.

POLICY STATEMENT

Globe University and Minnesota School of Business have established internal policies in accordance with standard educational practice and with state, federal, and accrediting regulations to best serve our students. All internal policies are designed as guidelines to assist the institutions to continue to maintain high standards, remain compliant, and to provide opportunities for excellent outcomes for all students. Campus directors or their designees may, at their discretion, make exceptions to policy. However, any exception to established internal policy may not violate local, state, or federal rules, regulations or statutes, and must maintain compliance with accreditation standards.

HISTORY AND PHYSICAL DESCRIPTIONS

HISTORY – GLOBE UNIVERSITY

In 1885, Frank A. Maron, born and classically educated in Germany, saw the need for a more practical education for young men and women. Mr. Maron established Globe College to fill that void. From its inception, the school has focused on teaching business skills for the real world.

In October 1972, Helmer Myhre and Terry Myhre purchased Globe College. Today, Globe University is owned by the Terry and Kaye Myhre family. In June 2007, Globe College changed its name to Globe University and moved to a new campus in Woodbury, Minnesota. In 2008, Globe University expanded, opening locations in Eau Claire, Wisconsin; Sioux Falls, South Dakota; and downtown Minneapolis, Minnesota. In 2009, Globe University continued its expansion and opened campuses in Middleton, La Crosse, and Madison, Wisconsin. In 2010, Globe University opened new campuses in Appleton, Green Bay and Wausau, Wisconsin.

PHYSICAL FACILITY DESCRIPTIONS

Each Globe University campus is handicapped accessible and has facilities and equipment that comply with federal, state, and local ordinances and regulations including those required for personal safety, building safety, and health. Based on the programs offered, a variety of equipment and technologies provide students with training that is current with existing professional practices.

Appleton Campus

Globe University-Appleton campus is located at 5045 West Grande Market Drive in Grand Chute, Wisconsin, a suburb of Appleton. The branch opened in October 2010. The school occupies 31,200 square feet in a two-story building.

Eau Claire Campus

Globe University-Eau Claire campus is located at 4955 Bullis Farm Road in Eau Claire, Wisconsin. The branch opened in July 2008. The school occupies 31,500 square feet in a two-story building.

Green Bay Campus

Globe University-Green Bay campus is located at 2620 Development Drive in Bellevue, Wisconsin, a suburb of Green Bay. The branch opened in July 2010. The school occupies 31,500 square feet in a two-story building.

La Crosse Campus

Globe University-La Crosse campus is located at 2651 Midwest Drive in Onalaska, Wisconsin, a suburb of La Crosse. The branch opened in October 2009. The school occupies 31,200 square feet in a two- story building.

Madison East Campus

Globe University-Madison East campus is located at 4901Eastpark Boulevard in Madison, Wisconsin. The branch opened in January 2010. The school occupies 31,200 square feet in a two- story building.

Madison West Campus

Globe University-Madison West campus is located at 1345 Deming Way in Middleton, Wisconsin, a suburb of Madison. The branch opened in July 2009. The school occupies 31,200 square feet in a two- story building.

Minneapolis Downtown Campus

Globe University-Minneapolis Downtown campus is located at 80 South 8th Street, Suite 51, in downtown Minneapolis, Minnesota. The site occupies 20,000 square feet in the concourse level of the IDS Center. The branch opened in April 2008. The campus has additional classrooms and labs located at the Minnesota School of Business -Rochester campus, 2521 Pennington Drive NW, Rochester, MN.

Online Undergraduate Division

Globe University-Online Division is located on the third floor of Globe University – Woodbury, 8089 Globe Drive, Woodbury, Minnesota.

Sioux Falls Campus

Globe University-Sioux Falls campus is located at 5101 South Broadband Lane in Sioux Falls, South Dakota. The branch opened in October 2008. The school occupies 31,500 square feet in a two-story building.

Wausau Campus

Globe University-Wausau campus is located at 1480 County Road Xx in Rothschild, Wisconsin, a suburb of Wausau. The branch opened in 2010. The school occupies 33,000 square feet in a one-story building.

Woodbury Campus

Globe University-Woodbury campus is located at 8089 Globe Drive in Woodbury, Minnesota, a suburb of St. Paul. The school opened its present facility in 2007. The school occupies 68,000 square feet in a three story building.

HISTORY - MINNESOTA SCHOOL OF BUSINESS

Minnesota School of Business, Inc. is a Minnesota-based corporation doing business as Minnesota School of Business and is referred to as such within the school catalog. Minnesota School of Business was founded in 1877 by Professor Alexander R. Archibald, previously of Dartmouth College. He and one assistant taught bookkeeping, shorthand, English, and penmanship in a three-room school in Minneapolis. Charles T. Rickard and Grove A. Gruman purchased the school in 1890 and moved to larger facilities in the Jewelers' Exchange Building at First Avenue North and Seventh Street in downtown Minneapolis.

In 1929, the Correll and Kamprath families bought the school and relocated it to 24 South Seventh Street. The school moved again in 1979 to the Chamber of Commerce Building at 11 South Fifth Street. ITT Educational Services, Inc. purchased the school in 1969. Terry L. Myhre purchased the school in January 1988. Today the corporation is completely owned by the Terry and Kaye Myhre family. The main campus is now located in Richfield, a suburb of Minneapolis, and has established nine branch campuses throughout Minnesota in Brooklyn Center (1991), Plymouth (2002), Shakopee (2004), St. Cloud (2004), Rochester (2005), Blaine (2007), Moorhead (2008), Elk River (2009) and Lakeville (2009). The Shakopee campus closed as of June 30, 2014.

PHYSICAL FACILITY DESCRIPTIONS

Each Minnesota School of Business campus is handicapped accessible and has facilities and equipment that comply with federal, state, and local ordinances and regulations including those required for personal safety, building safety, and health. Based on the programs offered, a variety of equipment and technologies provide students with training that is current with existing professional practices.

Blaine Campus

Minnesota School of Business-Blaine campus is located at 3680 Pheasant Ridge Drive Northeast in Blaine, Minnesota, a northern suburb of Minneapolis. The branch opened in January 2007. The school occupies 45,000 square feet in a three-story building.

Brooklyn Center Campus

Minnesota School of Business-Brooklyn Center campus is located at 5910 Shingle Creek Parkway in Brooklyn Center, Minnesota, a northern suburb of Minneapolis. The branch opened in October 1989 and relocated to its present facility in July 1999. The school occupies 35,000 square feet of a two-story office building and is handicapped accessible.

Elk River Campus

Minnesota School of Business-Elk River campus is located 11500 193rd Avenue in Elk River, Minnesota, a northern suburb of Minneapolis. The branch opened in July 2009. The school occupies 31,000 square feet in a two-story building.

Lakeville Campus

Minnesota School of Business-Lakeville campus is located at 17685 Juniper Path in Lakeville, Minnesota, a southern suburb of Minneapolis. The branch opened in October 2009. The school occupies 30,000 square feet in a three-story building. The campus has 10,000 square feet in the building nearby.

Moorhead Campus

Globe University - Moorhead campus is located at 2777 34th Street South in Moorhead, Minnesota. The branch opened in June 2008. The school occupies 31,500 square feet in a two-story building.

Online Undergraduate Division

Globe University-Online Division is located on the third floor of Globe University – Woodbury, 8089 Globe Drive, Woodbury, Minnesota.

Plymouth Campus

Minnesota School of Business-Plymouth campus is located in the center of the Plymouth Plaza at 1455 County Road 101 North in Plymouth, Minnesota, a western suburb of Minneapolis. The branch opened in September 2002. The school is located in the center of the Plymouth Plaza.

Richfield Campus

Minnesota School of Business-Richfield campus is located at 1401 West 76th Street in Richfield, Minnesota, a suburb of Minneapolis. The campus has additional classrooms and labs at a nearby location, 4455-4545 West 77th Street in Edina, Minnesota.

Rochester Campus

Minnesota School of Business-Rochester campus is located at 2521 Pennington Drive Northwest in Rochester, Minnesota. The branch opened in May 2009. The school occupies 40,000 square feet in a two-story building.

St. Cloud Campus

Minnesota School of Business-St. Cloud campus is located at 1201 2nd Street South in Waite Park, Minnesota, three miles west of St. Cloud. The branch opened in October 2004. The school occupies 40,000 square feet in a two story building.

ADMISSIONS INFORMATION

Globe Education Network schools, including Globe University and Minnesota School of Business, offer equal opportunities in all academic programs and activities, without distinction or discrimination based on race, color, sex, religion, age, gender identity, sexual orientation, nationality, ethnic origin, physical or mental disability, or veteran status.

ADMISSIONS PROCEDURE

Inquiries regarding enrollment at Globe University should be addressed to the Admissions Office:

Globe University-Appleton:

5045 West Grande Market Drive,
Grand Chute, Wisconsin, 54913,
Phone: 920-364-1100.

Globe University-Eau Claire:

4955 Bullis Farm Road,
Eau Claire, Wisconsin 54701,
Phone: 715-855-6600

Globe University-Green Bay:

2620 Development Drive,
Bellevue, Wisconsin 55311,
Phone: 920-264-1600

Globe University-La Crosse:

2651 Midwest Drive,
Onalaska, Wisconsin 54650,
Phone: 608-779-2600

Globe University-Madison East:

4901 Eastpark Boulevard,
Madison, Wisconsin 53718,
Phone: 608-216-9400

Globe University-Madison West:

1345 Deming Way,
Middleton, Wisconsin 53562,
Phone: 608-830-6900

Globe University-Minneapolis Downtown:

80 South 8th Street, Suite 51,
Minneapolis, Minnesota 55402,
Phone: 612-455-3000

Globe University -Moorhead:

2777 34th Street South,
Moorhead, Minnesota 56560,
Phone: 218-422-1000

Globe University-Online Undergraduate Division:

8089 Globe Drive,
Woodbury, Minnesota 55125,
Phone: (local) 612-436-7575, (toll-free) 877-609-8889

Globe University-Sioux Falls:

5101 South Broadband Lane,
Sioux Falls, South Dakota 57108,
Phone: 605-977-0705

Globe University-Wausau:

1480 County Highway Xx,
Rothschild, Wisconsin 54474,
Phone: 715-301-1300

Globe University-Woodbury:

8089 Globe Drive,
Woodbury, Minnesota 55125,
Phone: 651-730-5100

E-mail: admissions@globeuniversity.edu

Inquiries regarding enrollment at Minnesota School of Business should be addressed to the Admissions Office:

Minnesota School of Business-Blaine:

3680 Pheasant Ridge Drive Northeast,
Blaine, Minnesota 55449,
Phone: 763-225-8000

Minnesota School of Business-Brooklyn Center:

5910 Shingle Creek Parkway,
Brooklyn Center, Minnesota 55430,
Phone: 763-566-7777

Minnesota School of Business-Elk River:

11500 193rd Avenue Northwest,
Elk River, Minnesota 55330,
Phone: 763-367-7000

Minnesota School of Business-Lakeville:

17685 Juniper Path,
Lakeville, Minnesota 55044,
Phone: 952-892-9000

Minnesota School of Business-Online Undergraduate Division:

8089 Globe Drive,
Woodbury, Minnesota 55125,
Phone: (local) 612-436-7575, (toll-free) 877-609-8889

Minnesota School of Business-Plymouth:

1455 County Road 101 North,
Plymouth, Minnesota 55447,
Phone: 763-476-2000

Minnesota School of Business-Richfield:

1401 West 76th Street,
Richfield, Minnesota 55423,
Phone: 612-861-2000

Minnesota School of Business-Rochester:

2521 Pennington Drive Northwest,
Rochester, Minnesota 55901,
Phone: 507-536-9500

Minnesota School of Business-St. Cloud:

1201 2nd Street South,
Waite Park, Minnesota 56387,
Phone: 320-257-2000

E-mail: admissions@msbcollege.edu

A prospective student should schedule a personal interview at a campus of the student's choice. The interview will provide the student with an opportunity to discuss his or her interests and to become fully acquainted with the facility and the courses offered. The prospective student will then complete the application process by submitting an enrollment agreement prior to the selected starting date. Class start dates are listed in the calendar in this catalog.

An orientation is scheduled prior to each quarter start date.

LIMITS TO ADMISSION

Globe University and Minnesota School of Business, is committed to the security and safety of the entire college community. To safeguard the well-being of its campuses, applicants convicted of a predatory offense or offenders required by the courts to register are prohibited from admission to the college. This prohibition includes entering upon Globe Education Network property, using any Globe Education Network facility, or attending any Globe Education Network event.

If warranted by the particular facts, the office of the Chief Operating Officer may modify any aspect of this protocol.

ADMISSION REQUIREMENTS

Globe University/Minnesota School of Business admits United States residents who have earned high school diplomas or the equivalents (GED or a degree from a postsecondary institution accredited by an accrediting agency recognized by the United States Department of Education) to certificate, diploma, associate in applied science and bachelor's degree programs. International students seeking admission must meet the requirements on page 13 of the catalog to gain acceptance into certificate, diploma, associate in applied science and bachelor's degree programs. Only a student who has a baccalaureate degree from an approved institution as described in the Transfer of Credit section of this catalog, and who meets program admission standards, will be admitted to a graduate program. A master's program applicant may request that a documented international transcript evaluation be reviewed by our academic services department to determine program eligibility; however, if admission is granted under that condition, the student may be ineligible for state or federal financial aid. Masters' international transcript evaluations will not be considered for doctoral programs; doctoral programs are ineligible for federal student aid programs as described in Title IV of the HEA. A student with a diploma or associate degree from Globe University/Minnesota School of Business, The Institute of Production and Recording, Broadview University, or Northwest Technical Institute who enrolls or re-enrolls at Globe University/Minnesota School of Business is exempt from the diploma, associate in applied science or bachelor's degree program required admission standards. All applicants must sign certifications that they have received a high school diploma or equivalent (GED); those students who are admitted based upon completion of a degree from a postsecondary institution accredited by an accrediting agency recognized by the United States

Department of Education must submit official transcripts documenting completion of the degree. Minnesota and South Dakota applicants must provide proof of immunization prior to starting school and Minnesota applicants must acknowledge that they have received information on Hepatitis A, B, and C.

ADMISSION STANDARDS

Program Requirements

An applicant must satisfy one of (a-e) below:

a. Achieve minimum score on the Accuplacer test administered at GU/MSB as indicated for the selected program:

Programs	Reading Comprehension	Sentence Skills	Arithmetic
All certificate, diploma, associate degree, and bachelor's degree programs except Nursing (see Nursing Program Specific Requirements)	45	45	25

b. Provide documentation of a bachelor's degree granted by an approved institution as described in the Transfer of Credit section of this catalog.

c. Provide documentation of a minimum composite score of 21 on the ACT.

d. Provide documentation of a minimum composite SAT score of 1485. If SAT was taken prior to March 2006, provide documentation of a minimum composite SAT score of 990.

e. If a student took the CPAt exam through Globe University/ Minnesota School of Business (GU/MSB), Broadview University (BVU), or The Institute of Production and Recording (IPR) in the past, entrance scores will be honored according to the requirements listed in the catalog at the time of past enrollment. The student may be required to take the Accuplacer exam to determine appropriate placement in lab classes.

Math (applicable for students who are accepted in a program which has a remedial requirement indicated on the program page in the catalog). A student who has successfully completed a college-level mathematics course at an approved institution as described in the Transfer Credit section of this catalog is exempt from taking the Algebra Lab. A student who scores lower than 65 on the arithmetic component of the Accuplacer will be required to complete NS070 Algebra Lab.

Writing, (applicable for students who are accepted in a program which has a remedial requirement indicated on the program page in the catalog).A student who has successfully completed a college-level composition course at an approved institution as described in the Transfer Credit section of the this catalog is exempt from taking the Writing Lab. A student who scores lower than 87 on the sentence skills component will be required to complete CM070 Writing Lab.

Prospective nursing students should refer to the Nursing Program Specific Requirements section of this catalog.

Globe University/Minnesota School of Business accepts Accuplacer scores from other institutions in cases where students have already taken the required sections of the Accuplacer. Scores must come directly from the administering institution(s) to Globe University/ Minnesota School of Business.

A prospective student who does not pass one or more portions of the entrance exam may retake the portion(s) of the test the student did not pass.

A student may be allowed a third exam only at the discretion of the dean of education/students and/or campus director. The student must provide documentation of completion of a rudimentary-level language, reading and/or math class after the second exam attempt and prior to a third attempt. Successful completion includes earning a grade of C or higher, a pass from a pass/fail course, or a letter from an administrator of WorkForce Center, Hub Center, or similar organization stating successful completion of a language, reading, or math workshop or class offered through that organization. A retest request form must be submitted to and approved by the dean of education/students prior to the student taking a third exam. Classes required will be determined by the second exam results.

PROGRAM SPECIFIC REQUIREMENTS

Massage Therapy

The technical instruction of the AAS Massage Therapy and Massage Therapy Diploma programs at GU/MSB requires that students meet or exceed the following qualifications of study specific to massage therapy technique courses:

In order to obtain and develop technical skills and achieve satisfactory completion of either massage therapy program, students must be able to fully perform and receive massage and adjunctive applications without posing health or safety risks to themselves, their classmates, or clients. A student must have the ability to use both hands, single digits, forearms, and elbows to apply massage techniques and adjunctive therapies including kneading, gliding, compressing, grasping, pushing, pulling, shaking, lifting, rubbing, holding, stretching, tapping, and twisting tissue at various frequencies and pressure over the full range of the body. The student must also be able to maintain proper body mechanics including foot placement, leaning, leveraging body weight, supported digits, and safety practices for up to one hour without interruption. It is advisable for massage therapy applicants and students to regularly review their health histories and massage criteria with their primary health care providers to establish any risks in performing or receiving massage-type applications.

MAT Certificate

Undergraduate coursework, or advanced placement by examination, in Anatomy and Physiology. Two years of experience as a fitness trainer or related practitioner, in which knowledge of kinesiology and biomechanics is demonstrated or nationally recognized certification in fitness training. A combination of experience and certification will be considered.

Graduate Programs

See Graduate Degree Programs section of this catalog.

Medical Assistant/Mental Health Technician

Many employers have hiring requirements that prohibit any person convicted of a felony from being employed in a clinical setting. Therefore, GU/MSB will not accept a student with a disclosed felony conviction for enrollment in the Medical Assistant programs or the Certificate in Mental Health Technician. In addition, to be compliant with clinical training site agreements, each student will be required to complete a criminal background check at the beginning of the quarter prior to clinical training. A student whose background check reflects a felony conviction will not be allowed to enter clinical training and will be ineligible to complete the Medical Assistant/Mental Health Technician programs.

Prior to beginning the externship portion of the program, the student must start the series of Hepatitis B vaccinations or sign a waiver declining the injections.

Mobile Application Development (Certificate)

Students enrolling in the Certificate program in Mobile Application Development will take the College Algebra I test-out as part of the enrollment process. Students who successfully complete the College Algebra I test-out with a 70% or higher will receive credit for the course. Students who do not earn a score of 70% or higher on the College Algebra I test-out will be required to complete the course prior to any course which requires it as a prerequisite.

Students who have earned college-level credit for a College Algebra course from an approved institution as described in the Transfer Credit section of this catalog will have fulfilled the College Algebra admissions requirement.

Nursing

Minimum Admission Requirements

» Applicants who have taken college-level coursework must have:
  - A cumulative GPA of 2.75 or greater for all college-level coursework taken.
  - Official transcripts from all institutions attended.
  - A cumulative GPA of 2.75 or better maintained from time of acceptance to the program to the start of first quarter nursing courses.
  - Completed within the last five years, with a grade of C or better, high school or college-level general biology, or the equivalent, with a lab; and high school or college-level general chemistry, or the equivalent, with a lab.
» TEAS Assessment Test

All applicants must take the TEAS (Test of Essential Academic Skills). The placement results in the four areas of reading, math, science and English are reviewed based on the Adjusted Individual Total Preparedness Level achieved by the applicant (Exemplary, Advanced, Proficient, Basic, and Developmental). Two weeks after the initial TEAS exam, a prospective student may take one section or the exam in its entirety for a second attempt.

» All applicants must show proof of meeting nursing assistant competency by documentation of one of the following:
  - Completion within the last five years, with a passing grade, of a federally approved nursing assistant (NA) class.
  - Experience within the last five years as a nursing assistant, with documentation of experience on letterhead from the employer, including a detailed job description that verifies skills.
  - A passing grade on the Nursing Assistant Test-Out exam within the last five years.
  - Current listing on the Nursing Assistant Registry in Minnesota.
» Personal Goal Statement:
  - Statement of the applicant's educational and career goals as they relate to the profession of nursing at the baccalaureate-level of practice.
  - One to two pages, typed and double-spaced.
» Two letters of recommendation (from professional associates).
» Transcripts from all institutions attended.

The composite analysis determining admission to the program includes the following:

» 2 Letters of Reference
» Nursing Assistant Competency
» Review of academic history and Cumulative GPA of 2.75 or ›
» Chemistry and Biology with a grade of C or ›
» TEAS Adjusted Individual Total Preparedness Level
» Personal Goal Statement
» Applicants with a High School Diploma or GED must have:
  - Submission of Diploma or GED
  - Official transcripts from High School or institution attended
  - A cumulative GPA of 2.75 or greater for all high school -level coursework taken.
  - Completed within the last five years, with a grade of C or better, high school or college-level general biology, or the equivalent, with a lab; and high school or college-level general chemistry, or the equivalent, with a lab
  - TEAS Assessment Test

Required After Acceptance into the Program

» Current evidence of CPR certification equivalent to Health Care Provider:
  - Must include infant, adult and child and one- and two-person CPR, facemask and external defibrillator.
  - Must have actual hands-on skill competency evaluation; no "virtual" CPR or web-based courses will be accepted.
» Current evidence of a health and physical exam by a licensed physician or designee (nurse practitioner or physician's assistant), including the following:

» Proof of immunization or immunity documented by an official vaccination record or through laboratory titer reports showing immunity status to:

- Measles, Mumps, Rubella (MMR)

- Varicella (Chicken Pox) (titer required)

- Tetanus (within ten years)

- Documented negative tuberculosis skin test (2-Step Mantoux) or, if the Mantoux is positive, a documented negative chest x-ray • Acknowledgment of receipt of information regarding Hepatitis A, B and C and documentation of receiving, in progress or declining

- Hepatitis B vaccination series.

» Compliance with Minnesota law requires that any person who provides services that involve direct contact with patients, residents or clients at a facility licensed by the Minnesota Department of Health must have a background study. The study will be conducted by the school upon acceptance into the program during initial orientation and annually thereafter. If the applicant refuses, or is disqualified as a result of the background study, the applicant will be unable to successfully complete the requirements of the program and will be exited.

» Acknowledgement:

- Students applying to the GU/MSB Nursing program are encouraged to carry their own health insurance during participation in the program. Coverage will not be provided by GU/MSB or clinical/practicum sites. Participating students will not be covered by clinical/practicum sites workers' compensation coverage.

» Acknowledgement:

- That it is a requirement of this program to participate in and demonstrate specific competencies while participating in clinical/practicum experiences at off-campus locations or campus specific labs.

- That those experiences must be completed during the designated hours per clinical/practicum site and Nursing program requirements and policies accordingly.

- That the applicant is aware that while participating in required clinical/practicum experiences the applicant is required to provide his/her own reliable transportation.

- That personal and travel expenses and automobile insurance are the responsibility of the student.

» Acknowledgment of the following functional abilities:

- Use of the four senses of sight, touch, hearing and smell.

- Motor function and functional strength.

- Coping skills to function in stressful situations.

- Ability to adjust to continuing change.

- Ability to act ethically and accept accountability for own actions.

- Ability to refrain from the abuse of drugs or alcohol (urine drug screening may occur randomly without cause at any time during the program).

All applications submitted will be reviewed by the dean of nursing and a committee for consideration of acceptance to the program. The nursing department reserves the right to select those with the best qualifications from applicants who meet the minimum requirements. Applicants will not be accepted to the BSN program without approval by the dean of nursing.

A petition to appeal for exceptions to the admission criteria may be made to the dean of nursing under certain mitigating conditions. The appeal is to be submitted in writing, using the appropriate college form and with complete accompanying support documents, prior to the deadline for applications for the next acceptance period. The dean of nursing will review the appeal and make a determination. The applicant will be notified of the decision within two weeks of submission of the appeal. The decision of the dean of nursing is final and may not be appealed further.

Veterinary Technology

Globe University/Minnesota School of Business strongly recommends students in the Veterinary Technology program receive rabies vaccinations prior to enrolling. While the risk is low, individuals involved in animal health care professions may be exposed to the rabies virus. Students are not required to be vaccinated for rabies, but are urged to discuss rabies vaccination with their primary physicians.

STUDENTS ENROLLED IN LESS THAN A FULL PROGRAM

An applicant who does not meet entrance requirements, or who is interested in taking individual courses only, may apply for admission to courses that will not lead to the awarding of a diploma or degree. A student enrolling under these circumstances is not eligible to participate in financial aid.

INTERNATIONAL STUDENTS

An international student applying to a diploma, certificate, associate degree, or bachelor's degree program (with the exception of the Nursing program) must comply with one of the following:

» Present an official copy of the Test of English as a Foreign Language (TOEFL) report with a minimum score of 500 (paper), 173 (computer), or 61 (Internet).

» Achieve a minimum Accuplacer score for the requested program.

An international student applying to the Nursing program must meet international student compliance as follows:

» If the student's native language is not English, the student must:

- Demonstrate English proficiency in reading, writing, and oral communication methods.

- Present an official copy of the Test of English as a Foreign Language (TOEFL) report with a minimum score of 500 (paper), 173 (computer), or 61 (Internet).

- Present an official copy of the Test of Spoken English (TSE) report with a minimum score of 50 or a Speaking Proficiency English Assessment Kit (SPEAK) report with a minimum score of 50.

An international student applying to a graduate program must comply with the entrance requirements for a masters or doctoral degree as specified in the graduate section of this catalog.

TRANSFER OF CREDIT POLICY

The evaluation of transfer credit from other institutions to Globe University/Minnesota School of Business involves the following considerations:

» The educational quality of the institution from which the student transfers.

» The appropriateness and applicability of the credit earned to the student's program at GU/MSB in light of the student's educational goals.

» The requirement that a minimum of 25 percent of total program credits must be completed at GU/MSB in all certificate, diploma, associate in applied science and bachelor's degree programs.

The minimum requirements for graduate programs are listed in the graduate catalog.

Approved Institutions

Credits for successfully completed courses at institutions accredited by agencies recognized by the United States Department of Education, or in some cases institutions recognized through state regulatory bodies, may be transferred upon the approval of the designated school official at the receiving institution. Veterinary Technology and Medical Assistant programs have the additional requirement of programmatic accreditation for all core requirements.

In order to request transfer credit, the student must submit a Globe University/Minnesota School of Business Request for Transcript for each previously attended institution. Upon request, the student must submit a catalog description or course syllabus for consideration of credit transfer.

In evaluation of transfer credit decisions, Globe University/Minnesota School of Business will carefully weigh the three considerations listed above while assisting students whenever possible to avoid repetition of coursework that applies directly to their program of study.

The transcript evaluation process begins as official transcripts are received. In the event that a transcript is not received in a timely manner, the transcript evaluation may not be complete prior to attendance in the first quarter of classes. Students should plan accordingly.

When the transcript evaluation process is complete, the student will be notified in writing of the result of the evaluation.

Evaluation of course descriptions may be conducted electronically based on information from College Source (www.collegesource.com) or Office of Higher Education (OHE) credit transfer resource (www.mntransfer.org). If information is not available through either resource, the student may be required to provide course descriptions and/or syllabi for consideration of transfer. The following conditions apply:

1. All transferable credits must have been earned with a grade of C-/P or better and be at the college level of 100/1000 or above. All transferable Master's level credits must have been earned with a grade of B or better and be at the college level of 500/5000 or above.

2. A minimum of 25 percent of total program credits must be completed at GU/MSB in all undergraduate programs. Remaining undergraduate program credits may be transfer credit or credits earned through advanced standing tests, professional work experience, or prior learning.

3. Credit for general education courses taken at other schools and not offered by GU/MSB may be awarded in the appropriate general education area. For example, four credits successfully earned in American History (not currently offered at GU/MSB) may be awarded as four credits in the social science area.

4. Postsecondary credit awarded prior to high school graduation will be considered for transfer.

5. Decisions based on transfer credit should be considered valid at the date of evaluation.

6. When curricula change, decisions about future credit transfers may be affected.

7. Transfer credit for a course may be subject to the requirement that the student verify competency in an area included in the equivalent course or satisfy that requirement in some other way.

8. The following qualifications, requirements, and limitations apply to the acceptance of transfer credits.

QUALIFICATIONS, REQUIREMENTS AND/OR LIMITATIONS RELATED TO TRANSFER OF CREDIT

Quarter/Semester: 1 semester credit = 1.5 quarter credits

General Education

General education, including the disciplines of communications, natural science/mathematics, humanities, and social science, should be an integral part of all associate and bachelor's degree programs in order to develop critical and analytical skills and broad perspectives that are associated with those levels of education. A degree implies that the student has achieved a knowledge base in general education that complements preparation in a major field of study.

Subject areas accepted towards general education requirements include, but are not limited to, the following:

» Humanities, including art, humanities, languages, literature, music, philosophy, religion, and theatre.

» Natural Science/Mathematics, including biology, chemistry, geology, physics, mathematics, and statistics.

» Social Science, including anthropology, American studies, economics, geography, history, human relations, law, political science, psychology, and sociology.

» Communications, including composition, speech, writing, and rhetoric.

Time Limit

General education, general studies, and elective credits shall have no transfer time limit with the exception of the doctoral program. The timeliness of credits applied to career programs will be determined when evaluating transfer credits.

Credit amount transferred is different than equivalent course credit

Courses approved for transfer must be comparable in nature, content, and level and match at least 75 percent of the content and objectives of the course for which the student is seeking equivalent credit. In consideration of a course for course transfer, the amount of transfer credit will not exceed the credit value for the comparable Globe University/Minnesota School of Business course offering.

Curriculum changes that change credit and/or content

Courses previously taken at GU/MSB must be comparable in nature, content, and level and match at least 75 percent of the content and objectives of the course for which the student is seeking equivalent credit.

Credit earned in foreign institutions

A student with a degree, certificate, or college-level credits from a non-U.S. institution of higher education shall have those credits evaluated at the student's expense by an evaluator selected by the college. The student must provide an official transcript in the original language, a college catalog, and the translated transcript and course descriptions. Masters' international transcript evaluations will not be considered for doctoral programs.

Credit for AAS degree BS Mechanical Engineering Technology program

Students who have an associate degree in an engineering related discipline, such as drafting, engineering technology, or industrial design will receive transfer credit and may be exempt from taking any class in the bachelor's degree program that is also required for the Globe University/Minnesota School of Business AAS Engineering Drafting and Design degree program. The associate degree must meet the Transfer of Credit requirements as stated in the current GU/MSB catalog. To be eligible for transfer, associate degree coursework must include 60 specialization/technical and 30 general education quarter-hour credits (or semester-hour credit equivalencies). The degree must be granted by an approved institution as described in the transfer credit section of this catalog. A documented international transcript evaluation may be considered based on approval of academic services personnel. Additional courses may be required outside of the credits accepted through block transfer where prerequisites exist to create a foundation for further learning.

Credit for AAS degree BS Veterinary Technology Management program

A student enrolling in the BS Veterinary Technology Management degree program who has earned an AAS Veterinary Technology degree from an AVMA accredited program and possesses a current veterinary technician certificate, will receive transfer credit and be exempt from taking all classes in the bachelor's program that are also required for the AAS program at Globe University/Minnesota School of Business.

Courses that do not transfer

GU/MSB does not transfer in CMA (certified medical assistant) review or clinical training.

GU/MSB does not allow transfer credits for the following courses in the BS Veterinary Technology Management program: VT222 Lab Animals, Exotics and Pocket Pets,VT256 Small Animal Surgical Assisting, and VT276, Large Animals. GU/MSB does not allow transfer credits for the following courses in the AAS Veterinary Technology program:VT201 Large Animals, VT223 Lab Animals, Exotics and Pocket Pets, VT259 Surgical Assisting, and VT268 Dentistry.

Courses that do not apply toward graduation requirements

In evaluating transfer credit, only courses that apply toward a student's graduation requirements in the student's program of study will be considered for transfer.

Block Transfer

Students who have completed an associate or a bachelor's degree are eligible for a block transfer of general education requirements, in addition to, PD160, Professional Communications I and PD200 Professional Communications II, to be distributed as determined by the transfer specialist per the conditions below in all programs, with the exception of the BS Nursing degree program. Additional general education courses may be required outside of the credits accepted through block transfer where prerequisites exist to create a foundation for further learning.

A student who has completed an associate degree will be granted a general education block transfer to fulfill all general education requirements toward an associate in applied science degree through a Globe Education Network member school if the following conditions are met:

» The student has completed a minimum of three quarter-hour credits in each area of the Globe Education Network member schools' general education studies, including communications, humanities, natural science/mathematics, and social science.

» The student has completed a minimum of 30 quarter-hour credits of general education courses.

A student who has completed an associate degree will be granted a general education block transfer to fulfill a minimum of 30 quarter-hour credits of general education requirements toward a bachelor's degree though a Globe Education Network member school to be distributed as determined by the transfer specialist.

A student who has completed a bachelor's degree will be granted a general education block transfer to fulfill all general education requirements toward an associate in applied science degree through a Globe Education Network member school if the following conditions are met:

» The student has completed a minimum of three quarter-hour credits in each area of the Globe Education Network member schools' general education studies, including communications, humanities, natural science/mathematics, and social science.

» The student has completed a minimum of 30 quarter-hour credits of general education courses.

A student who has completed a bachelor's degree will be granted a general education block transfer to fulfill all general education requirements toward a bachelor's degree through a Globe Education Network member school if the following conditions are met:

» Student has completed a minimum of six quarter-hour credits in each area of the Globe Education Network member schools' general education studies, including communications, humanities, natural science/mathematics, and social science.

» Student has completed a minimum of 54 quarter-hour credits of general education courses.

Military Transfer

College credit for military service may be awarded upon review of a military transcript. Minimally, a student will be awarded credit toward SS140 Interpersonal Relations for the successful completion of basic training. A student may also receive credit for SS103 Global Citizenship for completing basic training. Additional coursework on the transcript will be matched to comparable GU/MSB courses. Military transcripts to document American Council on Education (ACE) recommended college credit for military training and occupational experience can be requested from:

» Joint Service Transcript (JST) is used for the US Army, US Marine Corps, US Navy, and US Coast Guard.

» Community College of the Air Force (CCAF)

The JST is ordered electronically when a student applies for admission. The CCAF request needs to have a hard signature by the student and mailed to the CCAF.

Credit for AAS degree toward BS Business Administration program

A student enrolling in the BS Business Administration degree program who has earned an AAS degree from the Community College of the Air Force will receive transfer credit and be exempt from taking classes in the bachelor's program that are also required for the AAS program at GU/MSB, with the exception of MK205 Marketing which will be a required course toward the bachelor's degree. In addition, the student will be awarded transfer credit and be exempt from taking HR300 Human Resource Management.

Core and General Education Requirements

The general education requirement for an AAS degree is a minimum of 30 quarter-hour credits in the general education disciplines, with a minimum of three credits in each of the following areas: communications, humanities, natural science/ mathematics, and social science.

The general education requirement for a bachelor's degree is a minimum of 54 quarter hour credits in the general education disciplines, with a minimum of six credits in each of the following areas: communications, humanities, natural science/mathematics, and social science.

A student enrolling in a Bachelors degree program who has graduated with an AAS degree may be eligible for a core block transfer of up to 60 credits. The student will be required to complete 30 percent of the program at the 300/400 level. The institution reserves the rights to alternate courses within the program to improve the quality of the program of study.

Upon the approval of the dean of education/students or program chair, general education coursework may be accepted as specialization elective coursework if it is determined to be commonly required in that program area. A course accepted as a specialization elective will not be accepted as a general education course.

ADVANCED STANDING TESTS

Credit may be awarded for a student's proficiency in a subject as demonstrated through performance on an advanced standing test. The student must request and arrange the test through the academic services department and take the test before the beginning of the quarter in which the course will be required. Not all courses have advanced standing tests.

PRIOR LEARNING ASSESSMENT

Globe University/Minnesota School of Business will determine if learning received outside of the traditional college classroom prior to enrollment at GU/MSB is equivalent to academic curriculum and eligible for college credit. GU/MSB follows the academic and administrative standards of the American Council on Education (ACE) for review of learning gained outside of the formal classroom environment. Documentation of learning that is eligible for review includes:

» Documentation of professional training

» Licensure

» Documentation of coursework earned at non-transferable institutions

» CLEP test report

» DANTES test report

» AP test report

Prior learning credit will be designated as PL on the student's academic transcript. If the credit granted is for a course required for the program, the amount of transfer credit will not exceed the credit value for the comparable GU/MSB course offering. If the credit granted is for a course not required for the program, the appropriate semester-hour credit conversion may be used. Credit awarded for one course may not be used toward any other course.

A student seeking to receive credit for prior learning will submit original copies of appropriate documentation of completion for each course where prior learning credit is being sought to the academic services department for approval. The department will ask the student to provide GU/MSB with additional information if necessary for proper evaluation.

PROFESSIONAL WORK EXPERIENCE

Globe University/Minnesota School of Business offers a qualified student the opportunity to obtain credit for previous experience in which the student gained occupational, supervisory, or management skills in industry, business, military, professional, or service occupations.

Work experience credit is designated as WE on a student's academic transcript. The student must submit the required forms and documentation for work experience credit to the academic services department prior to the start of the quarter in which the class is required to be taken. Work Experience Request forms and GU/MSB policies are available upon request from school officials. Once the student has completed and submitted all of the required documentation, the academic services department, with the assistance of faculty from the respective department for which credit equivalency is being requested, will evaluate the request. Documentation generally includes job assignment descriptions, performance reports, and/or supervisor letters attesting to the

dates of employment, assignments, specific duties, and quality of work performed. Requests for work experience credit will not be considered for evaluation if received without appropriate documentation.

Work experience considered for credit must have been at increasingly rigorous levels of learning equivalent to the level of difficulty associated with college coursework. Part-time experience is considered for credit on a proportional basis.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

Globe University/Minnesota School of Business offers master's degrees and career-focused bachelor's degrees, associate in applied science degrees, diplomas, and certificates. The purpose of these degree, diploma, and certificate offerings is to provide career-specific education and general education credits that will lead to rewarding employment. While it is unlikely that credits will transfer to a state college or university, some institutions will accept GU/MSB credits. Credit transfer is always determined at the sole discretion of the receiving institution. GU/MSB cannot provide information on whether outside institutions will accept GU/MSB credits. A student interested in transferring to another college or university should check with that institution prior to enrolling at GU/MSB. It is not the mission or the intent of GU/MSB to act as a transfer institution.

ARTICULATION AGREEMENTS

Globe University/Minnesota School of Business has articulation agreements with the following schools:

» Alder Graduate School, Minneapolis

» Capella University, Minneapolis, Minnesota

» Colorado Technical University

» Concordia University , St. Paul

» ITT Technical Institute, Eden Prairie, Minnesota

» Kaplan

» St. Mary's University of Minnesota

» Waldorf College, Forest City, Iowa

Articulation agreements indicate that a student can take credits earned at GU/MSB and be eligible for credits at one of the institutions listed above. Please contact an academic services staff member for program specific information.

CONSORTIUM AGREEMENT

Students enrolled at Globe University, Minnesota School of Business, Broadview University, Duluth Business University, the Institute of Production and Recording, and Minnesota School of Cosmetology have the option to earn credit for equitable courses taken at any of these institutions. The consortium agreement between these institutions meet the schools' programmatic, local, state, and national licensing and accreditation criteria. These institutions have common ownership and a centralized support system of corporate division personnel provided by the Globe Education Network.

The agreements provide students with the flexibility to take equitable courses from all campus locations, including online coursework, which is administered by a centralized, shared virtual learning environment, CampusConnect, and delivered by Globe University, Minnesota School of Business, and Broadview University online divisions.

Student services, including satisfactory academic progress and financial aid records, will be maintained and monitored by the campus where the student will receive his/her diploma, certificate, or degree. Each campus will be ultimately responsible for the delivery of its programs and the satisfaction of its students. Students who elect to attend a course at a location other than their home institution (primary attendance location) will have their total tuition and fees charged by their home institution. All financial aid will be awarded and dispersed from the home institution. The home institution is required to deliver at least 50 percent of the overall program and award the appropriate credential to the student.

A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

LATE ADMISSION

A student may not register for classes later than the third day of the first week of classes. An application received after this point will be retained on reserve status for the next class start date.

FINANCIAL INFORMATION

Globe University/Minnesota School of Business participates in the administration of most federal Title IV student financial aid programs including Federal Pell Grants, Federal Supplement Education Opportunity Grants, Federal Stafford Subsidized/Unsubsidized Student Loans, and Federal Parent Loans to Undergraduate Students.

Programs of study are approved by each state's approving agency for veterans' education benefits (see Accreditations, Registrations and Approvals section of this catalog).

Additional information and applications may be obtained by contacting the campus financial aid office.

CANCELLATION AND REFUND POLICY

(This section does not apply to international applicants and students. International applicants and students should refer to the International Student Refund Policy and International Student Deposit and Cancellation Policy sections of this catalog.)

1. Any student who enrolls in a program of study will receive written notice of acceptance or rejection. If a student is not accepted for admission, all tuition, fees, and other charges that have been paid will be refunded. The student is responsible for payment for books and supplies received.

2. When written notice of cancellation is given within five (5) business days after the day the student is accepted by the school, regardless of whether the student has begun classes, the application fee for Nursing program will be refunded upon written request. When written notice of cancellation is given prior to the end of the initial add/drop period of the initial quarter of training, all tuition, course fees, and other charges will be refunded . The student is responsible for payment for books and supplies received.

3. A refund policy determines the amount of institutional charges that the school has earned and not earned based on the date the student ceases attendance:

   » If a student ceases attendance or provides written notice of cancellation or withdrawal after the start of the quarter, but before completion of sixty (60) percent of the quarter, the amount charged for tuition and fees for the completed portion of the course shall not exceed the prorated portion of the total quarter's earned charges for tuition and fees arrived at by multiplying the total quarter's earned charges for tuition and fees.

   » If the student ceases to attend school after completing sixty (60) percent of the quarter, the student will be charged at one hundred (100) percent of the tuition and fees for the term.

   » The student is responsible for payment of fees, books and supplies.

4. Any student who enrolls in a course may request a copy of the current list of books and prices. Any student who purchases books through the virtual bookstore may return unused books to the virtual bookstore within ten (10) business days of the start of the quarter to receive a refund. Shipping costs are non-refundable and the virtual bookstore provider reserves the right to issue partial refunds if books are not returned in suitable resale condition.

5. Globe University/Minnesota School of Business will acknowledge in writing any valid notice of cancellation within ten (10) business days after receiving the notice, and within thirty (30) business days will refund to the student any amounts due the student and cancel any tuition or fees in excess of those due under the Return of Title IV Funds Policy.

6. The reason for a student's cancellation or withdrawal does not affect how the cancellation and refund policy is applied.

7. Written notice of cancellation or withdrawal will take place on the date the letter is postmarked, or in a case where the notice is hand carried, it shall occur on the date the notice is delivered to the school.

8. The date of acceptance will be the delivery date of the notice of acceptance. If the notice is delivered by mail, it will be the postmarked date of the letter of acceptance.

9. Whether or not notification is given, the date of withdrawal is based on the date the student ceased attendance.

10. The school does not negotiate promissory notes or instruments received as payments of tuition or other charges.

MINIMUM TERMS FOR TUITION PAYMENT

When a student is ineligible for, or does not otherwise participate in, any U.S. Department of Education financial aid program, he or she must pay tuition in advance or Establish a payment plan with the financial aid department before the first day of class(es).

Students whose financial aid is insufficient to cover the total cost of fees, tuition, and books must establish payment plans prior to the first day of class(es).

Students whose accounts are more than thirty (30) days past due may be suspended from class attendance until arrangements are made to bring their accounts to current status. A student who

fails to adhere to the financial arrangements agreed upon may be expelled from school and may re-enter only after making full payment of the delinquent portion of the account.

All accounts must be current prior to taking final exams and prior to the last scheduled class session for all graduate students.

Student accounts that are more than ninety (90) days past due may be sent to a collection agency.

RETURN OF TITLE IV FUNDS

The Return of Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. The withdrawal process is defined as occurring when a student notifies, orally or in writing, the academic services department of his/her intent to withdraw. Whether or not notification is given or whether or not the student begins the withdrawal process, the school will establish the date of withdrawal as the date the student ceases attendance. The Return of Title IV Funds formula determines the amount of Title IV funds the student has earned at the time the student ceases attendance and the amount of Title IV funds the student must return. Refunds will be made to the federal programs within 45 days of the date or determination.

The amount of Title IV funds earned by a student is based on the calendar days from term start thru the last date of attendance. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student attends school through sixty (60) percent of the quarter. If a student ceases to attend school after sixty (60) percent in the quarter, the student earns one hundred (100) percent of the Title IV funds. If the amounts of Title IV grant or loan funds disbursed to the student is greater than the amount a student earned, unearned funds must be returned. If the amount of funds was less than the amount the student earned, the student may be eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received, but otherwise earned.

If it is determined that unearned Title IV funds must be returned, the responsibility is shared between the school and the student. If the financial aid funds earned don't cover the student's charges for that term, the student will be billed. If the financial aid funds exceed the amount earned, the institution will follow the distribution policy described below.

RETURN OF TITLE IV FUNDS DISTRIBUTION POLICY

Return of Title IV Funds will be distributed in the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct Plus Loans
4. Federal Pell Grants
5. Federal SEOG Program
6. Other Title IV grant or loan assistance

Minnesota state financial aid refunds are calculated based on the Minnesota Office of Higher Education Refund Policy, Appendix 13 Refund Calculation Worksheet of the Minnesota State Grant Manual.

The return of non-Title IV funds will be distributed in the following order:

1. State Grant-Proportionally
2. Non-federal alternative loans
3. Other outside sources

Any excess funds after the distribution policy has been applied belong to the student.

POST-WITHDRAWAL DISBURSEMENT (PWD)

A PWD is due when the amount of Title IV aid earned is greater than the amount of Title IV aid disbursed. The actual amount of the PWD is the difference between the amount of Title IV aid earned and the amount of Title IV aid disbursed.

If outstanding charges exist on the student's account, the college may credit the student's account with all or a portion of the PWD. However, if Title IV loan funds are used to credit the student's account, the college must first notify the student/parent and provide the opportunity to cancel all or a portion of the loan.

Any amount of a PWD that is not credited to the student's account must be offered to the student within 30 days of the date that the college determined that the student withdrew. The offer must be made in writing and will also notify the student that no PWD will be made if the student does not respond within 14 days of the date that the college sent the notification. Students will be informed that they may accept or decline some or all of the PWD that is not credited to their accounts.

If the student responds within 14 days the PWD funds will be disbursed as soon as possible, but no later than 120 days from the date that the college determined that the student withdrew.

If the student responds late (after 14 days have passed, but prior to the 120 day deadline) the college may choose to make the PWD at its own discretion, depending on the circumstances. The student is reminded that the college has no obligation to make a PWD after the 14 day timeframe.

TITLE IV VERIFICATION POLICY

If a student's financial aid application is selected for review in a process called verification, the school is required to collect certain documents and adhere to deadlines for processing the application.

Once the student has submitted the required documentation to the financial aid office, the financial aid administrator will make the appropriate corrections to the application information and submit it to the central processing system. If, as a result of verification, the applicant's Title IV eligibility changes, the financial aid administrator will notify the student via a new award letter and in-person consultation (if possible) of the student's new Title IV eligibility.

Globe University/Minnesota School of Business requires the following from an applicant selected for verification:

Dependent Applicant

» Dependent Verification Worksheet
» Copy of student's and parents' federal 1040, 1040A, or 1040EZ official tax transcript
» Copy of student's federal 1040 official tax transcript
» If a student/parent didn't use the IRS data retrieval process or used the process but changed data after it was retrieved, they must provide a copy of their tax transcript provided by the IRS.
» W-2 forms for non-tax filers and if separation of income is necessary

Independent Applicant

» Independent Verification Worksheet
» If married, copy of spouse's and student's federal 1040, 1040A, or 1040EZ official tax transcript (if filed)
» If a student/parent didn't use the IRS data retrieval process or used the process but changed data after it was retrieved, they must provide a copy of their tax transcript provided by the IRS.
» W-2 forms for non-tax filers and if separation of income is necessary

The deadline for submitting verification documents is the earlier of 30 days after the last day of attendance or 30 days after the last day of the award year. If an applicant fails to submit the required documents to verify the data by the deadline, no Title IV awards can be made to the student and any Title IV funds disbursed in the award year are immediately refunded by the school which may cause the student to owe money to the school.

SCHOLARSHIPS

DIRECTOR'S ACADEMIC SCHOLARSHIP

The following scholarship is no longer offered, effective October 19, 2015. Students enrolled as of October 19, 2015 receiving the scholarship will be eligible for the scholarship as long as the student continues to meet the eligibility guidelines and maintains continuous enrollment.

For students who are graduating high school seniors.

Qualifier

Wonderlic SLE

Scholarship Qualification Standards

If you score:	You will be awarded:
12-14	$500
15-17	$1,000
18-21	$1,500
22-27	$2,000
28-30	$2,500
31+	$5,000

Eligibility Guidelines

1. The applicant must be a current year graduating high school senior.

2. The applicant must take the test on one of the official testing dates published in the admissions department.

3. A student can only take the test one time.

4. The student must enroll on, or prior to, the last testing date of the student's senior year, but may take the test prior to enrolling.

5. Award amounts are designated for tuition only and are divided in ¼ increments, unless the student is enrolled in a three-quarter program, when the award amount will be awarded in ⅓ increments.

6. All funds are paid directly to the college.

7. A recipient will be notified of the award in writing within two weeks after testing.

8. The student must apply for and begin classes by the fall quarter immediately following graduation from high school. A student who enlisted in the National Guard or Reserve Military service will be allowed to start classes upon return from their Initial Active Duty for Training (basic/job training). Student must provide proof of upcoming military service and DD214 upon return from military training. A student who attends a religious mission is allowed to start classes the first quarter following his/her return. Prior to leaving on the mission, the student must provide a verification letter from the religious institution indicating the start and end dates of the mission.

9. The student must carry a minimum of twelve credits to be eligible for the quarter and maintain satisfactory academic progress or the award will be forfeited from the time the student fails to do so.

10. The award will be forfeited if attendance is discontinued or interrupted.

HIGH SCHOOL ADVANTAGE

The following scholarships are no longer offered, effective October 19, 2015. Students enrolled as of October 19, 2015 receiving the scholarship will be eligible for the scholarship as long as the student continues to meet the eligibility guidelines and maintains continuous enrollment.

For students who are current year attending high school juniors or graduating high school seniors. A high school student who applies for admission to Globe University/Minnesota School of Business will have the opportunity to get a jump start on a college career. A high school junior or senior enrolled in an associate or bachelor's degree program is eligible for the High School Advantage Scholarship to help cover the costs of tuition for one course up to $1940 and may be used for up to seven terms, while meeting all other eligibility requirements.

Award Amount: $1940 per quarter

Eligibility and Award Guidelines

1. An eligible applicant must be a current year attending high school junior or graduating high school senior. Graduating high school senior is defined as either: (a) actively attending in their senior year, or (b) attended and graduated within the current or most recently completed school year. For instance, an applicant who is a high school senior in fall 2014 has eligibility for the High School Advantage Scholarship through summer 2015 for a total of four terms. A high school junior in fall 2014 has eligibility for the

High School Advantage Scholarship through summer 2016 for a total not to exceed 7 terms.

2. The student must be enrolled in an associate or bachelor's degree program.

3. An applicant must satisfy the Admissions Standards as outlined in the student catalog prior to beginning the High School Scholarship program.

4. A signed high school principal acknowledgement (provided by the admissions department) is required for juniors indicating agreement from the eligible applicant's high school they attend to accept credits earned at Globe University/Minnesota School of Business to be applied as dual credits toward the eligible applicant's high school credits earned and is required to be on record until they enter their senior year.

5. The student must have a high school cumulative grade point average of 2.5.

6. The student must have a signed GPA verification form (provided by the admissions department) showing the student's aptitude for succeeding in college-level coursework.

7. Only courses required in the student's program of enrollment will be eligible for the scholarship.

8. The student will be responsible for any additional costs of course resources and/or applicable fees associated with the specific course that the scholarship award does not cover.

9. The scholarship will only be applied up to $1940 per quarter and cannot be used to cover costs outside of institutional charges. It cannot be used to create a stipend for the student.The student must begin attending GU/MSB as a degree-seeking student in the summer or fall quarter immediately following the student's senior year. A student who graduates from high school in the spring and begins classes toward their degree-seeking enrollment in the summer quarter immediately following graduation may use the scholarship during that quarter if the seven term maximum has not been met. A student graduating early in the senior year that chooses to start classes in winter or spring can also take advantage of the scholarship program through summer quarter immediately following the student's senior year provided the seven term maximum has not been met. A student taking advantage of the early entrance start date will receive the scholarship during that quarter provided the student carries a minimum of 12 quarter-hour credits and maintains satisfactory academic progress.

10. A student who enlisted in the National Guard or Reserve Military service will be allowed to start classes upon return from their Initial Active Duty for Training (basic/job training). Student must provide proof of upcoming military service and DD214 upon return from military training. A student who attends a religious mission is allowed to start classes the first quarter following his/her return. Prior to leaving on the mission, the student must provide a verification letter from the religious institution indicating the start and end dates of the mission.

11. A student who withdraws or fails a course while enrolled under the High School Advantage program must successfully appeal in writing to the academic services department for continued enrollment under the program.

12. While in the High School Advantage program, a student will remain in a non-degree seeking status, will not be considered a degree-seeking student and will not be eligible to participate in financial aid.

PRESIDENT'S SCHOLARSHIP

The following scholarship is no longer offered, effective October 19, 2015. Students enrolled as of October 19, 2015 receiving the scholarship will be eligible for the scholarship as long as the student continues to meet the eligibility guidelines and maintains continuous enrollment.

For students who are graduating high school seniors.

A student who applies for admission to Globe University/Minnesota School of Business by April 1 of the student's senior year of high school and who meets applicable scholarship eligibility guidelines will be awarded a President's Scholarship in the amounts described below. This scholarship is available for associate and bachelor's degree programs.

Application Deadline	High School GPA Requirement/ Scholarship Amount		
	4.0	3.0-3.9	2.0-2.9
January 1	$5,000	$4,000	$3,000
February 1	$4,000	$3,000	$2,000
March 1	$3,000	$2,000	$1,000
April 1	$2,000	$1,000	-no award-

Eligibility Guidelines

1. Applicant must be enrolled in an associate or bachelor's degree program prior to April 1 of his or her senior year to be eligible.

2. Eligible applicants must be current year graduating high school seniors with a minimum cumulative GPA of 2.0.

3. A recipient will be notified of the award in writing once the student's official high school transcript is received.

4. Award amounts are designated for tuition only and are divided in ¼ increments.

5. All funds are paid directly to the college.

6. The student must begin attending GU/MSB by the fall quarter immediately following the student's senior year. A student who enlisted in the National Guard or Reserve Military service will be allowed to start classes upon return from their Initial Active Duty for Training (basic/job training). Student must provide proof of upcoming military service and DD214 upon return from military training. A student who attends a religious mission is allowed to start classes the first quarter following his/her return. Prior to leaving on the mission, the student must provide a verification letter from the religious institution indicating the start and end dates of the mission.

7. The student must carry a minimum of twelve credits to be eligible for the quarter and maintain satisfactory academic progress or the award is forfeited from the time the student fails to do so.

8. The award is forfeited if attendance is discontinued or interrupted.

9. Students lose eligibility if their enrollment application is cancelled, either by the student or the college. Eligibility may be re-established if the student re-applies for enrollment and begins classes by fall quarter immediately following their high school graduation.

UNITE FOR SUCCESS SCHOLARSHIP

The following scholarship is no longer offered, effective October 19, 2015. Students enrolled as of October 19, 2015 receiving the scholarship will be eligible for the scholarship as long as the student continues to meet the eligibility guidelines and maintains continuous enrollment.

For St. Cloud Area Graduating Seniors

Globe University/Minnesota School Business has partnered with the St. Cloud Chamber of Commerce to make available 40 scholarship awards of $1,000 each to St. Cloud area graduating seniors. The scholarships are awarded in recognition of the students' volunteerism and/or community service activities.

Two $1,000 scholarships per school, per year are available to graduates of each of the following St. Cloud area high schools:

Albany Area	Melrose
Apollo	Mora
Atwater-Cosmos-Grove City (ACGC)	New London-Spicer
Becker	Paynesville Area
Cathedral	ROCORI
Eden Valley-Watkins	Royalton
Foley	St. Cloud Technical
Holdingford	Sartell
Little Falls Community	Sauk Centre
Long Prairie-Grey Eagle	Sauk Rapids-Rice

Eligibility Guidelines

1. Scholarship application deadline: July 1 immediately following the student's date of graduation and can be submitted to any GU/MSB campus.

2. Applicants must be current-year graduating seniors.

3. Applicants must submit a one page, typewritten paper describing their own volunteerism and/or community service activities. Applications must be submitted to the financial aid office.

4. Applicants must have achieved a high school GPA of 2.0 or higher (please submit an unofficial transcript with the application).

5. Award recipients must begin attending GU/MSB in the early fall or fall quarter immediately following the recipient's senior year of high school. Award recipients who enlist in the National Guard or Reserve Military service will be allowed to start classes upon return from their Initial Active Duty for Training (basic/job training). Award recipients must provide proof of upcoming military service and DD214 upon return from military training.

6. Students must be enrolled in a diploma or degree program at any GU/MSB campus.

7. Students must be enrolled in a minimum of twelve credits per quarter and maintain satisfactory academic progress or the award is forfeited from that point forward.

8. Awards are forfeited if attendance is discontinued or interrupted.

Additional Information

9. Award amounts are designated for tuition only at any GU/MSB campus and are divided into ¼ increments, unless the student is enrolled in a three-quarter program and then will be awarded in ⅓ increments.

10. All funds are paid directly to the college.

11. Award recipients will be notified in writing once an official high school transcript documenting graduation and minimum GPA requirements is received by GU/MSB. Applicants should contact their high school administrative office and request that an official transcript be forwarded to the Globe University or Minnesota School of Business campus.

MILITARY ACTIVE DUTY/RETIRED SCHOLARSHIP

Globe University/Minnesota School of Business offers a scholarship designed to reward students for their military service to our country. Active duty and retired service members of the United States Army, Navy, Air Force, Marines, Coast Guard and Drilling Reserve/National Guard are eligible for the scholarship.. This scholarship cannot be used in conjunction with, or in addition to, any other Globe University/Minnesota School of Business military scholarship. The scholarship is effective the date the application is completed and is not retroactive. Students will be responsible for costs including books, supplies and fees associated with the program or classes enrolled.

Award Amounts: 25% off tuition

Eligibility Guidelines

1. Students must provide a copy of their military ID card.

2. Students must be enrolled in a diploma, associate or bachelor degree program.

3. The effective date of the scholarship for active duty service members is 4/6/2009, and for retired service members is 1/3/2011.The scholarship is not retroactive.

4. Award amounts are designated for tuition only and will be applied after the add/drop period.

5. Students must maintain satisfactory academic progress or they will lose eligibility for the scholarship.

6. Student must be enrolled in at least 6 credits to be eligible.

Applications are available at http://www.globeuniversity.edu or http://www.msbcollege.edu. The academic services department will evaluate credit for military education or occupational courses taken while in the military for credit applied toward a GU/MSB program. The evaluation will follow recommendations from the American Council on Education (ACE) on transferring college credit for military training and occupational experience.

MILITARY ACTIVE DUTY FOR SPOUSES AND DEPENDENTS

The following scholarship is no longer offered effective October 19, 2015. Spouses and dependents as of October 19, 2015 receiving the scholarship will be eligible for the new active duty rates while needing to maintain prior eligibility requirements and continuous enrollment.

Globe University/Minnesota School of Business offers a scholarship designed to reward spouses/domestic partners and dependents, who maintain a full-time credit load, of active duty and retired service members of the United States Army, Navy, Air Force, Marines, Coast Guard and Drilling Reserve/National Guard. Additionally, the qualified student will receive a credit to his or her account of the application fee during the first term of attendance. This scholarship cannot be used in conjunction with, or in addition to, any other Broadview University military scholarship. The scholarship is effective the date the application is completed and is not retroactive. Students will be responsible for costs including books, supplies and fees associated with the program or classes enrolled.

Award Amount:$1200

Eligibility Guidelines

1. Students must provide a copy of their military ID card.*

2. Students must be enrolled in a diploma, associate or bachelor degree program.

3. Student must be enrolled in at least 12 credits to be eligible.

4. The effective date of the scholarship for active duty service members is 4/6/2009, and for retired service members is 1/3/2011.The scholarship is not retroactive.

5. Award amounts are designated for tuition only, with the exception of the application fee, and will be applied after the add/drop period.

6. Students must maintain satisfactory academic progress or they will lose eligibility for the scholarship.

7. This scholarship is not appealable; students who fall below 12 credits are encouraged to apply for the Military Advantage Scholarship.

*Spouse/domestic partner or dependents must provide a copy of military ID card for active duty, reserve, and National Guard or retired, dependent ID card, marriage license, birth certificate or federal tax form to show proof of dependent status. A student can only receive the Military Active Duty/Retired Scholarship as a dependent of the qualifying military personnel if the student is considered a dependent of that person based on the U.S. Department of Education's Title IV determination of the dependency status. Applications are available at http://www.broadviewuniversity.edu. The academic services department will evaluate credit for military education or occupational courses taken while in the military for credit applied toward a GU/MSB program. The evaluation will follow recommendations from the American Council on Education (ACE) on transferring college credit for military training and occupational experience.

MILITARY ADVANTAGE SCHOLARSHIP

Globe University/Minnesota School of Business offers a military advantage scholarship for qualified military personnel who are registered at part-time or more, 6 credits in an undergraduate program or 3 credits in a Master's program, and making satisfactory academic progress. If an undergraduate student falls below the credit requirement, the awarded will be forfeited at that time.

This scholarship cannot be used in conjunction with or in addition to any other military scholarship the institution offers. Scholarship is effective the date the application is completed and is not retroactive. The Military Advantage Scholarship supplements any additional military education benefits (i.e., GI Bill/College Fund) as well as other grants and loan programs available to students. The award will be applied as a credit to tuition on the receiving student's account.

Award Amount: 10% off tuition.

United States Military personnel in the following classifications* are eligible for the Military Advantage Scholarship each quarter:

» Veterans honorably discharged

» Active Duty and Active Reserve/National Guard

*Documentation with DD214 is required for veterans unless they are currently receiving funds from a Federal Veteran's Education Program with the school. These programs include, Chapter 33-Post 9/11 Bill, Chapter 30-Montogmery GI-Bill, Chapter 31- Vocational Rehabilitation, 1606-REAP, 1607-Selected Reserve, VEAP, and Federal Tuition Assistance.

Applications are available at http://www.globeuniversity.edu/ or http://www.msbcollege.edu/.

The academic services department will evaluate credit for military education or occupational courses taken while in the military for credit applied toward a GU/MSB program. The evaluation will follow recommendations from the American Council on Education (ACE) on transferring college credit for military training and occupational experience.

PURPLE HEART SCHOLARSHIP

Globe University/Minnesota School of Business is proud of our country's heroes who have given so much so that we may enjoy our freedom. In recognition of their selfless sacrifices, we offer the Purple Heart Scholarship to service members and veterans who were wounded in the Gulf Wars: Operation Desert Storm, Operation Enduring Freedom and Operation Iraqi Freedom. Spouse/domestic partner or dependents of service members killed in action during these conflicts are also eligible for this scholarship. The scholarship cannot be used in conjunction, with or in addition to, any other institutional scholarship. Scholarship is effective the date the application is completed and is not retroactive.

A student approved for this scholarship will be awarded an amount to cover all remaining tuition and fees once elected federal and state financial aid, military aid, and Veterans Affairs benefits have been deducted from the total amount. To determine aid eligibility, a student must fill out a FAFSA to receive this award. Students must be registered for 12 credits or more to be eligible for the quarter or the award will be forfeited from the point that the student falls

below 12 credits. Graduate students must be registered for at least 6 graduate credits to be eligible for the quarter.

Please provide a copy of your DD214 and/or orders of being awarded the Purple Heart. If a dependent, please provide your military ID card.

Application materials must be submitted to the financial aid office.

Applications are available at http://www.globeuniversity.edu/ or http://www.msbcollege.edu/.

BUSINESS ALLIANCE SCHOLARSHIP

Globe University/Minnesota School of Business realizes the important role the business community plays in a successful economy and the global competitiveness that is critical to the growth of our workforce. Partnerships that promote visions for improving the workforce and thereby improve the economy are integral to GU/MSB's mission. In order to form strong partnerships for building a globally competitive workforce, GU/MSB offers the Business Alliance Scholarship. Eligible students are currently employed by businesses that have taken the necessary steps to become approved GU/MSB Business Alliance partners and who are enrolled in a GU/MSB degree program.

Scholarship Recipient Criteria

A student currently employed by an approved Business Alliance partner will be required to show proof of employment at the time of enrollment and each academic year thereafter.

Application materials must be submitted to the financial aid office.

Award Amount: 10% off tuition

COMMUNITY SERVICE SCHOLARSHIP

The following scholarship is no longer offered, effective October 19, 2015. Students enrolled as of October 19, 2015 receiving the scholarship will be eligible for the scholarship as long as the student continues to meet the eligibility guidelines and maintains continuous enrollment.

To reward students for community service and continued enrollment, each Globe University/Minnesota School of Business location offers two community service scholarships per quarter to qualifying applicants. The scholarships provide tuition assistance to selected students based on the following criteria.

Award Amount $2,000 maximum annually

Eligibility and Award Guidelines
An applicant must:

1. Be enrolled in a diploma, associate or bachelor's degree program.

2. Be a continuing student by having completed at least one term at Globe University/Minnesota School of Business.

3. Not be in arrears with financial aid or have an outstanding balance with Globe University/Minnesota School of Business.

4. Maintain a GPA of 3.0 or higher.

5. Meet and maintain a 90 percent attendance ratio of required contact hours.

6. Be enrolled in a minimum of 12 credits to be eligible for the quarter.

7. Provide, as a scholarship application, a minimum of a one-half page written summary of community service activity performed within the prior three months.

8. Agree to let Globe University/Minnesota School of Business promote the student's community service involvement.

Also:

9. Awarded in $500 increments, for up to 4 consecutive quarters.

10. The award will be forfeited if attendance is discontinued or interrupted.

11. A student will receive a maximum of one community service scholarship per year, a year is defined as 12 consecutive months from beginning of term first awarded.

12. Award amounts are designated for tuition only.

Selection Criteria

A Globe University/Minnesota School of Business scholarship committee will select scholarship recipients based on:

1. The applicants meeting all eligibility guidelines.

2. The applicants performing community service activities that benefit the community and support education.

3. Date of application: Applications received by the end of week eight of a quarter will be considered for the scholarship beginning the following quarter. Application materials must be submitted to the financial aid office.

DOCTOR OF BUSINESS ADMINISTRATION (DBA) GU/MSB ALUMNI ADVANTAGE SCHOLARSHIP

Globe Education Network (GEN) wants to encourage and reward students who have graduated with a Master of Business Administration Degree from Globe University/Minnesota School of Business and offers a merit-based scholarship to assist in funding educational expenses while pursuing the Doctor of Business Administration (DBA).

Award Amount

» High Honors Level Award: Full-tuition for two doctoral-level courses, awarded for one course in the first quarter and one course in the second quarter of enrollment in the DBA program.

» Honors Level Award: Full-tuition for one doctoral-level course, awarded for one course in the first quarter of enrollment in the DBA program.

Eligibility and Award Guidelines

1. Scholarship applicants must be GU/MSB MBA graduates, who earned their MBA degree within 10 years of applying for the scholarship. Alumni who earned an MBA through the GEN employee-benefit program are ineligible.

2. An eligible student must meet all admission requirements and have been accepted into the program.

3. Continuous enrollment as a full-time student in the DBA program at the Globe University-Minneapolis campus is required to maintain eligibility for the award.

4. Eligible graduates must have all prior tuition and fees paid in full to be eligible to receive the scholarship.

5. No other GEN scholarship may be awarded during the receipt of the DBA Alumni Advantage Scholarship (the first two quarters for the High Honors award and the first quarter for the Honors award).

6. To apply for the scholarship, students must submit a completed application to the office of Financial Aid at the Globe University, Minneapolis Campus for review and approval by the scholarship committee. A complete application includes:

   » A completed and signed application form

   » A letter of recommendation from an academic or workplace reference

   » A 500-word essay, written by the applicant, stating how the DBA will enhance their professional goals

7. Awards will be applied as follows:

   » A student earning High Honors (4.0 Cumulative Grade Point Average) in the Master of Business Administration program and Perfect Attendance for all quarters during the program of study will be awarded the High Honors level award.

   » A student earning Honors (3.5 – 3.99 Cumulative Grade Point Average) in the Master of Business Administration program and Perfect Attendance for all quarters during the program of study will be awarded the Honors level award.

USER EXPERIENCE SCHOLARSHIP

The User Experience Scholarship is no longer offered effective December 15, 2015. New students enrolling for the Winter 2016 quarter will be eligible for the full scholarship, provided the student continues to meet the eligibility guidelines and maintains continuous enrollment. Students receiving the first scholarship disbursement in the Fall 2015 quarter will receive the second disbursement in the Winter 2016 quarter, provided the student continues to meet the eligibility guidelines and maintains continuous enrollment.

Globe University/Minnesota School of Business has created a scholarship to help full-time students fund the cost of an iPad®, in order to effectively utilize digital learning resources.

Award Amount: $600 lifetime maximum per student

Eligibility and Award Guidelines:

1. Applicants must be enrolled in a Diploma, Certificate, Associate, Bachelor, or Master's degree program.

2. Students in an undergraduate program must take 12 or more credits in order to be awarded the full scholarship.

3. Students in a Master's degree program must take 7 or more credits in order to be awarded the full scholarship.

4. Student must maintain satisfactory academic progress and full-time status or the award will be forfeited from the point the student fails to do so.

5. Student must not be in arrears with financial aid and may not have a balance owed to Globe University/Minnesota School of Business.

6.   Funds will be awarded during week 2 of the academic quarter:
   » $300 will be credited during the first quarter of eligibility;
   » $300 will be credited during the second quarter of eligibility.

7.   The scholarship will be completely refunded if the student withdraws completely from the college during the term it is applied. This means that a student who fully withdraws will have the scholarship eliminated from their ledger, which may result in the student owing additional funds to the college.

8.   The school will award the scholarship in the first two terms the student is active. If the student is ineligible during either term, it will be the student's responsibility to request the scholarship in any subsequent term they meet eligibility requirements. This request should be submitted to their Financial Aid Department.

GEN MATCHING SCHOLARSHIP

The GEN Matching Scholarship is no longer offered effective October 19, 2015. Students who are participating in a partnership agreement will still be eligible for the scholarship and must meet eligibility guidelines..

Globe Education Network (GEN) wants to encourage and reward students for finding outside scholarships and grants to help fund their educational expenses. Outside scholarships help reduce future indebtedness. Therefore, GEN has established a matching scholarship for outside scholarships and grants.

Award Amount $1,000 maximum annually

Eligibility and Award Guidelines

1.   There is no deadline.

2.   Anytime a student secures an eligible scholarship or grant and funds are applied to the student's account, GEN will match it. GEN will match multiple scholarships and grants in one year, but the total amount of the GEN Matching Scholarship will not exceed $1,000 in one year. This match may require an adjustment to the student's financial aid package. If an adjustment must take place, loans will be reduced first.

3.   If the outside scholarship is incremental the GEN Matching will also be incremental. For example, if the outside scholarship covers two quarters the GEN Matching will be disbursed evenly into the same two quarters.

4.   No essay or application will be required. The GEN Matching Scholarship will simply match any outside eligible scholarships that the student can secure. The financial aid office at the student's home campus will automatically match the outside scholarships. If the student thinks a scholarship should have been matched but was not, the student should contact the financial aid office.

5.   This GEN Matching Scholarship will be recurring as long as the outside scholarship is recurring or until the $1,000 match has been reached each academic year.

6.   The scholarship will be completely refunded if the student withdraws completely from college during the term it is applied. This means that a student who fully withdraws will have the scholarship eliminated from their ledger, which may result in the student owing additional funds to the college.

7.   All funds will be paid directly to the college to cover educational expenses or will be used to reduce the student's loans.

8.   A student will receive a maximum of $1000 per year. A year is defined as 12 consecutive months from the beginning of the term the award is first disbursed in.

9.   Students must be enrolled in a minimum of 12 credits to be eligible per quarter.

10. The GEN Matching Scholarship will not match federal funding, state funding, military funding, employer tuition reimbursement, or family payments or any Globe University/Minnesota School of Business, Broadview University, Minnesota School of Cosmetology or Institute of Production and Recording scholarship program.

11. Students must be enrolled in an approved GU/MSB program.

GEN WORKFORCE SCHOLARSHIP

The following scholarship is no longer offered, effective October 19, 2015. Students enrolled as of October 19, 2015 receiving the scholarship will be eligible for the scholarship as long as the student continues to meet the eligibility guidelines and maintains continuous enrollment.

For students receiving Workforce Center funding.

The GEN Workforce Scholarship assists students who are receiving benefits from a Workforce Center in order to obtain the necessary skills to qualify for employment in their field of study. The GEN Workforce Scholarship supplements any additional grants and loan programs available to the student but cannot be used in conjunction with any other institutional scholarship.

Award Amount: $480

Eligibility Guidelines:

1.   Must be enrolled in a diploma, associate, or bachelor degree program.

2.   Must be meeting Satisfactory Academic Progress.

3.   Must be enrolled in a minimum of 12 credits per term.

4.   Awards are forfeited if attendance is discontinued or interrupted.

5.   Award amounts are designated for help with tuition only. Students are responsible for books, supplies, and fees associated with their program.

6.   The applicant must show proof of approved funding from an area Workforce Center for attendance at the GU/MSB Campus.

PEACE/POLICE OFFICER SCHOLARSHIP

Globe University/Minnesota School of Business offers a scholarship to reward students for their commitment to serve their communities through work as peace/police officers. The scholarship is effective the date the application is completed and is not retroactive. The scholarship cannot be used in conjunction with or in addition to any other scholarship the institution offers, with the exception of the GEN Matching, User Experience and Professional Certification scholarships.

Award Amount: 25% off tuition.

Eligibility Guidelines

1.   The applicant must be POST Board Certified or equivalently trained.

2.   The applicant must have passed the probationary period following employment as a peace/police officer

3. Award amounts are designated for tuition and books only and will be applied after the add/drop period.

4. The student must be enrolled in the Associate in Applied Science in Criminal Justice, Bachelor of Science Criminal Justice program or the Master of Science in Management degree with an emphasis in Criminal Justice.

5. Once enrolled, the student must maintain a minimum cumulative grade point average of 2.5 or will lose eligibility for the scholarship.

6. Students not working full-time as a Police or Peace Officer must be enrolled in a minimum of 12 credits to be eligible a per quarter.

Students will be responsible for costs including books, supplies, and fees associated with the program or classes enrolled.

PROFESSIONAL CERTIFICATION SCHOLARSHIP

Globe University/Minnesota School of Business encourages students to seek professional certifications in their fields. The school offers Professional Certification Scholarships that reimburse students for certification examination fees. The following chart lists qualifying programs, exams and courses, as well as maximum dollar values.

Relevant Program	Professional Exam	Qualifying Course	Maximum Value
BS Accounting			
	Certified Management Accountant (CMA) – Part 1	AC450	$350
BS Forensic Accounting			
	Certified Fraud Examiner (CFE)	AC460	$350
All Accounting Programs			
	Other certifications as approved by the Accounting Chair and Academic Dean		$300
AAS Architectural Drafting and Design			
	LEED Green Associate	AR155	$200
A.A.S. Engineering Drafting and Design			
	Certified SolidWorks Professional (CSWP)	ED180 and successfully passed the Certified SolidWorks Associate exam.	$99
BS / AAS Exercise Science			
	American College of Sports Medicine (ACSM) Certified Personal Trainer (CPT)	HS254	$300
	National Strength and Conditioning Association (NSCA) Certified Personal Trainer (CPT)	HS254	$300
	National Academy of Sports Medicine (NASM) Certified Personal Trainer (CPT)	HS254	$300
	International Youth Conditioning Association (IYCA) Level 1	HS321 or HS322	$300

BS / AAS Exercise Science (Continued)			
	National Exercise Trainers Association (NETA)	HS254	$300
	American Council on Exercise (ACE)	HS254	$300
	Other certifications as approved by the HES Chair and Academic Dean	HS254	$300
BS / AAS Information Technology			
	CompTIA A+ Exam220-802	IT205	$188
	CompTIA Cloud Essentials Exam CLO-001	IT340	$200
	CompTIA A+ Exam 220-801	IT155	$188
	CompTIA Network + N10-005	NT242	$269
	CompTIA Security + SY0-301	IT315	$293
	Microsoft – MCSA- Windows Server 2012 Active Directory Configuration, Exam 410	IT255	$150
	Microsoft –MSCA- Windows Server 2012 Network Infrastructure Configuration, Exam 411	NT272	$150
	Microsoft – MCSA – Widows Server 2012 Application Configuration, Exam 412	IT333	$150
	CCNA: Cisco Certified Network Associate (CND1 and CND2)	NT322 and NT362	$295 (each)
	Oracle Database 11g: SQL Fundamentals I, Exam 1Z0-051	DB211/DB311	$125
	Microsoft – MCSA – Administering Microsoft SQL Server 2012 Databases Exam 70-462	DB321	$150
	The Foundation ITIL BH0-012 (ITIL Foundations 3.0 EXO-101)	IT330	$299
	CompTIA Linux + Powered by LPI	IT335	$185
	Systems Security Certified Professional (SSCP)	IT425	$300
	MOS: Microsoft SharePoint 2010 Exam 77-886: SharePoint 2010	WD334	$160
	Other certifications as approved by the IT Chair and Academic Dean		$300
BS Nursing			
	National Council Licensure Examination for Registered Nurses (NCLEX)	RN314	$320
BS / AAS Paralegal			
	NALA Advanced Paralegal Certification Exam (CLA – Certified Legal Assistant/CP – Certified Paralegal)	LA399	$215

BS / AAS Paralegal (Continued)			
	CORE Competency Exam/ CORE Registered Paralegal (CRP)	LA399	$215
	Paralegal CORE Competency Exam (PCCE)	LA399	$215
BS / AAS Veterinary Technology			
	Veterinary Technician National Examination (VTNE)	VT297 or VT298	$310
	Other certifications as approved by the VT Chair and Academic Dean	VT297 or VT298	$310
AAS / Diploma Massage Therapy			
	Massage and Bodywork Licensing Exam (MBLEx)	MS274	$200
AAS / Diploma Medical Administrative Assistant			
	Certified Professional Coder (CPC)	MA271 or MA272	$350
	Other certifications as approved by the MA/MAA Chair and Academic Dean	MA271 or MA272	$300
AAS / Diploma Medical Assistant			
	Certified Medical Assistant (CMA (AAMA))	MA285 or MA286	$125
	American Registry of Radiologic Technologists (ARRT) Limited Scope of Practice in Radiography Exam	MA227	$140
	Certified Professional Coder (CPC) Apprentice Status	MA271 or MA272	$350
Certificate of Mental Health Technician			
	American Association of Psychiatric Technicians	PD350	Basic Level 1 $139 Combined level 1 and level 2, 3, or 4 $159

Guidelines

1. The applicant must be:
   - » A current student in good standing and enrolled in at least six quarter-hour credits.
   - » Enrolled in the relevant program for the desired professional exam.
   - » Currently enrolled in, or have successfully completed, the qualifying course for each professional exam as listed above. If a specific course and certification are not listed, the applicant must have approval from the campus program chair and academic dean.
2. Have a GPA of 3.0 or higher.
3. Students may apply multiple times for Professional Certification Scholarships. However, a student may be awarded a professional certification scholarship only twice during his/her enrollment at a Globe Education Network member school.

4. Applications are due no earlier than the first day of the quarter and no later than Monday of the third week of the quarter.
5. Recipients will be notified in writing by the beginning of the sixth week of the quarter.
6. The professional certification exam must be taken within nine months of the date on the scholarship award letter.

Selection Criteria

Scholarship recipients will be selected by a GU/MSB faculty committee based on:

1. Scholarship
2. A personal statement of career goals (500 words or less) that addresses the following:
   - » Specific career goals
   - » How the certification will enhance the student's career
   - » How the student will use the experience and knowledge gained from GU/MSB in his/her career
   - » Plans for continuing education
3. Faculty recommendation

Payment

The scholarship covers the fees for taking each professional certification exam up to the maximum amount listed in the chart. Each student can receive only one Professional Certification Scholarship per certification type.

Scholarship recipients will receive reimbursement by an account balance adjustment for test fees upon submission of:

- » Payment verification for test fee, and
- » Confirmation of scheduled test date

Applications are available at http://www.globeuniversity.edu/ or http://www.msbcollege.edu/.

INTERNATIONAL STUDENT INFORMATION

ENROLLMENT

The institution is authorized under federal law to enroll non-immigrant alien students. Upon receipt of a student's enrollment application and appropriate fees, the school will immediately advise the student regarding acceptance.

If the applicant is accepted, the school will supply the necessary form to be presented to the American Consular Office at the time of an F-1 visa application. If an F-1 visa is denied, all monies will be refunded. The enrollment application should be forwarded to the school at least 90 days in advance of the selected starting date.

With the exception of a student enrolled in the graduate program or another program that requires curricular practical training (CPT), it is unlikely that immigration authorities will grant permission for an international student to hold a part-time job during the training period. Therefore, an international student should have sufficient funds available to cover both tuition and living costs. International applicants are required to meet all entrance requirements and may require campus director approval.

FINANCIAL ASSISTANCE

Some international students may be eligible for Title IV student aid programs. A student must be one of the following to be eligible:

» U.S. Citizen or national (American Samoa or Swain's Island)*

» Legal permanent resident of the United States

» Eligible non-citizen in one of the following categories:
   - A conditional permanent resident with an I-551 C
   - A non-citizen with an I-94 stamped Refugee, Asylum Granted, Indefinite Parole, Humanitarian Parole, or Cuban-Haitian Entrant

*The student must provide USCIS documents to the financial aid department.

A student who is not in one of the above categories must have one of the following documents from the United States Citizenship and Immigration Service (USCIS), an agency within the Department of Homeland Security (DHS):

» I-94 Arrival-Departure Record with an appropriate endorsement

» Official documentation that the student has been granted asylum in the United States

» Other proof from USCIS that the student is in the United States for other than a temporary purpose

A student who is in one of those three categories should check with the financial aid administrator, who can advise the student of eligibility.

INTERNATIONAL STUDENT DEPOSIT AND CANCELLATION POLICY

Upon acceptance to the school a $200 tuition deposit fee is due. The $200 non-refundable deposit is required for all international students unless they have permanent US residency. The deposit will be applied to the student's first quarter tuition (as described in the International Student Tuition section of this catalog). This deposit is refundable only if the student's visa application is denied.

INTERNATIONAL STUDENT REFUND POLICY

When an international student withdraws or is terminated from the school at any time during his/her first quarter of attendance, the student's first quarter tuition will be retained in full by the school and will not be refunded. Beginning with an international student's second quarter of enrollment, when the international student withdraws or is terminated from school before completing 60 percent of the quarter, the amount charged for tuition and fees is prorated based on the percentage of the quarter completed by the student at the time of withdrawal or termination compared to the total length of the quarter. When an international student withdraws from or is terminated from school at or after 60 percent completion of the quarter, the student will be charged 100 percent of the quarter's tuition and fees. The percentage of the quarter completed by the international student is determined by the last date of attendance. Refunds of Title IV funding for any international student who is eligible for and receiving Title IV funds shall be calculated in the same manner as for non-international students, regardless of the quarter in which the international student is enrolled.

Refunds will be made within 30 days of the earlier of the student's written notification of withdrawal to the school or the date that the school determines that the student is no longer enrolled (after 14 consecutive calendar days of absence).

TUITION AND FINANCIAL ASSISTANCE

Undergraduate Tuition effective 7/1/13, Graduate and Nursing Tuition effective 7/1/12

FEES

Globe University/Minnesota School of Business requires a $100 application fee for the Nursing program at the time of application. All programs besides Nursing do not require an application fee. This fee will be waived for those international students who enroll through an agent approved by Globe University/Minnesota School of Business.

TUITION

Tuition for a quarter is based on the number of credits for which the student is enrolled at the end of the drop period. Tuition and fees are subject to change.

Undergraduate courses (except nursing specific RN courses, see below)

» Students attending 14 credits or more will be charged a tuition rate of $325 per credit.**

» Students attending between and 12 and 13 credits will be charged a tuition rate of $390 per credit.

» Students attending between 1 and 11 credits will be charged a tuition rate of $460 per credit.

» Per the Tuition Cap benefit in the course catalog, all credits over 16 are free of tuition charges.

   *Course Fees: Fees vary from $100 to $650 per course.

   ** Students enrolling as new students or re-entry status and registering for coursework in the second six-week session of a quarter are eligible for the $325 per credit tuition rate, provided they attend a minimum of 7 credits during that six-week period. This applies only to new and returning GU/MSB students during the first quarter of enrollment.

Nursing courses

» Tuition Rate: $550 per credit hour.

» *Course Fees: $100 per course.

Graduate Courses (500-level and above) Tuition Rate

^Effective July 13, 2015: $595 per credit^

» *Course Fees: $100 per course

^ The graduate course tuition rate will remain at $560 per credit for all program students who started a fully online master's program prior to July 13, 2015, and maintain continuous enrollment.

*Students may request a fee list to determine the appropriate lab/supply cost for their program.

OTHER TUITION, FEES AND CHARGES

» Scheduled payments that are more than five business days past due are subject to an account hold which may limit the student's ability to register. Students who fail to fulfill the financial arrangements agreed upon may be expelled from school and may re-enter only upon full payment of the delinquent portion of their account.

» Students will be charged for overdue, lost or damaged library materials.

» If a student repeats a course, he or she will be charged the tuition and fees in place at the time of the repeat.

When applicable, student charges will include the appropriate sales tax payable based upon statutory rates.

GU/MSB offers payment plan; see financial aid office for details.

A fee of $30 will be charged for each returned check. A second returned check will result in the requirement that future payments be made by cash, credit card, or money order only.

TUITION CAP

Tuition is capped at 16 credits per quarter; credits above 16 are not charged. The tuition cap does not apply to students enrolled in graduate courses/ programs. Students are responsible for any books, supplies and fees. To determine the total tuition charges for a student with a course load in excess of 16 credits in a quarter, tuition is calculated as follows:

» First, for the number of credits at $650/$460 per quarter-hour credit,

» Then, the number of credits at $325 per quarter-hour credit, up to a total of 16 credits,

» Then, tuition for any additional credits above the 16 credit cap will not be charged.

INTERNATIONAL STUDENT TUITION

As of July 1, 2012, the international student tuition rate for all F-1 visa holders is $560 per quarter-hour credit for students in undergraduate programs* and $595 per quarter-hour credit for students in graduate programs. As of January 1, 2014, the non-international student tuition rates apply for all international students who do not require an I-20 or hold an F-1 visa.

All international students making application to GU/MSB will be required to pay the first quarter tuition prior to starting classes. Students will be billed for books, fees and future tuition as incurred.

International students enrolled for certificate, diploma, associate or bachelor's degree programs must provide proof (bank statement) of access to funds in excess of one year's international tuition, books, fees and indirect educational expenses ($34,461 U.S.). International students enrolled for graduate degree programs must provide proof (bank statement) of access to funds in excess of one academic year's international tuition and indirect living expenses ($27,123 U.S.). For purposes of this calculation, an academic year is defined as nine months.

International applicants and students should also carefully read the International Student Refund Policy and the International Student

Deposit and Cancellation Policy sections of this catalog prior to applying to or withdrawing from the school.

*For all courses designated RN101 through RN499, the tuition rate is $650 per quarter-hour credit.

INDIRECT EDUCATIONAL EXPENSES

The estimated room and board expense for a student living at home is $791 per month, with a transportation allowance of $263 per month. The estimated room and board expense for a student living away from home is $1,096 per month, with a transportation allowance of $263 per month.

FINANCIAL AID

Scholarships and other forms of financial aid are available for those who qualify. For further information on financial assistance, contact the financial aid office at the school. All financial aid awards will be disbursed directly to the student's account beginning the second week of each quarter.

Some business firms and organizations encourage employees to continue their education by paying part or all of their tuition and fees. Since there is considerable variation in this practice, it may be worthwhile for you to check with your employer.

The school is an eligible institution approved by the U.S. Department of Education for participation in the following programs:

» Federal Pell Grant

» Federal Supplemental Education Opportunity Grant (FSEOG)

» Federal Direct Loan Program

» Federal Direct Parent Loan for Undergraduate Students (PLUS)

» Minnesota Grant Program (only at GU/MSB campuses located in Minnesota)

The school is an eligible institution approved by the Minnesota Office of Higher Education for participation in the following programs for Minnesota residents attending Minnesota institutions:

» Minnesota State Grant

» Minnesota Child Care Grant

» Minnesota Indian Grant

» Minnesota GI Bill

» Student Education Loan Fund (SELF) also for non-residents attending Minnesota institutions and Minnesota residents attending other states.

Additional funds may be available through:

» Division of Rehabilitation Services

» Bureau of Indian Affairs (BIA)

» U.S. Department of Veterans Affairs (VA)

Outside resources must be reported to the financial aid office. The financial aid office is not responsible for locating those funds.

U.S. Department of Education School Codes

» Globe University: 004642

» Minnesota School of Business: 017145

Separate applications may be required.

PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

Program	Type of Award	Amount Per Year	Application
GIFT AID			
FEDERAL PELL GRANT PROGRAM	Grant based on financial need. The student receives notification of eligibility with receipt of Student Aid Report (SAR), which must list the appropriate school code for determination of amount based on cost and credits.	$204 to $5,730	Free Application for Federal Student Aid (FAFSA) form
MINNESOTA GRANT PROGRAM	Grant is based on financial need. Applicant must be an undergraduate student with Minnesota residence. The student must submit FAFSA form with appropriate school code listed for determination of amount of the award, based on cost, credits, and legislative appropriations.	$100 to $8,071	FAFSA form and School Financial Form
FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)	Grant is based on financial need and is awarded by the institution. Notification is made approximately four weeks after start date.	$200 to $2,400	FAFSA form
LOANS			
FEDERAL DIRECT LOAN/ SUBSIDIZED AND UNSUBSIDIZED*	Long-term, low interest loan (current rate is 4.66% with graduate student loans at 6.21%*). Payment deferred until six months after student leaves school or attends less than half-time. Need-based calculation. See website for current updates to rates and benefits.	1st year up to $5,500 2nd year up to $6,500 3rd/4th year up to $7,500	FAFSA form, Master Promissory Note, and Entrance Counseling
FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)*	Long-term, low interest loan (current rate is 7.21% *) for parents of dependent undergraduates. See website for current updates to rates and benefits.	Up to cost of attendance less all other financial aid resources	FAFSA form and Federal PLUS Master Promissory Note processed through school and private lender
ALTERNATIVE LOAN PROGRAMS: SEE FINANCIAL AID OFFICE	Supplemental, variable interest rate loans are available. Deferment of principal and interest while in school at least half-time is available. The loan may be used for less than half-time attendance and does not require a co-signer if the borrower meets credit requirements. Alternative loans are privately funded. See website for details and updates to rates and benefits.	Up to tuition, fees, and book costs	Applications processed through the school
STUDENT ACCESS LOAN PROGRAM (StA)	StA is an institutional loan program with third-party servicing. The interest rate is 8%. StA loans require minimum monthly interest repayment of $20 per month capped at $110 per month while in school. Student must be enrolled and charged for 12 credits or more per quarter and student must have applied for and been denied a privately funded alternative student loan. The loan amount is calculated using maximum federal, state, private, and institutional financial aid eligibility, regardless of the amount received or borrowed. The student can borrow up to the direct cost of tuition andfees. The disbursement must be matched with equal outside funding on account. If loan payments are delinquent, future disbursements will be placed on hold until delinquency is resolved. Early withdrawal will result in loss of disbursement eligibility for that quarter. If you qualify for this loan, awarded funds will be applied directly to your student account as a credit. No check or other cash monies will be given or refunded to you at any time.	$100 minimum up to $1,000 per quarter and a maximum of $16,000 per lifetime.	Applications processed through the school. Students with previous institutional loans must consult with their financial aid manager to review their options. Borrowers with previous balance may exceed the maximum monthly payment requirements stated above.

Gift aid awarded annually based on the fiscal year dates of July 1 through June 30. A student attending in more than one fiscal year period must reapply for financial aid assistance.
*New borrower rates effective 7/1/13 – previous borrowers must see financial aid manager.

Financial aid is awarded and credited on a quarterly basis at Globe University/Minnesota School of Business. A student interested in financial aid should schedule an appointment to meet with a financial aid manager at the campus of the student's choice.

GENERAL INFORMATION

CLASS CONTENT

The institution reserves the right to make changes to improve the quality or content of the programs of study offered.

CLASS SIZE

Class sizes vary depending on a number of factors; however, a laboratory course will not have more than 30 students and a lecture course will not have more than 50 students. Additionally, nursing laboratory courses are limited to no more than 12 students and nursing clinical courses are limited to no more than 10 students.

CLASS SCHEDULES

Day classes are scheduled between the hours of 7:45 a.m. and 5:30 p.m., Monday through Friday and (as required) Saturday.

Evening classes are scheduled between 5:00 p.m. and 11:00 p.m., Monday through Thursday, and (as required) Saturday.

Online courses are available 24 hours per day on the Internet at http://connect.globeuniversity.edu/ or http://connect.msbcollege.edu/.

A student may register in a degree, diploma or certificate program or in individual subject areas.

Nursing courses that include lab and clinical experiences will be scheduled Monday through Saturday, generally between the hours of 6:00 a.m. and 11:30 p.m. and occasionally between 11:00 p.m. and 7:30 a.m.

Nursing program policies do not excuse students from class or clinical experience due to employment schedules. Students are expected to commit to scheduled hours and courses.

Nursing program students must complete clinical hours within the quarter when the clinical course is offered and in the specific program course sequence.

Every effort is made to minimize conflicts between students' personal and employment requirements and class schedules. However, the institution has the right to schedule the students' class hours within the limitations of its facilities and overall enrollment.

COURSE CANCELLATION

The school reserves the right to cancel any class or program when enrollment is under fifteen students.

CRIMINAL BACKGROUND CHECK

A student who is entering and completing a career program should be aware that future employers may elect, or be required, to do background investigations on prospective employees to determine if any criminal records exist. This most frequently occurs when a prospective employee will be involved in "direct contact services" with clients or residents. Background checks may also be required for internships, externships, and practicums.

Nursing students must be in compliance with Minnesota law regarding criminal background checks; GU/MSB will be responsible for obtaining criminal background checks according to Minnesota law. All students are required to be in compliance prior to acceptance and to have an annual background check done while in the program.

DEFINITION OF A STUDENT

Under Minnesota State law, the word student means the student if the student is a party to the contract, or the student's parent, guardian or other person if the parent, guardian or other person is a party to the contract on behalf of the student.

EXTERNSHIP/ INTERNSHIP/CLINICAL SITES

A site for a Nursing, Massage Therapy, Medical Assistant, Exercise Science , Digital Video, Paralegal, or Veterinary Technology externship or clinical is generally provided within a fifty mile radius of the student's home or home campus. A site outside of that radius may, depending on appropriateness and availability, be secured for the benefit of the student.

Students are required to attend a pre-externship meeting in the quarter prior to the externship. The externship coordinator will notify students of the time and location of this meeting.

All externships must be completed during the normal business hours of the externship site, regardless of whether the student normally attends day and/or evening courses.

A student who is terminated from an externship will receive an F for the course and must come before an appeals committee before being placed on an externship again. Students who receive an F and are not successful in their appeal will also have to repeat and repay for the course. Students will not be permitted to attempt a third externship unless determined otherwise by school officials. In the event of two failed attempts with no provision for a third attempt, the student will not be permitted to graduate nor receive a diploma/degree.

GENERAL EDUCATION

Globe University/Minnesota School of Business integrates general education into all degree programs. The purpose is to engage and expose the student to the liberal arts disciplines, providing critical and analytical skills and intellectual knowledge that serve as a base for lifelong learning and allow the student to function as a well-informed global citizen.

An associate in applied science degree program requires the student to earn a minimum of 30 general education quarter-hour credits, including three or more quarter-hour credits in each of the following four disciplines: communications, humanities, natural science and mathematics, and social science.

A bachelor's degree program requires the student to earn a minimum of 54 general education quarter-hour credits, including six or more quarter-hour credits in each of the following four disciplines: communications, humanities, natural science and mathematics, and social science.

A graduate degree program integrates general education topics throughout each program's curriculum.

The following are goals for each of the four general education disciplines:

Communications

Students will become effective communicators who apply the principles of communication in reading, writing, speaking, and listening.

Humanities

Students' knowledge of the human condition and human cultures will expand, especially in relation to behavior, ideas, and values expressed in works of human imagination and intellect.

Natural Science and Mathematics

Students will gain improved understanding of natural science principles and the methods of scientific inquiry; learn the vocabulary of science and realize the importance of ongoing scientific inquiry as a basis for lifelong learning; and increase their knowledge and application of mathematical and logical modes of thinking.

Social Science

Students will consider major ideas and historical events that shape society, including knowledge of the function of social, cultural, and political systems and the variability of human behavior.

GRIEVANCE POLICY

Globe University/Minnesota School of Business has established the following policy and procedures to assist students with grievances:

1. A student is encouraged to make every attempt to resolve a grievance directly with the staff or faculty member involved.

2. If the student feels unable to resolve the difference in that way, the student may state the grievance to the department supervisor or the dean of education/students (the dean of faculty will be involved as appropriate). A student who experiences a conflict or problem with an online instructor, and cannot resolve the grievance directly with the online instructor, can state the grievance to the online learning coordinator, the online dean of education/students, or the campus dean of education/students.

3. An appeal or grievance not resolved to the student's satisfaction at that level may be submitted in writing to the campus director for resolution.

4. If a resolution is not reached at that level, the student may submit an appeal to school ownership at the following:

   Globe Education Network
   8089 Globe Drive – Third Floor
   Woodbury, MN 55125
   Phone: 651-332-8000

The issue will be resolved promptly and equitably.

Concerns may also be addressed to: Accrediting Council for Independent Colleges and Schools, 750 First Street Northeast, Suite 980, Washington, D.C. 20002-4241, Phone: 202-336-6780, Fax: 202-842-2593.

Globe University/Minnesota School of Business students in Minnesota may address concerns to: Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227, Phone: 651-642-0567.

Globe University students in South Dakota may address concerns to: South Dakota Department of Education, 700 Governors Drive, Pierre, SD 57501, Phone: 605-773-3134.

Globe University students in Wisconsin may address concerns to: Educational Approval Board, 30 West Mifflin Street, Ninth Floor, P.O. Box 8696, Madison, WI 53708-8696, Phone: 608-266-1996, Fax: 608-264-8477 or email: eabmail@eab.state.wi.us.

GUIDANCE

The school provides academic and financial guidance for students in need of these services.

HEALTH AND SAFETY

Classrooms and laboratories comply with the requirements of the various federal, state, and local building codes and Board of Health and fire department regulations. In case of emergency, the school will obtain the services of medical professionals as required. However, Globe University/Minnesota School of Business does not provide health care or counseling services to its students.

HEALTH INSURANCE

Participating Nursing, Medical Assistant and Veterinary Technology students are encouraged to carry their own health insurance coverage and are solely responsible for their own health care cost. The school does not provide health insurance coverage for its students and the school is not responsible for any medical expenses incurred by its students.

INDEPENDENT STUDY

Under exceptional circumstances, a request to complete a required course through independent study may be granted. The method of course completion, including but not limited to, specific assignments, deadlines, and examination dates, will be under the supervision of a faculty member. Some courses may not be suitable for this format; graduate courses (500-level and above) are not offered in an independent study format. The circumstances under which independent study will be approved are very limited. A request must be approved by the dean of education/students and campus director and approval will be contingent on availability.

LIMITATION OF LIABILITY

Liability for damages arising from a claim brought by the student against the institution shall be limited to the sum of money the student actually paid the institution for tuition, fees, and books and to any actual costs and disbursements (not including attorney's fees) awarded the student by an arbitrator.

NAME CHANGES

A student whose name has changed must provide the campus with a Social Security card showing the new name. This is required before any official records can be updated. Documents regarding the name change will be stored in secure financial aid documents.

OFFICE HOURS

Monday through Thursday: 7:30 a.m. – 10:00 p.m.
Friday: 7:30 a.m. – 4:00 p.m.
Saturday: 9:00 a.m. – 2:00 p.m.

ONLINE EDUCATION

Students enrolled at Globe University, Minnesota School of Business, Broadview University, Duluth Business University, the Institute of Production and Recording, and Minnesota School of Cosmetology have the option to earn credit for equivalent online courses and programs. Online courses are administered through a centralized, shared virtual learning environment, CampusConnect, and delivered by campuses that are approved for online delivery.

This mode of delivery offers flexibility and convenience for busy students. Students can access course material within broad time frames that accommodate their schedules. Assignments and activities are conducted through chat, email, discussion boards, webinars, and online tutorials. Courses are divided into units, with assignments and learning activities required each week (see Attendance Requirements section of this catalog). Some courses may offer scheduled meeting times for live lectures and office hours. A student should contact the academic services department with any education questions and contact the service deskwith any technical issues including those involving CampusConnect.

In order to register for an online course, a student must, at a minimum, have consistent access to the Internet multiple times per week. Some online courses require certain software packages which can be purchased through the online bookstore. It is highly recommended that students have their own computer equipped with the system requirements in order to succeed in online courses:

Internet Connection	Broadband (cable or DSL) recommended
Hardware	Any computer purchased new within 2 years of your start date (computer, laptop, Surface) Minimum Recommended Specs: • Processor: Atom or I3 • Memory: 4GB or higher • Storage: 64GB minimum • Must be WiFi capable Note: Kindle Fire, generic tablet are not acceptable devices
Operating System	Microsoft Windows 7 or higher, Windows 10 preferred Apple OS X v10.10 (Yosemite) or higher, OS X v10.11 (El Capitan) preferred.
Software	MS Office 2010 or higher (Microsoft Office Professional 2013 is required for some classes) Note: Current version of MS Windows and Office are available to active students for Windows and Mac at no charge. Additional software may be required depending on the class, however, most of the required software is available for students within CampusConnect at no additional charge We also recommend antivirus software and personal Firewall
Browser	Current versions of Chrome, Internet Explorer, Firefox and/or Safari (OS X Only) Note: It is required to have multiple browser options. Some applications only perform in specific browsers.
Email Capabilities	An email account through the college email system is provided and required.
Internet/ Computer Access	Students who do not own a computer must have consistent access multiple times per week to a computer that meets these minimum requirements

All first-time online students must successfully complete the Orientation to CampusConnect course before starting their first online class. This orientation will teach students how to use all of the tools within CampusConnect, GU/MSB's online learning environment. CampusConnect is a comprehensive virtual campus that will allow students to access all of their online course and school resources in one convenient location. The Orientation to CampusConnect course will be facilitated in CampusConnect by the campus online learning coordinator who is available to assist students with completing the orientation successfully and preparing them to begin their first online class.

Students will receive an email at their student email account with information on how to start the online orientation and all students should start the orientation course within 72 hours of receipt of their orientation invitation email.

A student registered for an online course is expected to log into the course within the first 72 hours (three days) of the quarter and log in and participate in the course at least once per week throughout the quarter. It is highly recommended that a student registered in an online course log in to his/her course at least three times per week each week of the quarter.

NON-DISCRIMINATION POLICY

Globe Education Network institutions offer equal opportunities in all of their academic programs or activities without distinction or discrimination because of race, color, sex, religion, age, sexual orientation, nationality, ethnic origin, physical or mental disability, or veteran status.

In accordance with United States Department of Education Title IX of the Education Amendments of 1972, 29 U.S.C. §§ 1681 et seq. (Title IX) and its implementing regulations, 34 C.F.R. Part 106, Globe University/Minnesota School of Business strictly prohibits discrimination on the basis of sex in any education programs or activities by students and employees of our campuses. Additionally, in accordance with Title VI, Section 504, and the Age Discrimination Act, the following individuals are designated to handle inquiries regarding the non-discrimination policies:

Betsy Conway, Director of Human Resources
Globe University/Minnesota School of Business
8089 Globe Drive – Third Floor
Woodbury, Minnesota 55125
Phone: 651-332-8015
Email: bconway@globeuniversity.edu

Lynn Lundquist, Manager of Compliance and Student Services
Globe University/Minnesota School of Business
8089 Globe Drive – Third Floor
Woodbury, Minnesota 55125
Phone: 651-332-8000
Email: llundquist@globeuniversity.edu

Kimberly Stevens, Campus Director
Globe University-Appleton
5045 West Grande Market Drive
Grand Chute, Wisconsin 54913
Phone: 920-364-1100
Email: kstevens@globeuniversity.edu

Gary Wheeler, Dean of Education
Globe University-Eau Claire
4955 Bullis Farm Road
Eau Claire, Wisconsin 54701
Phone: 715-855-6600
Email: gwheeler@globeuniversity.edu

Erik Engberg, Dean of Education
Globe University-Green Bay
2620 Development Drive
Bellevue, Wisconsin 54311
Phone: 920-264-1600
Email: eengberg@globeuniversity.edu

June Vatland, Dean of Education
Globe University-La Crosse
2651 Midwest Drive
Onalaska, Wisconsin 54650
Phone: 608-779-2600
Email: jvatland@globeuniversity.edu

Krista Zimonick, Dean of Education
Globe University-Madison East
4901 Eastpark Boulevard
Madison, Wisconsin 53718
Phone: 608-830-6914
Email: kzimonick@globeuniversity.edu

Joan Nyamhondoro, Dean of Education
Globe University-Madison West
1345 Deming Way
Middleton, Wisconsin 53562
Phone: 608-830-6900
Email: jnyamhondoro@globeuniversity.edu

Rachel Paulson, Dean of Students
Globe University-Minneapolis Downtown
80 South 8th Street, Suite 51
Minneapolis, Minnesota 55402
Phone: 612-455-3000
Email: rpaulson@globeuniversity.edu

Kristen O'Connell , Dean of Students
Globe University-Online Division
1401 West 76th Street, Suite 300
Richfield, Minnesota 55423
Phone: 877-609-8889
Email: koconnell@globeuniversity.edu

Jay Meyers, Dean of Education
Globe University-Sioux Falls
5101 South Broadband Lane
Sioux Falls, South Dakota 57108
Phone: 605-977-0705
Email: jmeyer@globeuniversity.edu

Stacey Lilla, Dean of Education
Globe University-Wausau
1480 County Road Xx
Rothschild, Wisconsin 54474
Phone: 715-301-1300
Email: slilla@globeuniversity.edu

Kelley Aliffi, Dean of Education
Globe University-Woodbury
8089 Globe Drive
Woodbury, Minnesota 55125
Phone: 651-730-5100
Email: kaliffi@globeuniversity.edu

Julie Kresh, Dean of Education
Minnesota School of Business-Blaine
3680 Pheasant Ridge Drive Northeast
Blaine, Minnesota 55449
Phone: 763-225-8000
Email: jkresh@msbcollege.edu

Diana Igo, Campus Director
Minnesota School of Business-Brooklyn Center
5910 Shingle Creek Parkway
Brooklyn Center, Minnesota 55430
Phone: 763-566-7777
Email: digo@msbcollege.edu

Meghan Paulson, Dean of Students
Minnesota School of Business-Elk River
11500 193rd Avenue Northwest
Elk River, Minnesota 55330
Phone: 763-367-7000
Email: mpaulson@msbcollege.edu

Joel Bisser, Dean of Education
Minnesota School of Business-Lakeville
17685 Juniper Path
Lakeville, Minnesota 55044
Phone: 952-892-9000
Email: jbisser@msbcollege.edu

Bobbi Bricker, Campus Director
Globe University -Moorhead
2777 34th Street South
Moorhead, Minnesota 56560
Phone: 218-422-1000
Email: bbricker@msbcollege.edu

Kristen O'Connell, Dean of Education
Minnesota School of Business-Online Division
8089 Globe Drive
Woodbury, MN 55125
Phone: 877-609-8889
Email: koconnell@globeuniversity.edu

Elaine Vandenburgh, Campus Director
Minnesota School of Business-Plymouth
1455 County Road 101 North
Plymouth, Minnesota 55447
Phone: 763-476-2000
Email: evandenburgh@msbcollege.edu

Patrick Shay, Dean of Students
Minnesota School of Business-Richfield
1401 West 76th Street
Richfield, Minnesota 55423
Phone: 612-861-2000
Email: pshay@msbcollege.edu

Ree Nae Roberge-Greene, Dean of Education
Minnesota School of Business-Rochester
2521 Pennington Drive Northwest
Rochester, Minnesota 55901
Phone: 507-536-9500
Email: rgreene@msbcollege.edu

Carrie Winter, Dean of Students
Minnesota School of Business-St. Cloud
1201 2nd Street South
Waite Park, Minnesota 56387
Phone: 320-257-2000
Email: carriewinter@msbcollege.edu

These individuals have been adequately trained and are responsible for investigating complaints of non-compliance. General procedures for the resolution of grievances can be found in the Grievance Policy section of this catalog. Grievances will be resolved promptly and equitably.

For further information on notice of non-discrimination, see the information below for the office that serves your area.

The OCR office for Minnesota and Wisconsin:
Chicago Office
Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 West Madison Street, Suite 1475
Chicago, Illinois 60661-4544
Phone: 312-730-1560; TDD: 877-521-2172
Fax: 312-730-1576
Email: OCR.Chicago@ed.gov

The OCR office for South Dakota:
Kansas City Office
Office for Civil Rights
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114-3302
Phone: 816-268-0550; TDD: 877-521-2172
Fax: 816-823-1404
Email: OCR.KansasCity@ed.gov

The OCR National Headquarters:
U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue Southwest
Washington, D.C. 20202-1100
Phone: 800-421-3481; TDD: 877-521-2172
Fax: 202-453-6012
Email: OCR@ed.gov

REFRESHER COURSES

Any graduate of Globe University/Minnesota School of Business may return and audit any previously completed course. A graduate who wishes to exercise this option should contact the dean of education/ students at the campus. The graduate will be assigned to a class for auditing, tuition-free, on a space available basis. The student may attend the course for only the cost of books, fees, and/or supplies.

RESOLUTION OF ALL DISPUTES

Except as otherwise provided in Wisconsin Statutes Section 38.50(10) (f), disputes and civil claims between students and any of the schools listed on the Enrollment Application, or between students and any officers, directors, shareholders, agents, or employees of said school(s), which are not resolved informally or through a school's internal dispute resolution procedures, shall be submitted to binding arbitration before a retired judge appointed by the Chief Judge of the State District Court located in the county in which the school is located. This Resolution of All Disputes section shall be governed by the Uniform Arbitration Act, Minnesota Statutes 572.08-30, and be conducted in accordance with the Rules of Commercial Arbitration of the American Arbitration Association. Except for claims for non-payment of tuition, this dispute resolution clause shall apply to all disputes and claims of any kind or nature whatsoever between a student and the school, regardless of when said claim arises or whether the student is still enrolled at the school.

SCHEDULE CHANGES, WITHDRAWALS AND RE-ENTRIES

Permission for a change in the program of study or class schedule must be obtained from the dean of education/students. A student who wishes to withdraw from a program must notify the dean of education/students in advance of withdrawal. A student who wishes to re-enter a program must contact the academic services department for an appointment.

Nursing Program Requirements

Retaking Courses/Re-entry to Program Policy

1. No RN course may be repeated more than once.

2. If any component of a Nursing course is not successfully completed, the entire course must be repeated and completed with a grade of C or greater on the next attempt. This includes lecture/theory, lab, and/or clinical components of a course, as applicable.

3. Students are not allowed to automatically repeat a Nursing course. Any student failing or withdrawing from a Nursing course must follow program policy.

4. Students who withdraw, fail, or receive a grade of D in one or more Nursing courses in one quarter will receive notification stating they are on probation and are required to schedule an appointment with the dean of nursing and faculty committee regarding the student's status and/or progression within the program.

5. Eligible students will not be allowed to re-register for a failed course or any other Nursing course until approval is given by the dean of nursing and faculty committee.

6. Students required to repeat a course due to a withdrawal or failing grade will be considered a re-entry student. Students may re-enter the program one time only. Re-entry will be based on course sequencing and space available.

7. Due to the sequential nature of the Nursing curriculum:

    a. The student may not be able to re-enter and register for the failed Nursing course for one academic year or four quarters.

    b. Based on pre-requisites, the student may not be able to re-enter and progress in other Nursing courses until the failed course is successfully repeated.

    c. Graduation will be delayed, based on the course(s) required to be repeated.

    d. Re-entry may be granted on a space available basis only for courses with a clinical component.

    e. The student may not be able to progress in general education or RN designated courses if a grade of W (withdraw) or a letter grade of D or less is received in a general education course that is a pre-requisite.

8. The program reserves the right to deny approval for re-entry to the program based on re-entry program criteria and compliance with completion of re-entry conditions by the student.

Conditions for Exit from the Nursing Program

Nursing program students are allowed one re-entry to the program. Students required to repeat a Nursing course due to a withdrawal or failing grade will be considered a re-entry student.

Students will be permanently exited from the Nursing program if they have failed or withdrawn from:

1. The same Nursing course more than once.

2. Two different RN courses over more than one quarter, including a course previously failed and repeated with a passing grade.

3. Re-entry may be approved or denied by the Nursing program. The Nursing program reserves the right to deny approval for re-entry to the program based on re-entry program criteria and compliance with completion of re-entry conditions by the student.

The Nursing program reserves the right to summarily exit a student at any time for unsafe or unethical performance or violation of the Code of Conduct.

SEXUAL HARASSMENT/SEXUAL ASSAULT

Globe University/Minnesota School of Business regards sexual harassment and/or sexual assault of others by employees or students as unacceptable behavior, which is just cause for disciplinary action. It is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, the Minnesota Human Rights Law, and Title IX of the Education Amendments, and is punishable under both federal and state laws. A student who experiences sexual harassment and/or sexual assault is encouraged to inform the dean of education/students and, if appropriate, register a complaint. As sexual harassment/assault is a discriminatory act, please see the Non-Discrimination Policy section of this catalog for contact information at individual campuses.

BULLYING

Globe University/Minnesota School of Business regards bullying of others by employees or students as unacceptable behavior and is just cause for disciplinary action. A student who experiences bullying is encouraged to inform the dean of education/students and, if applicable, register a complaint.

STUDENT COURSE LOAD POLICY

In order to complete a degree in the standard time frame (one and one-half to two years for an associate degree and three years for a bachelor's degree), a student must complete an average of 15 credits per quarter, based on attending four quarters a year. In order to complete a degree in the standard time frame for a masters; program (one and a half years), and for a doctoral program (two years), a student must complete an average of 9 to 10 credits per quarter. That course load may include credits earned in the following ways: at the student's home campus, online, through attendance at a non-home campus or school for which a consortium agreement exists and through externship/internship hours.

Globe University/Minnesota School of Business provides a master class schedule that lists all course offerings at all campuses for the specified quarter. The course catalog will note programs that require students to travel to specific campuses for specialized courses or for courses that may have limited offerings. Students who choose not to follow the recommended course sequence for a program may need to take a required class at another campus, online, or through a blended delivery format.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee students with disabling conditions equal access to educational opportunities. All students with physical or mental disabling conditions seeking academic adjustments and/or other modifications because of a disabling condition are eligible to receive academic adjustments in the educational environment and for participating in programs, services, and activities offered by Globe Education Network member schools. Academic adjustments and/or modifications include, but are not limited to, auxiliary aids, changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, adaptation of the manner in which specific courses are conducted, and/or modification of school policies and procedures. Globe University/Minnesota School of Business is not required to make adjustments and/or modifications that are essential to the instruction being pursued or would fundamentally alter the nature of the service, program or activity, those that represent a personal service, or those that would result in a violation of accreditation or regulatory requirements.

A student wishing to request reasonable accommodation must submit a Disclosure of Disabling Condition and Request for Academic Adjustment to the dean of education/students at the student's home campus, including acceptable documentation concerning the disability, so that reasonable accommodations can be made. Some important considerations follow:

1. Potential students requesting accommodations for the entrance assessment must complete the accommodations process prior to being granted such accommodation.

2. Accommodations are not granted on a retroactive basis. Academic work that has been submitted prior to a request cannot be resubmitted with the accommodations granted and will remain graded as originally submitted.

3. Applicants requesting accommodations must acknowledge that the school is afforded an appropriate amount of time to determine and secure reasonable accommodations. Accommodations that require the acquisition of equipment, software/hardware, or additional resources will require additional time to secure and will not be immediately available upon request.

It is the student's responsibility to self-disclose a disabling condition and to request reasonable accommodation as soon as the student determines a need or desire for such accommodation. For more information about required documentation or to request academic adjustments, please contact the dean of education/students at your home campus.

TERMINATION BY THE INSTITUTION

The institution reserves the right to terminate the enrollment of any student who engages in the following:

» Failure to maintain passing grades

» Tardiness or absences in excess of school policy

» Failure to pay a school financial account

» Destruction of or damage to any property of the school (the student may also be held liable for repair or replacement of the damaged property)

» Unlawful or improper conduct (including academic dishonesty)

» Conduct contrary to the best interest of the school or that reflects discredit upon the school

» Behavior disruptive of normal classroom conduct

TRANSCRIPTS

A copy of each student's transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974. The school reserves the right to withhold an official transcript if the student's financial account is in arrears.

There is a processing fee of $5 for each official transcript.

Transcripts issued by Globe University/Minnesota School of Business will include the student's coursework completed at those institutions and any additional coursework completed at Broadview University, the Institute of Production and Recording, and/or Minnesota School of Cosmetology.

U.S. DEPARTMENT OF EDUCATION PROGRAM DISCLOSURES

Information regarding program cost, graduate outcomes, and the occupations each program prepares students to enter can be accessed via links on the individual program web pages within the Globe University and Minnesota School of Business websites. The program web pages can be accessed by using the following links: Globe University programs – http://www.globeuniversity.edu/outcomes; Minnesota School of Business programs –http://www.msbcollege.edu/outcomes.

ACADEMIC INFORMATION

ADD/DROP PERIOD

The first five business days of each course session (and the first business day of the second week of the quarter for individual classes that meet for the first time on Saturday of the first week of the course) are designated as the "add/drop period" for schedule changes involving individual courses. By the end of the five-day period, each individual's schedule will be in place for the remainder of the course length. Individual courses dropped during this period will not appear on a student's transcript and no tuition will be charged. Students who attend classes within the add/drop period and completely withdraw from school during the first week will be charged for the portion of the courses attended and receive a grade of W. Courses that a student has attended and dropped after the add/drop period will appear on the student's transcript. Tuition and applicable fees for the course will be charged to the student's account.

ATTENDANCE REQUIREMENTS

Students are expected to be present and on time for all residential class meetings. Globe University/Minnesota School of Business does not distinguish types of absence. Instead, attendance is monitored for all class sessions and is recorded as actual time attended. Any time missed from a scheduled class is considered time absent. The student is responsible for notifying the academic services department of any absences. The student is also responsible for communicating with his/her instructor when absent from part or all of a class to determine missed assignments, due dates, and his/her eligibility for submitting missed class work.

A student registered for an online course is expected to log into the course within the first 72 hours (three days) of the quarter and log in and participate in the course at least once per week throughout the quarter. Online courses require a high level of interaction and participation in the course environment. It is highly recommended that students registered in online courses log in to each course at least three times per week each week of the quarter.

Ten consecutive business days of absences from one or more courses will result in the administrative withdrawal from such course(s) and may lead to discontinuation of enrollment at GU/MSB. This may result in failure of the course(s) and may lead to discontinuation of enrollment at GU/MSB. A student not in attendance by the end of the add/drop period may be dropped from all courses and withdrawn from school.

Regular and punctual attendance is a very important part of training for employment. Undergraduate students who achieves perfect attendance in a given quarter will receive a 25% discount off of one merchandise item purchased the quarter following the student's achievement. Perfect attendance for residential courses is defined as being present for the full length of every class period for which the student is registered for the entire length of the quarter. Perfect attendance for online courses is defined as meeting the discussion board deadlines and expectations each week (Monday through Sunday), outlined in the Online Class Expectations of every online course. Perfect attendance for hybrid courses is defined as participating once a week in the online component of the course

and present for the full length of every residential class session. The perfect attendance savings will only be granted to students who are actively taking classes in the quarter immediately following the earning of the perfect attendance award. Students who take a quarter off will forego the perfect attendance savings.

AUDIT POLICY

An audited course is one in which a student who is enrolled in a program and is actively taking classes is allowed to attend class and participate. The student is expected to fulfill the audit agreement as determined by the dean of education/students and is encouraged to participate fully in all aspects of the class. A student who wishes to audit a course must obtain permission from the dean of education/students and register for the course. A student may not change a course registration from credit to audit after the add/drop period. A student auditing a course will be responsible for the cost of books and/or supplies and fees associated with the course. Any graduate of GU/MSB may return and audit any previously completed course as a refresher (please see Refresher Courses in the General Information section of this catalog).

CONDUCT

A student must establish and maintain a record of good standing throughout the student's program. Good standing includes satisfactory attendance and academic performance as well as courteous personal behavior. Any conduct that disrupts the learning environment may result in permanent dismissal. The institution reserves the right to dismiss a student when personal conduct, attendance, or academic progress is considered to be unsatisfactory. The student will only be readmitted to school with the approval of the campus director and dean of education/students. Globe University/Minnesota School of Business is committed to providing an open, diverse, and insightful learning environment in all of its residential and online courses. Communication in the online course environment should at all times be professional, courteous, and respectful of the diversity of the community.

Academic Dishonesty

Academic dishonesty includes cheating on tests or assignments, turning in work completed by others, turning in the same work or portions of the same work for different courses without the prior approval of the instructors, providing false or misleading information to faculty or staff members, unauthorized collaboration on any academic work that is intended to be completed individually, or plagiarizing. All work submitted must be in the student's own words and must cite the source of the idea where applicable. Students who act dishonestly may receive a zero or receive a failing grade for the course. Repeated or serious violations may result in termination of educational privileges. If a student wishes to appeal disciplinary actions such as these, he or she must follow the grievance policy found in this catalog.

Academic Freedom

Students are entitled to freedom in the classroom in discussing their subject, but should be careful not to introduce controversial matters that have no relation to the subject.

Explicit Internet Content

Computers are located in public areas and, as such, material viewed is not private. Users must be considerate of other individuals using the public space and refrain from displaying materials that might reasonably be considered objectionable by others. In addition, the viewing of pornographic material may be grounds for sexual harassment charges by other users. Any such grievances will be investigated and resolved per the Globe Education Network grievance policy in the Sexual Harassment/Sexual Assault section of this catalog. If use of the Internet becomes disruptive or objectionable, a librarian, staff, or faculty member may ask the offending user to leave and may result in permanent expulsion from school at any Globe Education Network member campus.

COURSE NUMBERING

The following is a guideline for course numbers and sequencing:

00-99	Remedial coursework
100-149	Courses having no prerequisite and normally taken during the first quarter
150-199	Courses normally having prerequisites from the 100-149 level
200-249	Courses normally having prerequisites from the 150-199 level
250-299	Courses normally having prerequisites from the 200-249 level
300-499	Courses are upper-level and satisfy upper-level course requirements in bachelor's degree programs
300-399	Courses normally having prerequisites from the 100-299 level
400-499	Courses normally having prerequisites from the 100-399 level
500-699	Courses normally at the masters' program level
700 and above	Courses normally at the doctoral program level

Definitions of prerequisite, co-requisite, and concurrent:

» Prerequisite: Course must have been taken in a prior quarter

» Co-requisite: Course must be taken in the same quarter

» Concurrent: Course may be taken in the same quarter

DIPLOMA DEGREE

Upon successful completion of requirements for graduation, the school will award the appropriate diploma or degree.

GRADE LEVELS

A student attending GU/MSB will advance beyond freshman-grade level upon successful completion of 36 credits of training. Each additional 36 credits of successful training will represent advancement to the next grade level.

An undergraduate student taking 12 or more credits is full-time. An undergraduate student taking 9 to 11 credits is three-quarter time. An undergraduate student taking 6 to 8 credits is half-time.

A Master's student taking 6 or more credits is full-time; a Master's student taking less than 6 credits is part-time. A Doctoral student taking 5 or more credits is full-time; a Doctoral student taking less than 5 credits is part-time.

GRADING

The purpose of training at GU/MSB is to prepare graduates for entry-level employment and success in their chosen careers. Grading is administered to correlate a student's progress in terms related to employee proficiency expected by business and industry. Grading is based on daily performance in class and laboratory and the student's level of achievement on tests, assignments, laboratory projects and final exams. Final grade reports will be available to students at the end of each quarter.

A   **Excellent (4.0):** Indicates a superior grasp of material as demonstrated by excellent performance on assignments and examinations, a strong predictor of career success.

AD   **Audit (0):** Indicates that the student audited this course and received no credit for the course.

B   **Good (3.0):** Indicates a good level of proficiency, a strong indication of career success.

C   **Satisfactory (2.0):** Indicates a satisfactory level of achievement to enable successful employment or completion of further coursework.

D   **Unsatisfactory (1.0):** Indicates a marginal level of achievement.

D*   **Unsatisfactory (0):** Indicates unsatisfactory performance. A student earning a grade of a D* in any Medical Assistant, Nursing or Veterinary Technology required course (see Program Specific Grading Requirements section) must repeat that course satisfactorily prior to graduation.

F   **Fail (0):** Indicates unsatisfactory performance. A student earning a grade of F in any required course must repeat that course satisfactorily prior to graduation.

F*   **Fail:** Indicates that a student has failed this course and, in a subsequent quarter, has retaken the course and successfully completed the requirements.

FL   **Fail:** Indicates unsatisfactory performance in a pass/fail course. The student must repeat that course with a grade of pass prior to graduation.

FD   **Fail/Drop (0):** Indicates that a student has dropped a class after the 75 percent completion point of the scheduled sessions for the class and failed to complete the requirements to earn a passing grade. The student must repeat any course required for graduation with a passing grade.

I   **Incomplete (0):** Indicates that a student has not completed all work required for the course because of some unusual event. Incomplete work must be made up. An I grade may be given only with the approval of the instructor and the dean of education/students. Incomplete work must be submitted no later than the second Friday after the end of the quarter the grade was issued. If the incomplete grade is not resolved by this deadline, it will be changed to an F and will be included in the cumulative grade point average.

P   **Proficiency through Advanced Standing:** Indicates that the student has earned credits for this course by successfully demonstrating proficiency through advanced standing.

PL   **Prior Learning:**3 Indicates that a student has received credit for this course by successfully documenting prior learning, received outside of the traditional classroom, equivalent to the academic content.

PS   **Pass:** Indicates that the student has passed the course with a satisfactory level of achievement.

TR   **Transfer Credits:** Indicates that the student has earned transfer credits for this course at another institution or from another program of study at GU/MSB.

W   **Withdrawal (0):** Indicates that a student has withdrawn from the course prior to the 75 percent completion point of the scheduled sessions for the class.

WE   **Work Experience:** Indicates that a student has received credit for this course by successfully documenting professional work experience closely related to the defined coursework.

WM   **Withdrawal for Military Duty:** Indicates that a student has withdrawn from the course prior to 75 percent of the scheduled class meeting sessions due to military commitments.

PROGRAM SPECIFIC GRADE REQUIREMENTS

A grade of C or higher is required to pass courses in certain programs:

» AAS Medical Assistant students must pass all core courses, (excluding PD160 Professional Communications I, PD200 Professional Communication II, and program electives) in addition to, NS140 Anatomy and Physiology I, and NS150 Anatomy and Physiology II with a grade of C or higher.

» Medical Assistant Diploma students must pass all core courses, excluding PD160 Professional Communications I and PD200 Professional Communications II, with a grade of C or higher.

» BS Nursing students must pass all core courses and all general education courses taken with a grade of C or higher.

» Bachelor of Veterinary Technology Management and Associates of Veterinary Technology students must pass all VT courses and NS105 Biology with a grade of C or higher.

» Refer to graduate catalog for specific grade requirements for the masters' and doctoral program.

GRADUATION REQUIREMENTS

In order to graduate, a student must attain an overall 2.0 cumulative grade point average, attain minimum skill requirements in the selected program, if applicable, and successfully complete all required courses in the program. Pursuant to statute 460.06(2) of Wisconsin ACT 355, Globe University massage therapy students enrolled at Wisconsin campuses are not eligible to be considered a graduate until they have taken and passed the Wisconsin State Law exam. A candidate for graduation must be free of indebtedness to the school.

Maximum Time Frame or Required Completion Rate Evaluation (as part of Satisfactory Academic Progress)

The maximum time frame/required completion rate allowed for a student to complete a program is one and one-half times the number of required credits for the program in which the student is enrolled. The maximum time frame is calculated for each student and is reduced or increased to reflect course exemptions, transfer credits, the need for developmental courses, or changes in programs. A student is evaluated according to credit hours attempted versus credit hours completed.

In no case can a student, either as a regular student or in an extended enrollment status, exceed one and one-half times the standard time frame as defined by the institution and receive the original academic credential for which he/she enrolled.

Nursing Program Requirements
Program Progression and Graduation Requirements
Background Study

Minnesota law requires health care facilities, licensed by the Minnesota Department of Health, have a background study conducted by the state for individuals who provide direct contact services to patients and residents in their facilities and programs. These studies are required each year.

The Nursing program is required to provide documentation to all clinical partners that students, participating in a clinical course within their facility, are cleared to provide care without restrictions. An individual who is disqualified as a result of the study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in any clinical activities in a Minnesota licensed health care facility.

A student who refuses a background study, or is disqualified as a result of the study, and whose disqualification is not set aside by the Commissioner of Health, will not be able to enroll in, or complete, a course that has clinical experience as a component for successful completion. The student will be unable to successfully complete the requirements of the course(s) and the program and may be exited from the program.

Students who are disqualified, or fail to participate in the background study process, will be counseled to 1) drop registration prior to the start of the quarter, or 2) withdraw from a course requiring clinical experience, before the date on the college calendar indicating the last day to drop or withdraw. If it is past this date, or a student chooses not to withdraw, the student will receive a grade of F for the course. If the student refuses to participate in the background study, the clinical facility will refuse to accept the student.

HIPAA Requirement

Students are required to complete and sign a Nursing Program Confidentiality Form prior to their first clinical experience. Students should retain a copy. The original will be placed in the Nursing program student file.

Prior to beginning any clinical experience in the Nursing program, students must complete a Health Insurance Portability and Accountability Act (HIPAA) training according to policy/procedure at each clinical site.

HONORS

In order to stress the importance of academic performance, the institution awards academic honor recognition quarterly to qualifying students. A student must achieve a quarterly grade point average of 3.5 or above to achieve the honors recognition, and a quarterly grade point average of 4.0 to achieve highest honors.

A student maintaining a cumulative grade point average of 3.5 or above will graduate with honors. A student maintaining a cumulative grade point average of 4.0 will graduate with highest honors.

The institution also recognizes perfect attendance.

LEAVE OF ABSENCE POLICY

Globe University/Minnesota School of Business does not offer leaves of absence.

MILITARY ABSENCE

As an alternative to withdrawal for military duty, a student in the military will be allowed to choose an extension on coursework and exams for the time that the student is absent. The student must notify the campus academic services department and provide documentation including military orders or a letter of activation from the student's military unit indicating the specific dates of service. A student on active duty who encounters an extended mission of a sensitive nature is eligible for military absence. In this situation, the student needs to send an email and/or letter from his or her unit stating the student will be unavailable for a timeframe, but not the nature of the mission. Finally, a military student who successfully completed a sufficient amount of course work before the military absence began may be issued a grade of incomplete or the grade that the student earned to that date.

In order to select the most appropriate option in light of a student's academic needs, the student must contact the academic services department at his or her home campus. Lack of notification may result in ineligibility to receive these provisions.

PROGRAM/CURRICULUM REVISIONS

The school reserves the right to vary the sequence of courses and to revise curriculum content to upgrade program material. A student who drops from school for one or more quarters will be required to re-enter the program under catalog requirements current at the time of re-entry. Prerequisites for certain courses may be waived with the approval of the dean of education/students.

RE-ENTRY

The definition of a re-entry student is any student who drops from school after the first week of his/her initial quarter. The student must be out of school for at least one quarter or until the next start date. A re-entry student will be treated as a continuing student for all academic and financial requirements. A student who drops from school for one or more quarters will be required to re-enter the program under current catalog requirements. A student may have only one reinstatement unless extenuating circumstances exist.

UNIT OF CREDIT

A quarter credit earned is defined as the successful completion of a minimum of 10 hours of lecture, 20 hours of lab or 30 hours of internship.

WITHDRAWAL FROM SCHOOL

A student who withdraws from school after the fifth business day of the initial quarter will have all attended courses recorded on the student's transcript and will be charged for the time attended.

Military Withdrawals

A student called to active military duty, and as a result is unable to complete the current quarter, will receive a grade of WM, Withdrawal for Military Duty, for all currently registered courses upon the school's receipt of duty orders. A full tuition refund will be applied to the student's account for all courses for which the student is actively enrolled at the time of military activation. The student will be liable for any financial aid stipends received above the cost of tuition/fees/books for the quarter of enrollment.

Withdrawals

When a student withdraws from an individual course after the fifth business day of the quarter, the course will be recorded on the student's transcript and the student will be charged for the course.

Late Course Withdrawal

GU/MSB understands there are times when extenuating circumstances occur that require reconsideration of the course withdrawal policy. If a student encounters mitigating circumstances after the last day to withdraw from a course with a grade of W, the student is encouraged to submit a written appeal to the dean of education/students. An appeal committee will determine whether the deadline will be waived, allowing the application of a W grade or if the student will be held to the deadline. All decisions made by the committee are final.

SATISFACTORY ACADEMIC PROGRESS

GU/MSB SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require the academic services and financial aid departments to monitor the academic progress of all active students toward the completion of their program of study. This monitoring process is called Satisfactory Academic Progress (SAP). The complete academic record of a student's current program is considered regardless of whether financial aid was received. In addition, GU/MSB calculates Satisfactory Academic Progress for non-degree students in the area of cumulative grade point average and completion rate.

Academic progress is evaluated each quarter using three factors: grade point average, percentage of attempted credits completed and maximum number of credits allowed. Failure to maintain satisfactory academic progress may result in cancellation of eligibility to receive Federal Title IV funding, institution-based scholarships or other financial aid.

SAP REQUIREMENTS

In order to be making satisfactory progress, a student must meet all of the following requirements:

1. Achieve the cumulative grade point average (CGPA) required at each evaluation point.

2. Maintain a 67 percent cumulative completion rate. Completion rate (CMTF%) is calculated as:

$$\frac{\text{all successfully completed credits*}}{\text{all attempted credits*}}$$

3. Complete all program requirements within the maximum time frame/maximum credits, which is 150 percent of the minimum number of credits required to graduate. For example, if a program requires 100 credits, the student may attempt a maximum of 150 credits. The school will expel a student at the point that it is determined that the student will not be able to complete the program within the 150% maximum timeframe.

    *Only credits of courses that may be applied to the student's current program of enrollment will be considered in the above equation.

HOW COURSES ARE COUNTED

Successful completion of a course of study requires a grade of A, B, C, D or PS. Grades of D*, F, FL, FD, I, and W do not constitute successful completion of a course. See below for detailed information about the effect of grades on Satisfactory Academic Progress.

Grades of A, B, C and D earned in Globe University/ Minnesota School of Business courses

Courses with grades of A, B, C and D count as credits attempted and completed. These grades count toward the CGPA as follows: A = 4.0, B = 3.0, C = 2.0 and D=1.0.

Grades of D* and F earned in Globe University/Minnesota School of Business courses

Courses with grades of D* and F count as credits attempted, but not completed and count toward the CGPA as 0 points. If a course is repeated, only the most recent grade counts toward the CGPA. A course may only be attempted three times.

Pass/Fail Courses

Courses with a grade of a PS count as credits attempted, completed, and do not count towards the CGPA. Courses with a grade of a FL count as credits attempted, but not completed and do not count toward the CGPA.

Dropped Courses and Course Repeats

Individual courses dropped during the first five business days of the quarter, with the exception of courses a student is scheduled to begin on the first Saturday of the quarter, are deleted from the student's record and therefore do not count toward any SAP calculation. Individual courses that begin on the first Saturday of a quarter and are dropped on or before the first business day after the first Saturday of the courses are deleted from the student's record and therefore do not count toward any SAP calculation.

If a course is dropped after the fifth business day of the quarter, or in the case of courses beginning on the first Saturday of the quarter, on the first business day after the first Saturday of the course, but before the end of the seventy-five percent mark of a class, it counts as a withdrawal. Courses dropped after the ninth week will be issued a grade of FD. If a course is repeated, only the most recent grade counts toward the CGPA; however, both courses will count as attempts and will be considered in the completion rate calculation. Courses dropped due to military commitments will not be considered in the completion rate calculation.

Incomplete Courses

Courses with grades of I and W are not complete and therefore count as credits attempted, but not earned. These grades are not factored into the CGPA, but are considered in calculating completion rate.

If a student has an incomplete course at the time of the SAP calculation, the credits are counted as attempted, but not completed. An incomplete is not counted toward the CGPA. Whenever a student's grade of incomplete is changed to a letter grade, SAP is recalculated for that student with the final grade being replaced in the SAP calculation.

Course Repeats

If a course is repeated, only the most recent grade counts toward the CGPA. If a student drops an individual course during the add/drop period (first five business days of the quarter or as described for Saturday courses in the Dropped Courses and Course Repeats section), the course does not count as an attempt. If a student is still enrolled in the course when the add/drop period ends, the course will count as an attempt and will be considered in the completion rate, even if the student subsequently withdraws from the course. Students have three attempts at a course. Grades of W, D* and/or F count as credits attempted.

Transfer, Test-Out, Prior Learning, Audit and Work Experience Credit (Non-Punitive Grades)

Transfer (TR) credits count towards credits attempted and credits completed, and are not factored into the CGPA. Transfer credits will count in the 150 percent time frame calculation. Advanced standing (P) credits, prior learning (PL) credits, audit (AD) credits and work experience (WE) credits do not count toward credits attempted and credits completed, and are not factored into the CGPA.

Change in Program

If a student changes programs, all courses that can be applied to the new program are used in all SAP calculations (CGPA, completion rate and maximum time frame), including courses with grades of D*, W or F. Courses that are not in the new program are excluded from all SAP calculations. A determination of courses that may be included in the new program as electives will be made in consultation with the dean of education/students. A grade of D* will be changed to a D for courses that will count towards a program outside of Nursing, Medical Assistant and Veterinary Technology. A grade of D will be changed to a D* for courses that will count towards Nursing, Medical Assistant and Veterinary Assistant programs (see Grading and Program Specific Grading Requirements sections).

Additional Degrees

If a student earns a credential at GU/MSB and enrolls in another program for an additional credential, all courses that have been successfully completed and can be applied to the new program are used in all SAP calculations (CGPA, completion rate and maximum time frame/maximum credits). Courses that are not in the new program, including courses with grades of D*, W or F, are excluded from all SAP calculations. A grade of D* will be changed to a D for courses that will count towards a program outside of Nursing, Medical Assistant and Veterinary Technology. A grade of D will be changed to a D* for courses that will count towards Nursing, Medical Assistant and Veterinary Assistant programs (see Grading and Program Specific Grading Requirements sections).

Non-Credit/Remedial Courses

A student not seeking an academic credential will be measured by SAP.

Lab (remedial) courses may be required as part of the student's program based on the student's placement test score. The lab courses will then be included in both the qualitative and quantitative calculations, with the overall program credit requirements increasing to reflect the lab course(s).

Evaluation Points and Standards

A student in active status is evaluated at the end of each quarter. The following evaluation standards are based on maximum program length and credits attempted. The maximum program length is 150 percent of the total credits required for program completion. All applicable courses attempted are included in this evaluation measurement. Any time a student is unable to complete a program within the maximum time frame/maximum credits allowed, or to meet the minimum grade point average required to graduate, the student will lose financial aid eligibility and will be expelled from school.

Certificate Programs			
Formal Evaluation Point (Total number of credits attempted)	Required Minimum CGPA	Required Minimum Completion Rate CMFT%	Result if Standard Not Met
1-7 credits attempted	1.00	40%	Warning
8-15 credits attempted	1.25	50%	Warning
16-23 credits attempted	1.50	60%	Warning
24 and above credits attempted	2.00	67%	Expulsion
Diploma and Programs Under 60 Credits			
Formal Evaluation Point (Total number of credits attempted)	Required Minimum CGPA	Required Minimum Completion Rate CMFT%	Result if Standard Not Met
1-11 credits attempted	1.00	40%	Warning
12-22 credits attempted	1.25	50%	Warning
23-31 credits attempted	1.50	60%	Warning
32 and above credits attempted	2.00	67%	Expulsion

Diploma and Certificate Programs 60 Credits or Higher			
Formal Evaluation Point (Total number of credits attempted)	Required Minimum CGPA	Required Minimum Completion Rate CMFT%	Result if Standard Not Met
1-11 credits attempted	1.00	40%	Warning
12-23 credits attempted	1.25	50%	Warning
24-35 credits attempted	1.50	60%	Warning
36 and above credits attempted	2.00	67%	Expulsion
Associate in Applied Science, Bachelor of Fine Arts and Bachelor of Science Degree Programs			
Formal Evaluation Point (Total number of credits attempted)	Required Minimum CGPA	Required Minimum Completion Rate CMFT%	Result if Standard Not Met
1-18 credits attempted	1.00	40%	Warning
19-36 credits attempted	1.25	50%	Warning
37-71 credits attempted	1.50	60%	Warning
72-108 credits attempted	2.00	67%	Expulsion
109-144 credits attempted	2.00	67%	Expulsion
145 credits and above	2.00	67%	Expulsion

Individual program standards tables listing all evaluation points, expected minimum qualitative and quantitative standards, and the results if those standards are not met, are available in the academic services offices.

End of first academic year is defined as 36 credits. On subsequent evaluations, this standard will increase and must meet a minimum of 2.0 CGPA and 67 percent completion rate by the time the student reaches any of the following:

1. Credits equivalent to two academic years = 72
2. Credits equivalent to three academic years = 108
3. Credits equivalent to four academic years = 144
4. The maximum allowable credit attempts for the program
5. Sufficient credits completed to graduate

Students Not Meeting SAP Requirements

Students in active status are monitored at the end of every quarter based on the evaluation standards above to help ensure successful progression from one evaluation point to the next. A student who is not meeting SAP requirements will be given an academic alert, placed on warning, expelled from financial aid or terminated from school, as follows:

Academic Alert

A student who is not at an evaluation point as shown on the chart and who fails to meet either a 2.0 CGPA or 67 percent completion rate during any quarter will be placed on Academic Alert at the end of that quarter. The student will receive written notification within

ten business days of the end of the quarter when an academic alert is issued. The academic alert notice will also inform the student of resources available for assistance through the academic and student services departments. Additional support services will be discussed as necessary. During the quarter the student is placed on academic alert, he or she will be eligible to receive financial aid.

Warning

A student who does not meet the indicated standard(s) at a required evaluation point that prescribes Warning as a result will be placed on Academic Warning (see Evaluation Points and Standards chart). A student who has attempted 19 to 36 of his or her required credits will be placed on warning if not meeting SAP requirements (see Evaluation Points and Standards chart). A warning notice will be distributed within ten business days of the end of the quarter. The warning notice will also inform the student what GPA the student must achieve and the number of credits the student must successfully complete by the end of the warning quarter in order to meet the minimum requirements by the next evaluation point. The student will only be granted one quarter of warning status. The student will be expected to meet with the academic services department to ensure the student understands the application of satisfactory academic progress standards, and must sign a consultation form to verify that understanding. Additional support services will be discussed as necessary..

Expulsion

A student who, at an evaluation point that requires Expulsion (see Evaluation Points and Standards chart), does not achieve the minimum requirements will be expelled from school and financial aid. The student will be notified in writing of the expulsion within ten business days of the end of the quarter. It is recommended that the student meet with the dean of education/students to ensure the student understands the application of satisfactory academic progress standards and sign a consultation form to verify that understanding. Additional support services will be discussed as necessary.

Financial Aid Expulsion – Extended Enrollment Status

An expelled student may request to enter extended enrollment status to retake courses in order to meet SAP requirements. A student in extended enrollment status will be charged full tuition and fees and will not be eligible to receive financial aid.

If the student has not met the minimum requirements for the evaluation point at the end of the extended enrollment quarter, the student will remain in extended enrollment status, provided the student has earned a minimum quarter grade point average of at least 2.0 and a quarter completion rate of at least 67 percent.

A course taken while a student is in extended enrollment status will count as credits attempted in the completion rate calculation and the grade for the repeated course will replace the previous course grade in the CGPA calculation. The student will remain expelled from financial aid until meeting the minimum requirements specified for the next evaluation point.

In no case can a student exceed the maximum time frame/ maximum credit limit (150 percent of program length) either as a regular student or in an extended enrollment status and receive the original credential for which enrolled.

Reinstatement

A student who meets SAP requirements during the extended enrollment period will be reinstated as a regular student and will be eligible to receive financial aid.

APPEALS AND MITIGATING CIRCUMSTANCES

A student who disagrees with the application of Satisfactory Academic Progress standards may appeal in writing to the dean of education/students. The appeal must be filed within two weeks after the student is placed on warning or financial aid expulsion. A campus committee will determine if the appeal is warranted.

Mitigating circumstances must consist of personal injury, poor health, family crisis or other unusual and significant occurrences outside the control of the student. Mitigating circumstances must be documented, and the student must demonstrate that such circumstances had an adverse impact on the student's satisfactory academic progress in the academic program. No waivers will be granted for graduation requirements.

A student who is granted an appeal for mitigating circumstances will be placed on Probation and will sign a consultation form stating the academic plan that must be met in order to remain in school. The student will be eligible for financial aid as long as the conditions on the consultation form are met. Enrollment of a student who fails to meet those conditions will be expelled.

PROGRAM TRANSFER

A student interested in transferring between programs may do so a maximum of two times, or at the discretion of the dean of education/ students. A student must be meeting Satisfactory Academic Progress requirements to be eligible for a program transfer. Only courses that may be applied toward the new program will be transferred and counted in SAP calculations. A student transferring between programs must complete a status change form with the academic services department.

GRADUATION REQUIREMENT

In order to graduate, a student must attain a 2.0 cumulative grade point average and complete all program requirements within 150 percent of the maximum time frame/maximum credits.

PROGRAM SPECIFIC GRADUATION REQUIREMENTS

Business Administrative Assistant

All Business Administrative Assistant applicants must provide documentation of the ability to type a minimum of 25 gross words per minute with 97% accuracy (24 net words per minute) for three minutes or equivalent course transfers.

Legal Administrative Assistant

All Legal Administrative Assistant students must provide documentation of the ability to type a minimum of 50 gross words per minute with 97% accuracy (49 net words per minute) for five minutes prior to being eligible to graduate.

Medical Assistant

All Medical Assistant applicants must provide documentation of the ability to type a minimum of 30 gross words per minute with 97% accuracy (29 net words per minute) for five minutes or equivalent course transfers.

Medical Administrative Assistant

All Medical Administrative Assistant students must provide documentation of the ability to type a minimum of 45 gross words per minute with 97% accuracy (44 net words per minute) for five minutes prior to being eligible to graduate.

Paralegal

All Paralegal students must provide documentation of the ability to type a minimum of 45 gross words per minute with 97% accuracy (44 net words per minute) for five minutes prior to being eligible to graduate.

STUDENT SERVICES

EMPLOYMENT ASSISTANCE

The institution offers employment assistance to its students and graduates; however, the school does not guarantee employment.

To ensure students are receiving the most from the available campus resources, we encourage all students to meet with career services staff early in their programs and maintain contact throughout their education. This will increase their chances for securing employment in their chosen career field.

Students are advised of employment opportunities and are offered suggestions on preparing professional quality materials associated with their job search. Students should feel free to consult the career services department for advice on networking and interviewing skills.

In addition, students participate in a career capstone course, which focuses on career exploration, job search tools and resources, and professionalism. Students develop career planning strategies in preparation for entering or advancing within their chosen career fields.

In order to continue to supply employers with qualified graduates and to maintain the effectiveness of our training, surveys of graduates and employers of record are sent out after graduation.

The career services department will release information specific to a student or graduate's career search when the student or graduate has granted consent to release information to potential employers. For more information about the release of records, review the Family Educational Rights and Privacy Act section of this catalog.

In addition, graduates and employers are encouraged, when appropriate, to serve on program-specific advisory boards that perform program evaluations and make recommendations for maintaining programs that meet industry requirements.

Tutoring

Every effort will be made to find a tutor for a student who has shown adequate attendance in a course for which a tutor has been requested. Tutors are instructor-recommended students who provide assistance to classmates in one-on-one or group meetings. Students should know that there is no guarantee that tutors will always be available.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Amended 10/2001 to include the USA Patriot Act

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

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

2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading. When asking the institution to amend a record that the student believes is inaccurate or misleading, the student should write the campus director, clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student along with notification of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions to consent of disclosure include the following:

   • Disclosure to 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; a person or company with whom the institution has contracted (such as an accrediting body, attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

- Disclosure, without the written consent or knowledge of the student or parent, of information from a student's education records in order to comply with a lawfully issued subpoena or court order in the following three contexts:

  - Grand Jury Subpoena: The institution may disclose education records to the entity or persons designated in a federal grand jury subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.

  - Law Enforcement Subpoena: The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with federal grand jury subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements and recordation requirements do not apply.

  - All Other Subpoenas: The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue Southwest, Washington, D.C. 20202-4605.

DIRECTORY INFORMATION

Directory information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The institution requires that such requests be made in writing to the campus director within 15 days after the student starts classes.

The following items are maintained in all student files:

- Information to support evidence of admissions requirements, including entrance or placement examination test scores; attestation statement; evidence of having received information on hepatitis A, B and C; evidence of payment of the application fee; signed enrollment agreement and arbitration agreement; and evidence of a personal interview with admissions.

- Any test-outs, transcripts and/or supporting documents to support the application of transfer credits, prior learning assessment and/or advanced standing credit.

- Any status change forms to support a change from the original enrollment agreement and/or to indicate date and reason of completion or termination of active student status.

- Registration forms where applicable.

- Other information pertinent to the student's education, contact information and permanent student file.

- Student financial aid documents including ISIR, FAFSA, school application and promissory notes.

- All verification documentation (taxes, worksheets, earnings records, etc.), professional judgment materials, student authorizations, scholarship applications, entrance and exit documents and/or materials to support fund source payments.

- Record of any student grievance and subsequent resolution

After a period of six years from the student's last date of attendance, the file may be purged. The following information will be electronically maintained indefinitely.

- Student transcript (showing dates of attendance and all grades received)

- Student ledger card (showing all charges and payments made by or on behalf of the student)

Directory information includes the student's name, date of birth, address and email address; course of study; extracurricular activities; degrees and awards received; last school attended; dean's list or equivalent; attendance status (full-time or half-time); and dates of attendance (the period of time a student attends or attended the college not to include specific daily records of attendance).

A student may restrict the release of directory information except to school officials with legitimate educational interests and others as outlined above. To do so, the student must make the request in writing to "Registrar" at the student's home campus:

- **Globe University-Appleton**, 5045 West Grande Market Drive, Grand Chute, WI 54913

- **Globe University-Eau Claire**, 4955 Bullis Farm Road, Eau Claire, WI 54701

- **Globe University-Green Bay**, 2620 Development Drive, Bellevue, WI 54311

- **Globe University-La Crosse,** 2651 Midwest Drive, Onalaska, WI 54650

- **Globe University-Madison East**, 4901 Eastpark Boulevard, Madison, WI 53718

- **Globe University-Madison West,** 1345 Deming Way, Middleton, WI 53562

- **Globe University-Minneapolis Downtown,** 80 South 8th Street, Suite 51, Minneapolis, MN 55402

- **Globe University-Moorhead,** 2777 34th Street South, Moorhead, MN 56560

- **Globe University - Online Undergraduate Division,** 8089 Globe Drive, Woodbury, MN 55125

- **Globe University-Sioux Falls,** 5101 South Broadband Lane, Sioux Falls, SD 57108

- **Globe University-Wausau,** 1480 County Road Xx, Rothschild, WI 54474

- **Globe University-Woodbury**, 8089 Globe Drive, Woodbury, MN 55125

- **Minnesota School of Business-Blaine,** 3680 Pheasant Ridge Drive Northeast, Blaine, MN 55449

- **Minnesota School of Business-Brooklyn Center**, 5910 Shingle Creek Parkway, Brooklyn Center, MN 55430

- **Minnesota School of Business-Elk River,** 11500 193rd Avenue Northwest, Elk River, MN 55330

- **Minnesota School of Business-Lakeville,** 17685 Juniper Path, Lakeville, MN 55044

- **Minnesota School of Business- Online Undergraduate Division,** 8089 Globe Drive, Woodbury, MN 55125

- **Minnesota School of Business-Plymouth,** 1455 County Road 101 North, Plymouth, MN 55447

- **Minnesota School of Business-Richfield,** 1401 West 76th Street, Richfield, MN 55423

- **Minnesota School of Business-Rochester,** 2521 Pennington Drive Northwest, Rochester, MN 55901

- **Minnesota School of Business-St. Cloud,** 1201 2nd Street South, Waite Park, MN 56387

Once filed, this becomes a permanent part of the student's record until the student, in writing, instructs the institution to remove the request.

Program

Information

GLOBE UNIVERSITY/MINNESOTA SCHOOL OF BUSINESS CURRENT PROGRAM OFFERINGS

This chart displays the GU/MSB campuses where each program is currently enrolling. Programs offered may change between catalog printings; please check with an individual campus or refer to any addenda to the current catalog for the most current information.

AP=Appleton	GOL = GU-Online Division	MOL = MSB-Online Division	SF = Sioux Falls
BC = Brooklyn Center	LC = La Crosse	MP = Minneapolis	WA = Wausau
BL = Blaine	LK = Lakeville	PL = Plymouth	WB = Woodbury
EC = Eau Claire	MD = Middleton (Madison West)	RF = Richfield	
ER = Elk River	ME = Madison East	RO = Rochester	
GB = Green Bay	MH = Moorhead	SC = St. Cloud	

Note: GOL is the online division of Globe University – Woodbury and MOL is the online division of Minnesota School of Business – Richfield

Doctoral Degree Programs	Campus Locations																
Programs	AP	BL	EC	ER	GB	GOL	LC	LK	MD	ME	MOL	MP	RF	RO	SC	SF	WA	WB
Doctor of Business Administration (DBA)												•						

Master's Degree Programs	Campus Locations																
Programs	AP	BL	EC	ER	GB	GOL	LC	LK	MD	ME	MOL	MP	RF	RO	SC	SF	WA	WB
Master of Business Administration (MBA)												•						
Master of Business Administration (MBA) includes the following program options:																		
No emphasis												•						
Accounting emphasis												•						
Human Resource emphasis												•						
Marketing emphasis												•						
Technology Management emphasis												•						
Master of Science in Management												•						
Master of Science in Management includes the following emphases:																		
Health Care Management												•						
Information Technology												•						
Nursing Administration												•						

Bachelor of Science Degree Program	Campus Locations																	
Programs	AP	BL	EC	ER	GB	GOL	LC	LK	MD	ME	MOL	MP	RF	RO	SC	SF	WA	WB
Accounting	•	•	•	•		•			•	•	•		•	•	•		•	•
Business Administration	•	•	•	•	•	•	•	•	•	•	•		•	•	•	•	•	•
Criminal Justice			•	•	•	•				•	•						•	
Game and Application Development												•						
Health Care Management			•			•				•	•		•	•	•			
Exercise Science						•		•			•							•
Information Technology		•		•		•	•	•	•		•		•	•	•			•
Mechanical Engineering Technology																		•
Nursing (BSN)												•						
Paralegal						•					•							
Software Application Development						•					•	•						•

Associate in Applied Science Degree Programs	Campus Locations																	
Programs	AP	BL	EC	ER	GB	GOL	LC	LK	MD	ME	MOL	MP	RF	RO	SC	SF	WA	WB
Architectural Drafting and Design																		•
Business Administration	•	•	•	•	•	•	•	•	•	•	•		•	•	•	•	•	•
Criminal Justice			•		•		•			•							•	
Engineering Drafting and Design																		•
Exercise Science						•		•			•							•
Information Technology		•		•		•	•	•	•		•		•	•	•			•
Internet Marketing						•					•							
Accounting	•	•	•	•		•			•	•	•		•	•	•	•	•	•
Massage Therapy	•	•	•	•	•		•	•	•	•			•	•	•	•	•	
Medical Administrative Assistant	•	•	•	•	•		•		•	•		•	•	•	•	•	•	
Medical Assistant	•	•	•	•	•		•	•	•	•			•	•	•	•	•	
Mobile Application Development						•					•							
Veterinary Technology	•	•	•	•	•		•	•	•	•			•	•	•	•	•	•

Diploma Programs	Campus Locations																	
Programs	AP	BL	EC	ER	GB	GOL	LC	LK	MD	ME	MOL	MP	RF	RO	SC	SF	WA	WB
Business Administrative Assistant	•	•	•	•	•	•	•	•	•	•	•		•	•	•		•	•
Massage Therapy	•	•	•	•	•		•	•	•	•			•	•	•	•	•	•
Medical Assistant	•				•													
Medical Administrative Assistant	•	•	•	•	•			•	•	•			•	•	•	•		

Certificate Programs	Campus Locations																	
Programs	AP	BL	EC	ER	GB	GOL	LC	LK	MD	ME	MOL	MP	RF	RO	SC	SF	WA	WB
Internet Marketing						•					•							
Mobile Application Development						•					•							
Technical Support Specialist		•		•				•			•		•	•	•			

OBJECTIVES

The objective of the Bachelor of Fine Arts in Digital Video and Media Production degree program is to provide students with skills and knowledge to create professional video and film productions for various methods of distribution. Students are trained in corporate production, commercial production, and short and feature narrative digital film making. Graduates prepare for entry-level positions and advancement possibilities in the video and film production industry with skills in preproduction, production, postproduction, graphic animation, web distribution, and industry business and management skills, all of which prepare them for the entrepreneurial nature of the video and film industries. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Demonstrate the skills to effectively light, shoot and edit a quality video production.

2. Demonstrate story development, visual storytelling and storyboard creation techniques.

3. Edit video and audio to effectively convey a concept or story using a nonlinear editing system.

4. Create professional quality motion graphics.

5. Produce a professional quality media portfolio.

6. Produce and broadcast creative video content for a webcast.

7. Create a professional short film that clearly and effectively tells a story.

8. Demonstrate appropriate written and verbal communication skills.

9. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
BS105	Introduction to Business	5
BS200	Small Business Management	4
DV102	Introduction to Mac OS and Photoshop‡	4
DV105	Basic Idea Development and Storyboarding‡	4
DV111	Camera Operations and Basic Editing‡	4
DV150	Photoshop for NLE‡	4
DV160	Advanced Idea Development and Storyboarding‡	4
DV165	Field Production and Lighting‡	4
DV171	Digital Video Editing FCP‡	4
DV181	Audio for Video and Film‡	4
DV200	Visual Effects‡	4
DV216	Production Management‡	4
DV221	Script Writing for Video and Film‡	4
DV235	Digital Video Editing Avid‡	4
DV240	Color Grading‡	4
DV252	Demo Reel Production‡	4
DV315	Advanced Field Production‡	4
DV320	Animatics and Storyboarding‡	4
DV340	Web Animation‡	4
DV360	3D Graphics Animation‡	4
DV380	Video for Web‡	4
DV400	Digital Film Preproduction‡	4
DV410	Digital Film Production‡	4
DV420	Digital Film Postproduction‡	4
DV440	Digital Video Capstone‡	4
DV490	BFA Digital Video Internship‡◊	6
EB310	Entrepreneurship for Creative Arts	4
MC440	Media Management	4
MK205	Marketing	4
MK405	Marketing Research	4
PD255	Career Capstone	1
WD130	Basic Web Design	3
Total Core Minimum Credit Requirement		**127**

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research (required)	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU130	Spanish I	4
HU145	Global Influence on American Music	4
HU150	Introduction to Literature	4
HU200	Art in the Modern World	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I**	4
NS267	Physics II**	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship (required)	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations (required)	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**181**

NOTES:

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» **Offered only at the Woodbury, MN campus.

» ‡Courses will be taught only at 4545 West 77th Street, Edina, MN, an additional space location.

» ◊Students who have successfully completed DV270 Internship, graduated and gained relevant work experience may, prior to attempting DV490 BFA Digital Video Internship, apply for Professional Work Experience credit to satisfy the DV490 requirement.

Students may enroll to take this program online or residentially.

OBJECTIVES

The objective of the Bachelor of Science in Accounting degree program is to provide students with the knowledge, technical skills and professional habits required for entry-level positions and future advancement in the accounting field. This program balances specialized education with the development of effective communication, teamwork and critical-thinking skills. Students prepare for careers in private, public and governmental accounting and for assignments including general ledger, payroll, financial analysis, audit, tax preparation, and related areas. General education requirements in the areas of communication, social science, natural science, and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

Graduates of this program are eligible to sit for the Certified Public Accountant (CPA) exam in the state of Minnesota immediately after graduation. Before becoming certified, the graduate must meet other requirements which include earning 45 additional quarter-hour credits of college education. A student who plans on certification in the state other than Minnesota should check with the state's board of accountancy to see if this program and/or individual courses within it meet the state's requirements. This program is also designed to prepare students for the Certified Management Accountant (CMA) exam.

The goal of this program is to prepare graduates who are able to:

1. Record business transactions according to Generally Accepted Accounting Principles (GAAP).

2. Prepare and analyze financial statements.

3. Research, explain and apply federal tax rules and prepare tax returns.

4. Identify and apply audit methods and techniques used in practice today.

5. Describe and choose management accounting methods and use these methods in making business recommendations.

6. Evaluate and consider the effects of alternate investment accounting techniques and prepare consolidated worksheets and financial statements.

7. Demonstrate appropriate written and verbal communication skills.

8. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

9. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
AC110	Accounting Principles I	4
AC120	Payroll Accounting	3
AC150	Accounting Principles II	4
AC160	Managerial Accounting	4
AC170	Accounting Systems	3
AC190	Excel for Accounting	3
AC200	Intermediate Accounting I	4
AC250	Intermediate Accounting II	4
AC300	Intermediate Accounting III	4
AC310	Tax I	4
AC320	Audit I	4
AC330	Governmental and Not-For-Profit Accounting	4
AC341	Cost and Managerial Accounting	4
AC350	Tax II	4
AC372	Advanced Accounting	4
AC430	Tax III	4
BS100	Business Mathematics	4
BS105	Introduction to Business	5
BS280	Business Law	5
BS320	Operations Management	4
BS325	Fraud Examination	4
BS350	Business Analysis Techniques	4
BS440	Entrepreneurship	4
CL131	MS Office Professional I	3
FN300	Finance	4
HR300	Human Resource Management	4
MK205	Marketing	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2

Students will select eight credits from the following:

AC410	Audit II	4
AC450	Certified Management Accounting Review	4
AC460	Fraud Examination Review	4
PD350	Practicum	4
Total Core Minimum Credit Requirement		**128**

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics (required)	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics (required)	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**182**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

Students may enroll to take this program online or residentially.

OBJECTIVES

The objective of the Bachelor of Science in Business Administration degree program is to provide students with the knowledge, technical skills and work habits required for entry-level positions in business and to give them opportunities for career advancement. This program provides a balance of specialized education and credentials for career placement and advancement with effective communication, teamwork and critical thinking skills. Graduates may seek careers in private, public and government sectors in areas of management, marketing and finance. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Prepare and present a business plan including a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis.

2. Prepare and present a marketing plan.

3. Analyze and make decisions related to financial management and capital budgeting.

4. Assess workplace compliance regulations.

5. Compare and contrast management and leadership attributes.

6. Develop strategies to make ethical decisions in workplace.

7. Demonstrate appropriate written and verbal communication skills.

8. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

9. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
AC110	Accounting Principles I	4
AC150	Accounting Principles II	4
AC160	Managerial Accounting	4
AC190	Excel for Accounting	3
BS100	Business Mathematics	4
BS105	Introduction to Business	5
BS170	Customer Service Strategies	3
BS180	Supervisory Management	4
BS200	Small Business Management	4
BS210	International Business	4
BS280	Business Law	5
BS311	Organizational Behavior	4
BS320	Operations Management	4
BS325	Fraud Examination	4
BS350	Business Analysis Techniques	4
BS380	Project Management	4
BS400	Strategic Planning	4
CL131	MS Office Applications I	3
CL256	MS Office Applications II	3
FN200	Financial Planning	4
HR300	Human Resource Management	4
MK205	Marketing	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2

Electives approved by dean of education/students and program chair   26

Total Core Minimum Credit Requirement   126

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**180**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

Students may enroll to take this program online or residentially.

OBJECTIVES

The objective of the Bachelor of Science in Business Management degree program is to provide in-depth training for individuals seeking entry- and mid-level employment in the field of business, introducing students to the process of management including planning, organizing, directing and controlling functions of running a business. The program prepares graduates to pursue career opportunities in emphasis areas and provide leadership in their areas of expertise. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Explain key agricultural business concepts.

2. Prepare and present a business plan including a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis.

3. Apply and evaluate key financial elements affecting agricultural business.

4. Analyze the advantages and disadvantages of using options, futures, and swaps as financial strategies.

5. Develop strategies to make ethical decisions in workplace.

6. Demonstrate appropriate written and verbal communication skills.

7. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

8. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
AC110	Accounting Principles I	4
AC150	Accounting Principles II	4
AC160	Managerial Accounting	4
AC190	Excel for Accounting	3
BS100	Business Mathematics	4
BS105	Introduction to Business	5
BS180	Supervisory Management	4
BS200	Small Business Management	4
BS210	International Business	4
BS280	Business Law	5
BS320	Operations Management	4
BS325	Fraud Examination	4
BS350	Business Analysis Techniques	4
BS380	Project Management	4
CL131	MS Office Applications I	3
CL256	MS Office Applications II	3
FN200	Financial Planning	4
HR300	Human Resource Management	4
MK205	Marketing	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2

Area of Emphasis: Agricultural Business

AG100	Introduction to Agricultural Business	4
AG410	Agricultural Markets and Pricing	3
BS370	Sustainability and Green Technology	4
BS440	Entrepreneurship	4
FN300	Finance	4
FN450	Derivatives	4
MK220	Sales Management	3
MK345	Internet Marketing Strategy	4

Business electives approved by dean of education/students
and program chair   7

Total Core Minimum Credit Requirement   126

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems (required)	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations (required)	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**180**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

Students may enroll to take this program online or residentially.

OBJECTIVES

The objective of the Bachelor of Science in Business Management degree program is to provide in-depth training for individuals seeking entry- and mid-level employment in the field of business, introducing students to the process of management, including planning, organizing, directing and controlling functions of running a business. The program prepares graduates to pursue career opportunities in emphasis areas and provide leadership in their areas of expertise. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Prepare and present a business plan including a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis.

2. Analyze and make decisions related to financial management and capital budgeting.

3. Summarize types of investment strategies and their related uses.

4. Analyze the advantages and disadvantages of using options, futures and swaps as financial strategies.

5. Develop strategies to make ethical decisions in the workplace.

6. Demonstrate appropriate written and verbal communication skills.

7. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

8. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
AC110	Accounting Principles I	4
AC150	Accounting Principles II	4
AC160	Managerial Accounting	4
AC190	Excel for Accounting	3
BS100	Business Mathematics	4
BS105	Introduction to Business	5
BS180	Supervisory Management	4
BS200	Small Business Management	4
BS210	International Business	4
BS280	Business Law	5
BS320	Operations Management	4
BS325	Fraud Examination	4
BS350	Business Analysis Techniques	4
BS380	Project Management	4
CL131	MS Office Applications I	3
CL256	MS Office Applications II	3
FN200	Financial Planning	4
HR300	Human Resource Management	4
MK205	Marketing	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2

Area of Emphasis: Finance

AC120	Payroll Accounting	3
FN300	Finance	4
FN420	Investments	4
FN450	Derivatives	4
FN480	Investment Portfolios	4

Business electives approved by dean of education/students and program chair   18

Total Core Minimum Credit Requirement   126

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems (required)	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations (required)	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**180**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

Students may enroll to take this program online or residentially.

OBJECTIVES

The objective of the Bachelor of Science in Business Management degree program is to provide in-depth training for individuals seeking entry- and mid-level employment in the field of business, introducing students to the process of management, including planning, organizing, directing and controlling functions of running a business. The program prepares graduates to pursue career opportunities in emphasis areas and provide leadership in their areas of expertise. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Explain key hospitality business concepts.

2. Prepare and present a business plan including a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis.

3. Prepare and present a marketing plan.

4. Examine legal aspects in hiring, supervising and retaining employees.

5. Develop strategies to make ethical decisions in the workplace.

6. Apply hospitality management concepts in the workplace.

7. Demonstrate appropriate written and verbal communication skills.

8. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

9. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
AC110	Accounting Principles I	4
AC150	Accounting Principles II	4
AC160	Managerial Accounting	4
AC190	Excel for Accounting	3
BS100	Business Mathematics	4
BS105	Introduction to Business	5
BS180	Supervisory Management	4
BS200	Small Business Management	4
BS210	International Business	4
BS280	Business Law	5
BS320	Operations Management	4
BS325	Fraud Examination	4
BS350	Business Analysis Techniques	4
BS380	Project Management	4
CL131	MS Office Applications I	3
CL256	MS Office Applications II	3
FN200	Financial Planning	4
HR300	Human Resource Management	4
MK205	Marketing	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2

Area of Emphasis: Hospitality Management

Class #	Class Name	Credits
HI100	Hospitality Management	4
HI300	Hospitality Service Strategies	4
HI310	Event Planning	4
HI330	Food Service Management	4
HR315	Labor Relations	4
HR350	Recruitment and Retention	4
MK330	Service Marketing	4
PD350	Practicum	4

Business electives approved by dean of education/students and program chair   5

Total Core Minimum Credit Requirement   126

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems (required)	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations (required)	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**180**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

Students may enroll to take this program online or residentially.

OBJECTIVES

The objective of the Bachelor of Science in Business Management degree program is to provide in-depth training for individuals seeking entry- and mid-level employment in the field of business, introducing students to the process of management, including planning, organizing, directing and controlling functions of running a business. The program prepares graduates to pursue career opportunities in emphasis areas and provide leadership in their areas of expertise. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures..

The goal of this program is to prepare graduates who are able to:

1. Prepare and present a business plan including a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis.

2. Prepare and present a marketing plan.

3. Assess workplace compliance regulations.

4. Design and present a training document.

5. Develop strategies to make ethical decisions in workplace.

6. Demonstrate appropriate written and verbal communication skills.

7. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

8. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
AC110	Accounting Principles I	4
AC150	Accounting Principles II	4
AC160	Managerial Accounting	4
AC190	Excel for Accounting	3
BS100	Business Mathematics	4
BS105	Introduction to Business	5
BS180	Supervisory Management	4
BS200	Small Business Management	4
BS210	International Business	4
BS280	Business Law	5
BS320	Operations Management	4
BS325	Fraud Examination	4
BS350	Business Analysis Techniques	4
BS380	Project Management	4
CL131	MS Office Applications I	3
CL256	MS Office Applications II	3
FN200	Financial Planning	4
HR300	Human Resource Management	4
MK205	Marketing	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2

Area of Emphasis: Human Resource Management

Class #	Class Name	Credits
BS311	Organizational Behavior	4
HR311	Employment Law	4
HR315	Labor Relations	4
HR350	Recruitment and Retention	4
HR400	Training and Development	4
HR440	Change Management	4

Business electives approved by dean of education/students and program chair   13

Total Core Minimum Credit Requirement   126

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science..

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS112	Topics in Mathematical Reasoning	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems (required)	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations (required)	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**180**

NOTES

» Students may be required to complete Foundations of Mathematics I (FM051) and/or II (FM052) and Foundations of Writing I (FW051) and/or II (FW052) based upon competency exam scores.

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

Students may enroll to take this program online or residentially.

OBJECTIVES

The objective of the Bachelor of Science in Business Management degree program is to provide in-depth training for individuals seeking entry- and mid-level employment in the field of business, introducing students to the process of management, including planning, organizing, directing and controlling functions of running a business. The program prepares graduates to pursue career opportunities in emphasis areas and provide leadership in their areas of expertise. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Prepare and present a business plan including a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis.

2. Prepare and present a marketing plan.

3. Enhance internet marketing strategies using new or advanced technologies.

4. Examine legal aspects in hiring, supervising and retaining employees.

5. Develop comprehensive content strategies to drive increased performance and results of internet marketing activities.

6. Compare and contrast management and leadership attributes.

7. Develop strategies to make ethical decisions in the workplace.

8. Demonstrate appropriate written and verbal communication skills.

9. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
AC110	Accounting Principles I	4
AC150	Accounting Principles II	4
AC160	Managerial Accounting	4
AC190	Excel for Accounting	3
BS100	Business Mathematics	4
BS105	Introduction to Business	5
BS180	Supervisory Management	4
BS200	Small Business Management	4
BS210	International Business	4
BS280	Business Law	5
BS320	Operations Management	4
BS325	Fraud Examination	4
BS350	Business Analysis Techniques	4
BS380	Project Management	4
CL131	MS Office Applications I	3
CL256	MS Office Applications II	3
FN200	Financial Planning	4
HR300	Human Resource Management	4
MK205	Marketing	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2

Area of Emphasis: Marketing

Class #	Class Name	Credits
MC290	Web Analytics and Reporting	4
MK225	Internet Marketing	4
MK250	Internet Advertising	4
MK275	Social Media	4
MK285	Search Engine Optimization	4
MK335	Advanced Web Marketing	5
MK345	Internet Marketing Strategies	4
MK365	Conversion Optimization	4
MK405	Marketing Research	4

Total Core Minimum Credit Requirement   126

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems (required)	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations (required)	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**180**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

<div style="float:left; width:45%;">

Students may enroll to take this program online or residentially

OBJECTIVES

The objective of the Bachelor of Science in Criminal Justice degree program is to provide an understanding of the theories underlying law enforcement, judicial systems and correctional modalities within the context of social sciences. Students prepare for entry-level positions and advancement opportunities in a range of criminal justice positions including corrections officers, private security, protective services and investigator positions. This program provides a foundation for supervision, management and leadership. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

Employment as a law enforcement officer will require additional training as determined by your state's Peace Officer Standards and Training (POST) board

The goal of this program is to prepare graduates who are able to:

1. Describe the societal influences on and the interaction among the three components of the criminal justice system.

2. Identify the key elements of an investigation.

3. Explain the theories of criminal behavior.

4. Analyze the balance between the needs of offenders versus the needs and expectations of the community.

5. Analyze the complexities of the American correctional system as they relate to treatment, counseling, probation, parole and victimology.

6. Compare and contrast public and private security strategies.

7. Develop strategies to make ethical decisions in the workplace.

8. Demonstrate appropriate written and verbal communication skills.

9. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

</div>

CORE REQUIREMENTS

Class #	Class Name	Credits
BS311	Organizational Behavior	4
BS325	Fraud Examination	4
CJ105	Introduction to Criminal Justice	4
CJ205	Introduction to Juvenile Justice	4
CJ215	Investigation: Processes and Procedures	4
CJ220	Security: Private, Local, State and Federal Governments	4
CJ262	Criminology	4
CJ275	Evidence-based Corrections	4
CJ285	Special Populations in Criminal Justice	4
CJ290	Security Threat Groups in Criminal Justice	4
CJ340	Drugs, Society and Criminal Justice	4
CJ360	Victimology	4
CJ430	Terrorism and Homeland Security	4
CL131	MS Office Applications 1	3
IT320	Cyber Forensics	4
LA100	Legal Terminology	4
LA185	Criminal Law and Procedure	3
LA198	Constitutional Issues	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2

Students in this program will choose one of the following two options:

Option 1:

Students will select four credits from the following:

CJ480	Criminal Justice Capstone	4
CJ499	Criminal Justice Internship	4

Electives from concentration or additional electives as approved by dean of education/students and program chair   18

Electives approved by dean of education/students and program chair   20

Option 2:

Available only to students accepted and enrolled in CJ495:

CJ495	WI Police Academy Criminal Justice Internship◆	16

Electives from concentration or additional electives as approved by dean of education/students and program chair   18

Electives approved by dean of education/students and program chair   8

CHOICES FOR AREAS OF CONCENTRATION

Community Supervision: Probation and Parole Concentration

CJ320	Correctional Counseling	4
CJ345	Case Management	5
CJ350	Probation and Parole	4
CJ355	Court Procedures for Community Supervision	5

Criminal Justice Administration Concentration

BS180	Supervisory Management	4
CJ311	Comparative Criminal Justice Systems	5
CJ331	Criminal Justice Administration	5
BS380	Project Management	4

Total Core Minimum Credit Requirement   126

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology (required)	4
SS140	Interpersonal Relations (required)	4
SS150	Principles of Economics	4
SS205	Sociology (required)	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology (required)	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**180**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» The program does not fulfill Minnesota Peace Officer Standards and Training requirements. Please check the state's Peace Officer and Standards Training (POST) board requirements to ensure eligibility for this program.

» Students enrolled in a Bachelor degree program are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus

» ◆CJ495 Wisconsin Police Academy Internship/Sponsorship criteria:
- Available by application and acceptance only
- Applicant must have a minimum of a 3.0 accumulative GPA
- Applicants must be enrolled in a bachelor Criminal Justice degree at Globe University or Minnesota School of Business
- Applicants must have completed Globe University/Minnesota School of Business AAS Criminal Justice degree or equivalent
- Applicants must show evidence of completion of 40 hours of community or volunteer service
- Application process includes an interview before a Globe University/Minnesota School of Business panel and community representatives
- Applicants must be admitted to a Wisconsin police academy and recommended by the campus program chair
- Upon acceptance, sponsorship includes payment by GEN of police academy tuition ($2950.00-2014 rate)

Students may enroll to take this program online or residentially.

OBJECTIVES

The objective of the Bachelor of Science in Exercise Science degree program is to provide students with industry knowledge and skills required for entry-level positions in the health, fitness and wellness industry. The curriculum combines scientific studies with material from leading industry experts. Elective seminars provide students with opportunities to earn nationally-recognized certifications. Advanced management courses provide skills necessary for career placement and advancement. This program prepares students for employment as managers, personal trainers and consultants, working in public, private and government settings including health clubs, commercial fitness centers, corporate fitness/wellness centers, university wellness/adult fitness centers, municipal/city recreation/family centers and worksite health-promotion organizations. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Identify anatomical structures, joint functions, and the mechanics of human movement.

2. Summarize the role of nutrition in promoting health and affecting body processes throughout the life cycle.

3. Select appropriate fitness assessments, interpret results and utilize data to design relevant exercise programs for various populations.

4. Predict anatomical and physiological responses to exercise.

5. Integrate web-based marketing tools to enhance client communication, increase sales and improve fitness program effectiveness.

6. Summarize and employ advanced concepts of sport psychology, nutrition, programming and administration.

7. Demonstrate appropriate written and verbal communication skills.

8. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

9. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
BS105	Introduction to Business	5
CL131	MS Office Applications I	3
HS102	Introduction to Exercise Science	2
HS150	Kinesiology	4
HS202	Biomechanics	4
HS212	General Nutrition	4
HS245	Fitness Analysis	4
HS247	Exercise Prescription: Theory of Exercise	4
HS254	Exercise Prescription for Special Populations	4
HS265	Exercise Physiology	4
HS301	Sports Psychology	4
HS302	Trends in Health, Fitness & Wellness	4
HS303	Worksite Health Promotion	4
HS304	Advanced Fitness Program Design	4
HS317	Advanced Exercise Physiology	4
HS322	Principles in Child Fitness	4
HS351	Externship Training	6
MA100	Medical Terminology	4
MK205	Marketing	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2
Required Core Minimum Credit Requirements		**90**

TECHNICAL ELECTIVES

Students will choose 36 credits from the following list of courses. Students wishing to seek eligibility for MAT Certification must complete all MAT designated courses.

Class #	Class Name	Credits
BS200	Small Business Management	4
BS311	Organizational Behavior	4
HR300	Human Resource Management	4
HR311	Employment Law	4
HR350	Recruitment and Retention	4
HS310	Resistance Training Specialist◊	4
HS320	Muscle Activation Techniques Jumpstart◊	4
HS371	Special Topics in Resistance Training ◊	4
HS372	Special Topics in Functional Mobility ◊	4
HS373	Special Topics on Movement Assessment◊	4
HS374	Special Topics in Exercise Behavior◊	4
MAT305	Applications and Assessments of Lower Body Muscle Function I*	4
MAT315	Applications and Assessments of Lower Body Muscle Function II*	4
MAT320	Applications and Assessments of Upper Body Muscle Function I*	4
MAT325	Applications and Assessments of Upper Body Muscle Function II*	4
MAT430	Muscle Activation Techniques: Intermediate Level Theory and Application*	4
MAT435	Applications and Assessments of Trunk and Spine Muscle Function*	4
MAT440	Applications and Assessments of Cervical Spine Muscle Function*	4
MAT445	Applications and Assessments of Small Motion Muscle Function*	4
MAT450	Advanced Upper/Lower Body/Trunk & Spine Application Introduction*	4
MK225	Internet Marketing	4
MK250	Internet Advertising	4
MK275	Social Media	4
MK330	Service Marketing	4
Technical Elective Minimum Credit Requirements		**36**
Total Core Minimum Credit Requirement		**126**

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science..

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I (required)	4
NS150	Anatomy and Physiology II (required)	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**180**

NOTES

» ‡ Students will be expected to take some online coursework in this program.

» Students are required to complete 30 percent of the program at the 300/400 level.

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» ◊ These courses have a practicum component/experience that is available in various locations nationwide. These courses may also be offered annually in Minnesota for residential and online students for a minimum of 10 students. Travel expenses are the responsibility of the student. In order to achieve certification in Resistance Training Specialist or Muscle Activation Techniques Jumpstart students must complete and pass a practical and written exam. These courses are not available to audit.

» ** Courses coded with the MAT designation are conducted with online and residential/weekend components. Students will be required to travel at their own expense throughout the program to the Woodbury, MN campus to complete lab components. Students who select MAT courses must complete all courses coded with the MAT code designation to be eligible to take the elective certification exam. Completers of the program will be allowed to test for the MAT certification exam at the Woodbury, MN campus; however, exam re-takes may require individuals to travel to an alternate exam site. MAT courses are not available to audit.

Students may enroll to take this program online or residentially.

OBJECTIVES

The objective of the Bachelor of Science in Forensic Accounting degree program is to provide students with the knowledge, technical skills and professional habits required for entry-level positions and future advancement in accounting and specifically in detecting and preventing fraud. This program combines accounting skills with investigative, computer and legal skills to prepare students for careers in public, private and government sectors for assignments in preventing fraud. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Record business transactions according to Generally Accepted Accounting Principles (GAAP).

2. Prepare and analyze financial statements.

3. Research, explain, and apply federal tax rules and prepare tax returns.

4. Identify and apply audit methods and techniques used in practice today.

5. Evaluate and consider the effects of alternate investment accounting techniques and prepare consolidated worksheets and financial statements.

6. Demonstrate appropriate written and verbal communication skills.

7. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

8. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
AC110	Accounting Principles I	4
AC150	Accounting Principles II	4
AC160	Managerial Accounting	4
AC190	Excel for Accounting	3
AC200	Intermediate Accounting I	4
AC250	Intermediate Accounting II	4
AC300	Intermediate Accounting III	4
AC310	Tax I	4
AC320	Audit I	4
AC341	Cost and Managerial Accounting	4
AC350	Tax II	4
AC372	Advanced Accounting	4
AC410	Audit II	4
AC460	Fraud Examination Review	4
BS100	Business Mathematics	4
BS105	Introduction to Business	5
BS280	Business Law	5
BS325	Fraud Examination	4
CJ105	Introduction to Criminal Justice	4
CJ215	Investigation: Processes and Procedures	4
CL131	MS Office Professional I	3
FN300	Finance	4
IT135	Computing Fundamentals	4
IT315	Information Security	4
IT320	Cyber Forensics	4
LA100	Legal Terminology	4
NT242	Data and Networks	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2

Students will select four credits from the following:

AC430	Tax III	4
PD350	Practicum	4
Total Core Minimum Credit Requirement		**126**

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics (required)	4
NS320	Introduction to Decision Systems (required)	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology (required)	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics (required)	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**180**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

OBJECTIVES

The objective of the Bachelor of Science in Game and Application Development degree program is to provide students with skills and knowledge to design and produce entertaining applications and games for the Internet, World Wide Web, consoles or hand-held devices. Graduates are prepared to become entry-level software development professionals with coursework in game design, 3D modeling, animation, programming, mathematics, graphics, audio and production. Elective courses allow students to pursue particular topics of interest. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Document all aspects of formal game design.

2. Use software tools to design, model and apply textures to objects.

3. Draw, model and animate objects for computer games.

4. Create an application that simulates the behavior of and interaction among objects in motion.

5. Use industry standard tools and best practices in the development of interactive software.

6. Create a professional quality document that describes a concept and story for a computer game application.

7. Collaborate to produce an interactive multiplayer game in a team environment.

8. Demonstrate appropriate written and verbal communication skills.

9. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
BS200	Small Business Management	4
DB211	Database Design	4
DB311	Database Implementation	4
GA200	Introduction to the Game*	4
GA420	Game Project I*	4
GD163	Animation Fundamentals*	4
GD233	Matter and Motion*	4
GD235	Lighting and Textures*	4
GD273	Animation Software Tools*	4
GD325	Computer Graphics*	4
GD364	Multimedia Programming I*	4
GD374	Multimedia Programming II*	4
GD385	Simulating Physics with Software*	4
GD394	Software Engineering for Portables*	4
GD410	Storytelling and User Experience*	4
GD415	Three-Dimensional Characters*	4
GD420	Artificial Intelligence*	4
GD450	Game Production*	5
GD470	Portfolio*	4
GR110	Digital Imaging I	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2
SD114	Introduction to Software Development	4
SD234	Programming I	4
SD254	Programming II	4
WD130	Basic Web Design	3
WD260	Web Technologies	4
WD364	Web Application Development I	4

Core electives may be chosen from Information Technology or other media programs   8

Total Core Minimum Credit Requirement   126

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II (required)	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations (required)	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**180**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» Students enrolled in a Bachelor degree program are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

This program is offered online with the option of off-site seminars.

OBJECTIVES

The objective of the Bachelor of Science in Health Care Management degree program is to provide students with knowledge, analytical skills, and work habits required for positions in health care administration. The curriculum prepares graduates for entry-level management positions in human resources, financial, data collection and analysis, planning, marketing, and other administrative/management functions within public, private, and government health care organizations. General education requirements in the areas of communication, social science, natural science, and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Identify the impact of HIPAA (Health Insurance Portability and Accountability Act) on consumers, providers, and health care organizations.

2. Examine what contributes to the cost of health care and the revenue streams that pay for health care.

3. Explain and contrast health care plans from a global perspective in developed countries throughout the world.

4. Define the value of public health in protecting and enhancing the overall health of society.

5. Give presentation with accompanying technology.

6. Illustrate applications of health information management as it applies to health care and report on government requirements and costs associated with health information systems.

7. Examine the role and influence of governance within health care organizations.

8. Demonstrate appropriate written and verbal communication skills.

9. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion.

10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
AC110	Accounting Principles I	4
BS105	Introduction to Business	5
BS311	Organizational Behavior	4
CL131	MS Applications I	3
CL256	MS Office Applications II	3
HM105	Public Health	4
HM110	US Health Systems	4
HM150	Health Politics and Policy	4
HM310	Hospital Administration	4
HM320	Ambulatory Care	4
HM330	Long-Term Care	4
HM326	Health Informatics	4
HM340	Compliance in Health Care	4
HM460	Governance	4
HM470	Case Studies in Health Care Administration	4
HM475	Capstone	5
HR300	Human Resource Management	4
HR311	Employment Law	4
MA100	Medical Terminology	4
MK205	Marketing	4
PD225	Applied Ethics	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD260	Career Capstone	2

Students will select a minimum of 32 credits as approved by the dean of education/students and program chair. 32

Total Core Minimum Credit Requirement **126**

Selecting courses from one of the following lists creates a concentration in skills useful in the health care management field. In each case, only 32 credits need to be earned and all prerequisites need to be met.

Class #	Class Name	Credits
Health Care Administration/Human Resources Concentration:		
BS280	Business Law	5
BS380	Project Management	4
CM330	Technical Writing	4
HR315	Labor Relations	4
HR350	Recruitment and Retention	4
HR440	Change Management	4
MA174	Introduction to Administration	4
MA202	Coding and Billing I	3
MA272	Coding and Billing II	4
PD350	Practicum	4
Accounting and Finance Concentration:		
AC150	Accounting Principles II	4
AC160	Managerial Accounting	4
AC200	Intermediate Accounting I	4
AC250	Intermediate Accounting II	4
AC310	Tax I	4
AC320	Audit I	4
AC330	Governmental and Not-For-Profit Accounting	4
BS100	Business Mathematics	4
BS280	Business Law	5
BS380	Project Management	4
CM330	Technical Writing	4
FN300	Finance	4
PD350	Practicum	4
Information Technology Concentration:		
CJ220	Security, Private, Local, State, and Federal Government	4
DB211	Database Design	4
DB311	Database Implementation	4
IT135	Computing Fundamentals	4
IT305	Systems Analysis Design	4
IT315	Information Security	4
IT435	Business Intelligence Systems	4
NT242	Data and Networks	4
SD114	Introduction to Software Development	4
SD234	Programming I	4
SD254	Programming II	4
WD130	Basic Web Design	3
PD350	Practicum	4
Marketing and Sales Concentration:		
BS380	Project Management	4
CM330	Technical Writing	4
MC290	Web Analytics and Reporting	4
MK230	Sales Management	3
MK225	Internet Marketing	4
MK260	Internet Advertising	4
MK275	Social Media	4
MK330	Service Marketing	4
MK405	Marketing Research	4
PD350	Practicum	4
Management and Leadership Concentration:		
AC150	Accounting Principles II	4
BS100	Business Mathematics	4
BS280	Business Law	5
BS320	Operations Management	4
BS440	Entrepreneurship	4
BS380	Project Management	4
CM330	Technical Writing	4
FN300	Finance	4
PD350	Practicum	4

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**180**

NOTES

» ‡Students will be expected to take some online coursework in this program.

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

Students may enroll to take this program online or residentially.

OBJECTIVES

The objective of the Bachelor of Science in Information Technology (IT) degree program is to provide students with skills and knowledge to enter the workforce as IT professionals. Required coursework builds a broad base of skills with hardware, operating systems, web technologies, database technologies, networking, software development and security. Graduates are prepared to take on any entry-level position in the field of information technology including bench technicians, network technicians, network service administrators, user support specialists, systems analysts, information assurance and security specialists. Areas of concentration and elective courses allow students to focus on specific areas and develop the skills necessary to become leaders in their profession. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Troubleshoot and repair the configuration of a computer system.

2. Analyze a problem and identify and define the computing requirements appropriate to solve that problem.

3. Identify, analyze and consider user needs in the design of database solutions.

4. Develop a computer-based solution to meet business needs.

5. Analyze information security practices using an assessment model.

6. Develop and execute a project plan.

7. Develop strategies to make ethical decisions in information technology.

8. Demonstrate appropriate written and verbal communication skills.

9. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
BS105	Introduction to Business	5
BS380	Project Management	4
BS400	Strategic Planning	4
CL131	MS Office Applications I	3
DB211	Database Design	4
DB311	Database Implementation	4
IT155	Computer Essentials	4
IT205	Operating Systems I	4
IT255	Operating Systems II	4
IT305	Systems Analysis and Design	4
IT315	Information Security	4
IT320	Cyber Forensics	4
IT330	IT Service Management	4
IT335	Operating Systems III	4
IT340	Virtual Solutions	4
IT415	Information Technology Capstone	4
IT435	Business Intelligence Systems	4
NT242	Data and Networks	4
NT272	Network Administration and Security	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2
SD114	Introduction to Software Development	4
SD232	Scripting	4
WD130	Basic Web Design	3

Students will select 13 credits from courses with codes that begin with DB, IT, NT, SD, or WD   13

AREAS OF CONCENTRATION

Students will choose one of the following areas of concentration or 12 additional electives as approved by dean of education/students and program chair:

Networking and Security

IT425	Network Security Services	4
NT322	Network Implementation Technologies	4
NT362	Network Infrastructure Administration	4

Server Administration

DB321	Database Server Administration	4
IT333	Network Application Services	4
WD350	Web Servers	4

Total Core Minimum Credit Requirement   126

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing (required)	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems (required)	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**180**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

OBJECTIVES

The Bachelor of Science in Mechanical Engineering Technology degree program provides students with a practical engineering technology foundation by offering a comprehensive curriculum that includes engineering technology principles with hands-on experience in drafting, design, digital fabrication and experiments; plus, a survey of related management concepts. Graduates of this program are mechanical engineering technologists, prepared for multiple positions within mechanical and manufacturing companies, including but not limited to: manufacturing engineer, design engineer, mechanical designer, test engineer, sales engineer; plus, a range of positions that demand technical engineering skills. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

Students who have an associate degree in an engineering related discipline, such as drafting, engineering technology, or industrial design will receive transfer credit and may be exempt from taking any class in the bachelor's degree program that is also required for the Globe University/Minnesota School of Business AAS Engineering Drafting and Design degree program. The associate degree must meet the Transfer of Credit requirements as stated in the current GU/MSB catalog. To be eligible for transfer, associate degree coursework must include 60 specialization/technical and 30 general education quarter-hour credits (or semester-hour credit equivalencies). The degree must be granted by an approved institution as described in the transfer credit section of this catalog. A documented international transcript evaluation may be considered based on approval of academic services personnel. Additional courses may be required outside of the credits accepted through block transfer where prerequisites exist to create a foundation for further learning.

The goal of this program is to prepare graduates who are able to:

1. Demonstrate an appropriate mastery of the knowledge, techniques, skills and modern tools related to mechanical engineering technology.

2. Apply current knowledge and adapt to emerging applications of mathematics, science, engineering and technology problems that require the application of principles and applied procedures or methodologies.

3. Conduct standard tests and measurements; conduct, analyze, and interpret experiments; and apply experimental results to improve processes.

4. Apply creativity in the design of systems, components or processes for broadly-defined engineering technology problems appropriate to program educational objectives.

5. Function effectively on teams.

6. Identify, analyze and solve broadly-defined engineering technology problems.

7. Demonstrate an understanding of the need for and an ability to engage in self-directed continuing professional development.

8. Demonstrate a commitment to quality, timeliness, and continuous improvement.

9. Demonstrate appropriate^ written and verbal communication skills.

10. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion.

11. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
BS105	Introduction to Business	5
BS380	Project Management	4
ED100	Engineering Drawings I	4
ED110	SolidWorks I	4
ED151	Dimensioning and Tolerancing I	3
ED160	SolidWorks II	4
ED170	Design for Manufacturing	4
ED180	SolidWorks III	4
ED200	Engineering Drawings II	4
ED210	Creo I	4
ED225	Dimensioning and Tolerancing II	3
ED230	Creo II	4
ED240	Product and Process Improvement	4
ED250	Creo III	4
EG270	Applied Statics and Strength of Materials	4
EG300	Introduction to Engineering Technology	2
EG320	Engineering Materials	4
EG345	Quality Standards and Principles	3
MET320	Manufacturing Processes	4
MET330	Electric Circuits Fundamentals	4
MET340	Experimental Methods for Engineering Technology	4
MET350	Fluid Power	4
MET360	Mechanical Tolerancing Analysis and GD&T	4
MET420	Mechanics	4
MET430	Machine Design	4
MET435	Finite Element Analysis	4
MET445	Digital Fabrication	4
MET450	Lean Manufacturing and Concurrent Engineering Design	4
MET460	Mechanical Design and Development	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD260	Career Capstone	2

Students will select four credits from the following:

MET480	Mechanical Engineering Technology Capstone	4
MET499	Mechanical Engineering Technology Internship	4

Total Core Minimum Requirement   **126**

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II (required)	4
NS259	Pre-Calculus (required)	4
NS260	Calculus (required)	4
NS266	Physics I*** (required)	4
NS267	Physics II*** (required)	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**180**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

» ^"Appropriate" for students in the Mechanical Engineering Technology program includes both technical and non-technical as well as graphical communication forms and technical literature.

OBJECTIVES

The Bachelor of Science in Nursing degree program is designed to prepare students for entry-level professional practice and provides an educational climate that stimulates lifelong learning. Students, through an evidence-based curriculum framework, learn essential competencies necessary to provide nursing care and leadership within diverse health care settings. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

Graduates of the Bachelor of Science in Nursing degree program are eligible to sit for the National Council Licensure Exam for Registered Nurses (NCLEX-RN) exam and, upon licensure, for entry-level professional practice.

The baccalaureate degree program in nursing at Minnesota School of Business-Richfield is approved by the Minnesota Board of Nursing and accredited by the Commission on Collegiate Nursing Education, One DuPont Circle NW, Suite 530, Washington, DC 20036, (202) 887-6791.

The goal of this program is to prepare graduates who are able to:

1. Integrate nursing knowledge with the humanities, arts and sciences to provide holistic care within the practice of professional nursing.

2. Demonstrate effective critical thinking, communication, assessment and technical skills in the practice of professional nursing.

3. Collaborate with patients, health care providers and other members of the interdisciplinary team to assess, plan, implement and evaluate patient focused outcomes.

4. Advocate for the patients and consumers of health care within health care delivery systems.

5. Use knowledge of health promotion, risk reduction and disease prevention in providing holistic care to individuals, families, groups and communities.

6. Use knowledge of human diversity, global health care and information technology to promote the health care of individuals across the lifespan.

7. Apply research-based knowledge from nursing and the sciences as a foundation for evidence-based practice in maintaining, restoring and optimizing health.

8. Demonstrate values and ethical behaviors reflective of professional nursing practice.

9. Demonstrate self-awareness in identifying goals for life long professional development.

10. Incorporate leadership skills into the practice of professional nursing.

11. Demonstrate appropriate written and verbal communication skills.

12. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

13. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
MT165	Nutrition and Supplementation	3
MT166	Introduction to Pharmacology	3
PD260	Career Capstone	2
RN101	Essentials of Professional Nursing	6
RN152	Nursing Foundations [1,2]	6
RN154	Integrative Holistic Care	4
RN156	Health Promotion Across the Lifespan [1,2]	6
RN201	Care of the Adult in Illness I	6
RN202	Nursing Pharmacology [1]	4
RN203	Care of the Adult in Illness II	5
RN204	Nurse as Provider of Care [1,2]	8
RN206	Holistic Health Assessment [1,2]	4
RN302	Nurse as Provider and Coordinator of Care [1,2]	8
RN303	Family Health in Nursing	3
RN304	Health Care Issues Across the Lifespan	3
RN305	Care of Children [2]	7
RN306	Care of the Child Bearing Family [2]	7
RN307	Care of the Critically Ill Patient [1]	4
RN401	Behavioral Health Care [2]	7
RN403	Nursing Research and Evidence-Based Practice	3
RN404	Holistic End of Life Care [2]	4
RN405	Leadership and Management in Nursing [2]	7
RN408	Community Health Nursing [2]	7
RN409	Nursing Within a Global Community	3
RN413	Nursing Internship/Professional Role Development [2]	7
Total Core Minimum Credit Requirement		**127**

NOTES

» [1] Lab sessions for these courses will be held in the skills lab located at the Richfield, MN campus.

» [2] These courses include practicum (experiential learning) components and are held at an external site.

» Students are responsible for providing their own reliable transportation when attending coursework at clinical sites.

» All applications submitted will be reviewed by the dean of nursing and a committee for consideration for acceptance to the program. The nursing department reserves the right to select those with the best qualifications from applicants who meet the minimum requirements. Applicants will not be accepted to the nursing program without approval by the dean of nursing. Refer to nursing program entrance requirements.

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications (required)	4
CM210	Creative Writing	4
CM320	Writing and Research (required)	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology (required)**	4
NS140	Anatomy and Physiology I (required)**	4
NS150	Anatomy and Physiology II (required)**	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics (required)	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship (required)	2
SS116	Introduction to Psychology (required)	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology (required)	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**181**

NOTES

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» **Nursing students must complete these courses residentially at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

OBJECTIVES

The objective of the Bachelor of Science in Paralegal degree program is to provide comprehensive paralegal training that prepares graduates for entry-level work under the supervision of attorneys assisting in the delivery of legal services. Theoretical and practical coursework provides students with legal knowledge and related skills, including advanced computer-assisted research, chronological organization of events and issues in a case, checklist and procedure preparation for an appellate case and comparison of client and expert investigative interviews. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Interpret and apply legal terminology, principles and procedures.

2. Perform legal research and analysis.

3. Interpret and apply legal codes of ethics and rules of professional conduct to various law office scenarios.

4. Prepare legal documents and forms for various legal areas.

5. Demonstrate proficiency in computer technology for use in the law office setting.

6. Apply organizational and law office management skills.

7. Analyze alternatives to litigation for resolution of disputes and the role paralegals play in the process.

8. Demonstrate appropriate written and verbal communication skills.

9. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
BS180	Supervisory Management	4
CL131	MS Office Applications I	3
CL256	MS Office Applications II	3
HR311	Employment Law	4
IT135	Computing Fundamentals	4
IT320	Cyber Forensics	4
LA100	Legal Terminology	4
LA122	Introduction to the Legal Profession	4
LA155	Legal Research I	4
LA170	Real Estate	3
LA180	Torts	3
LA185	Criminal Law and Procedure	3
LA198	Constitutional Issues	4
LA205	Litigation I	4
LA215	Law Office Procedures and Technology	4
LA235	Contracts	3
LA240	Legal Writing I	4
LA265	Family Law	3
LA321	Probate Practice	3
LA323	Bankruptcy	3
LA325	Intellectual Property	4
LA328	Business Entities	4
LA399	Paralegal Internship	6
LA405	Alternative Dispute Resolution	4
LA410	Legal Research II	4
LA420	Litigation II	4
LA425	Legal Writing II	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2

Students will select a minimum of 16 credits from the following list of courses or as approved by the dean of students/education and program chair. Students may choose to concentrate on Electronic Discovery by selecting those classes as their chosen electives.

AC110	Accounting Principles I	4
BS311	Organizational Behavior	4
BS325	Fraud Examination	4
CJ105	Introduction to Criminal Justice	4
CJ205	Introduction to Juvenile Justice	4
CJ215	Investigation: Processes and Procedures	4
LA201	American Legal Systems	3
LA305	Interviewing and Investigation	4
LA245	Fundamentals of Electronic Discovery	4
LA251	Electronic Discovery Technology User Experience	4
LA285	Electronic Discovery Rules and Compliance	4
LA355	Advanced Electronic Discovery and Project Management	4
MA100	Medical Terminology	4

Total Core Minimum Credit Requirement   131

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations (required)	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**185**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

Students may enroll to take this program online or residentially.

OBJECTIVES

The objective of the Bachelor of Science degree program in Software Application Development is to provide students with a broad base of skills and knowledge in software development, programming, database technologies, operating systems, web technologies and mobile applications development needed for developing, testing and maintaining reliable and efficient software solutions that satisfy customer defined requirements. Graduates are prepared to take on entry-level positions in the field of Software Application Development involving the design, development and implementation of software-based solutions and products as software developers, mobile application developers, programmers, web application developers, software applications analysts. Required coursework includes software application development, programming, web application development, mobile application security, software engineering, database design and quality assurance and testing. Elective courses allow students to focus on specific areas and develop the skills necessary to become leaders in their profession. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Analyze a problem and identify and define the computing requirements appropriate to solve that problem.

2. Apply best-practices to customer service concepts.

3. Develop and execute a project plan.

4. Demonstrate an understanding of mobile device operating systems.

5. Apply usability guidelines while designing and prototyping a quality user interface.

6. Identify, analyze and consider user needs in the design of a database and implement a database solution.

7. Create a professional website that operates with a database .

8. Work on a team to produce an interactive software application.

9. Design, develop, test, package and publish a software application.

10. Design a test plan and implement quality assurance testing for a software applications.

11. Develop a business wireless security policy including securing mobile application settings and permissions.

12. Develop strategies to make ethical decisions in informational technology.

13. Demonstrate appropriate written and verbal communication skills.

14. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

15. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
BS105	Introduction to Business	5
BS170	Customer Service Strategies	3
BS380	Project Management	4
CJ220	Security: Private, Local, State and Federal Governments	4
CL131	MS Office Applications I	3
DB211	Database Design	4
DB311	Database Implementation	4
GD364	Multimedia Programming I	4
IT135	Computing Fundamentals	4
IT165	Mobile Operating Systems	4
IT320	Cyber Forensics	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2
SD114	Introduction to Software Development	4
SD215	Software User Experience	4
SD234	Programming I	4
SD242	Mobile Application Development I	4
SD254	Programming II	4
SD256	Mobile Applications Security	4
SD315	Software Engineering for Mobile Devices	4
SD330	Software Quality Assurance and Testing	4
SD352	Mobile Application Development II	4
WD130	Basic Web Design	3
WD260	Web Technologies	4
WD364	Web Application Development I	4

Electives approved by dean of education/students and program chair   22

Total Core Minimum Credit Requirement   **126**

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems (required)	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**180**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

OBJECTIVES

The objectives of the Bachelor of Science in Veterinary Technology Management degree program are to provide advanced educational opportunities within the veterinary technology profession, encourage lifelong learning among veterinary technology students, and provide training beyond entry-level skills. Students will also prepare for the Veterinary Technician National Examination (VTNE). Graduates prepare for employment in small animal hospitals, equine practices, animal research labs, and mobile vet services. General education requirements in the areas of communication, social science, natural science, and humanities provide analytical and communication skills as well as a global perspective of diverse cultures. The focus of the upper-level classes in this program is on knowledge and abilities most valuable for employment in a small-animal hospital, including certain management functions.

A student who has an associate degree in veterinary technology from an AVMA accredited program and a current veterinary technician certification will receive transfer credit and be exempt from taking any class in the bachelor's degree program that is also required for the Globe University/Minnesota School of Business AAS Veterinary Technology degree program.

The goal of this program is to prepare graduates who are able to:

1. Demonstrate proficiency in essential veterinary technology skills.

2. Demonstrate comprehension in the following veterinary areas: pharmacology; surgical preparation, assisting and anesthesia; dentistry; laboratory procedures; animal care and nursing; diagnostic imaging; and basic animal physiology.

3. Record patient medical information using appropriate veterinary medical terminology.

4. Differentiate between normal and abnormal physical status in common animal species and take appropriate corrective measures where indicated.

5. Accurately calculate, dispense, and explain dosages of medications.

6. Use appropriate professional behavior in the clinical setting.

7. Apply legal and ethical concepts to the business of veterinary service delivery.

8. Demonstrate appropriate written and verbal communication skills.

9. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion.

10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
BS105	Introduction to Business	5
MK205	Marketing	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD260	Career Capstone	2
VT103	Veterinary Calculations	2
VT106	Introduction to Veterinary Technology	4
VT117	Introduction to Laboratory Skills	3
VT147	Basic Concepts in Physiology and Pharmacology	3
VT154	Body System Anatomy and Physiology	4
VT176	Veterinary Pharmacology	4
VT181	Imaging	3
VT211	Hematology	3
VT217	Parasitology	3
VT222	Lab Animals, Exotics and Pocket Pets◊	3
VT232	Advanced Laboratory Skills	3
VT236	Small Animal Nutrition and Nursing	4
VT244	Animal Disease	3
VT250	Anesthesiology‡	4
VT256	Small Animal Surgical Assisting‡◊	4
VT267	Dentistry and Clinical Practices◊	4
VT276	Large Animals◊	5
VT296	Certified Veterinary Technician Review	3
VT298	Veterinary Clinical Training	9
VT330	Shelter Medicine	4
VT360	Small Animal Behavior	4
VT390	Veterinary Practice Management	4
VT410	Emergency and Critical Care	4
VT440	Small Animal Physical Therapy	4
VT450	Advanced Dentistry	4
VT470	Integrative Medicine	4

Students will select 20 credits from the following courses or as approved by the dean of education/students and program chair:

BS170	Customer Service Strategies	3
BS200	Small Business Management	4
BS280	Business Law	5
CM320	Writing and Research	4
CM330	Technical Writing	4
BS320	Operations Management	4
HR300	Human Resource Management	4
HR311	Employment Law	4
HR350	Recruitment and Retention	4
MK225	Internet Marketing	4
MK275	Social Media	4
PD225	Applied Ethics	4

Total Core Minimum Credit Requirement   137

GENERAL EDUCATION REQUIREMENTS

A student pursuing a bachelor's degree is required to earn a minimum of 54 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of six credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology (required)	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**54**
Total Program Minimum Credit Requirement		**191**

NOTES

» ‡These courses are only offered on the day schedule and will not be scheduled to begin after 4:00 p.m.

» ◊ GU/MSB does not allow transfer credits for the following courses: VT222 Lab Animals, Exotics and Pocket Pets, VT256 Small Animal Surgical Assisting, VT267   Dentistry and Clinical Practices and VT276 Large Animals.

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» Students are required to complete 30 percent of the program at the 300/400 level.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

Students may enroll to take this program online or residentially.

OBJECTIVES

The objective of the Associate in Applied Science in Accounting degree program is to prepare graduates for entry-level employment by providing students with a thorough understanding of standard accounting practices and general business fundamentals. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Record business transactions according to Generally Accepted Accounting Principles (GAAP).

2. Prepare and analyze financial statements.

3. Calculate and maintain payroll records.

4. Use accounting software to maintain accounting records and prepare financial statements.

5. Demonstrate appropriate written and verbal communication skills.

6. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

7. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
AC110	Accounting Principles I	4
AC120	Payroll Accounting	3
AC150	Accounting Principles II	4
AC160	Managerial Accounting	4
AC170	Accounting Systems	3
AC190	Excel for Accounting	3
AC200	Intermediate Accounting I	4
BS100	Business Mathematics	4
BS105	Introduction to Business	5
BS280	Business Law	5
CL131	MS Office Applications I	3
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2

Students will select four credits from the following electives:

AC250	Intermediate Accounting II	4
AC310	Tax I	4
BS325	Fraud Examination	4
Total Core Minimum Credit Requirement		**60**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**30**
Total Program Minimum Credit Requirement		**90**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

OBJECTIVES

The objective of the Associate in Applied Science in Accounting and Tax Specialist degree program is to prepare graduates for entry-level positions in the accounting field by giving students a thorough understanding of standard accounting practices with an emphasis on the skills needed by accounting practitioners: financial accounting, taxation and business consulting. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Record business transactions according to Generally Accepted Accounting Principles (GAAP).

2. Prepare and analyze financial statements.

3. Calculate and maintain payroll records.

4. Use accounting software to maintain accounting records and prepare financial statements.

5. Research, explain, and apply federal tax rules and prepare tax returns.

6. Demonstrate appropriate written and verbal communication skills.

7. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

8. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
AC110	Accounting Principles I	4
AC120	Payroll Accounting	3
AC150	Accounting Principles II	4
AC160	Managerial Accounting	4
AC170	Accounting Systems	3
AC190	Excel for Accounting	3
AC200	Intermediate Accounting I	4
AC250	Intermediate Accounting II	4
AC310	Tax I	4
AC350	Tax II	4
BS100	Business Mathematics	4
BS105	Introduction to Business	5
BS280	Business Law	5
BS325	Fraud Examination	4
CL131	MS Office Professional I	3
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2
Total Core Minimum Credit Requirement		**72**
Total Program Minimum Credit Requirement		**102**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics (required)	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**30**
Total Program Minimum Credit Requirement		**102**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

OBJECTIVES

The objective of the Associate in Applied Science in Architectural Drafting and Design degree program is to provide the technical background required of an architectural CAD drafter in both the residential and commercial drafting fields. It combines the necessary skill training, mathematics, and technical knowledge to prepare students for an entry-level architectural CAD position and gives them a strong base to enable advancement in the industry. This program is designed to simulate architectural office experiences. General education requirements in the areas of communication, social science, natural science, and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Create a complete set of residential or commercial working drawings for a given project that meet industry standards and comply with code in the allotted time.

2. Identify and apply various residential and commercial construction materials and building methods.

3. Check drawings for completeness and accuracy, modifying drawings per red lined feedback.

4. Produce a material take-off by accurately interpreting drawings and calculating material quantities and costs.

5. Describe LEED as it relates to project and professional certification.

6. Utilize design concepts to create presentation drawings for defined programs.

7. Work as a team member to gather data and create drawing per industry standards.

8. Demonstrate appropriate written and verbal communication skills.

9. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion.

10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
AR105	Materials and Methods I	4
AR115	AutoCAD I	4
AR151	Residential Construction Drawings I	4
AR165	Introduction to Green Building and LEED	3
AR160	Residential Building Codes and Estimating	3
AR175	Residential Construction Drawings II	4
AR205	Materials and Methods II	4
AR215	Building Information Modeling Using Revit	4
AR235	Commercial Drawing and Field Documentation	4
AR245	Commercial Building Codes and Estimating	4
AR255	Building Systems	4
AR265	Advanced Commercial Construction Drawings	4
EG270	Applied Statics and Strength of Materials	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD260	Career Capstone	2
Total Core Minimum Credit Requirement		**60**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II (required)	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I*** (required)	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4

Total General Education Minimum Credit Requirement		**30**
Total Program Minimum Credit Requirement		**90**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

Students may enroll to take this program online or residentially.

OBJECTIVES

The objectives of the Associate in Applied Science in Business Administration degree program are to provide knowledge of the fundamental principles of business methods and to prepare students for entry-level work in management, marketing or recordkeeping. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Explain basic business concepts.

2. Prepare and present a business plan including a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis.

3. Prepare and present a marketing plan.

4. Examine legal aspects in hiring, supervising and retaining employees.

5. Demonstrate appropriate written and verbal communication skills.

6. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

7. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
AC110	Accounting Principles I	4
BS100	Business Mathematics	4
BS105	Introduction to Business	5
BS170	Customer Service Strategies	3
BS180	Supervisory Management	4
BS200	Small Business Management	4
BS210	International Business	4
BS280	Business Law	5
CL131	MS Office Applications 1	3
MK205	Marketing	4
MK225	Internet Marketing	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2
	Electives approved by dean of education/students and program chair	4
Total Core Minimum Credit Requirement		**62**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**30**
Total Program Minimum Credit Requirement		**9**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

OBJECTIVES

The objective of the Associate in Applied Science in Criminal Justice degree program is to provide an understanding of the theories underlying law enforcement, judicial systems and correctional modalities within the context of social sciences. Program graduates prepare for entry-level positions in a range of criminal justice positions including corrections officers, private security, protective services and investigator positions. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

Employment as a law enforcement officer will require additional training as determined by your state's Peace Officer Standards and Training (POST) board.

The goal of this program is to prepare graduates who are able to:

1. Describe the societal influences on and the interaction among the three components of the criminal justice system.

2. Identify the key elements of an investigation.

3. Explain the theories of criminal behavior.

4. Analyze the balance between the needs of offenders versus the needs and expectations of the community.

5. Demonstrate appropriate written and verbal communication skills.

6. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

7. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
CJ105	Introduction to Criminal Justice	4
CJ205	Introduction to Juvenile Justice	4
CJ215	Investigation: Processes and Procedures	4
CJ220	Security: Private, Local, State and Federal Governments	4
CJ262	Criminology	4
CJ275	Evidence-based Corrections	4
CJ285	Special Populations in Criminal Justice	4
CJ290	Security Threat Groups in Criminal Justice	4
CL131	MS Office Applications 1	3
LA100	Legal Terminology	4
LA185	Criminal Law and Procedure	3
LA198	Constitutional Issues	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2
Total Core Minimum Credit Requirement		**60**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
^Students must complete either SS116 or SS205		
SS103	Global Citizenship	2
SS116	Introduction to Psychology (required)^	4
SS140	Interpersonal Relations (required)	4
SS150	Principles of Economics	4
SS205	Sociology (required)^	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**30**
Total Program Minimum Credit Requirement		**90**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» The program does not fulfill Minnesota Peace Officer Standards and Training requirements. Please check the state's Peace Officer and Standards Training (POST) board requirements to ensure eligibility for this program.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

OBJECTIVES

The objective of the Associate in Applied Science in Digital Video and Media Production degree program is to provide students with a thorough understanding of digital video and HD production including scripting, storyboarding, camera operation, lighting, sound, editing, motion graphics, color grading, and DVD design and authoring. Graduates gain skills needed for entry-level employment as scriptwriters, storyboard artists, camera operators, sound assistants, lighting assistants, production assistants, video editors, motion graphic developers, DVD designers and production developers. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Demonstrate the skills to effectively light, shoot and edit a quality video production.

2. Demonstrate story development, visual storytelling and storyboard creation techniques.

3. Edit video and audio to effectively convey a concept or story using a nonlinear editing system.

4. Create professional quality motion graphics.

5. Produce a professional quality media portfolio.

6. Demonstrate appropriate written and verbal communication skills.

7. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

8. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
DV102	Introduction to Mac OS and Photoshop‡	4
DV105	Basic Idea Development and Storyboarding‡	4
DV111	Camera Operations and Basic Editing‡	4
DV150	Photoshop for NLE‡	4
DV160	Advanced Idea Development and Storyboarding‡	4
DV165	Field Production and Lighting‡	4
DV171	Digital Video Editing FCP‡	4
DV181	Audio for Video and Film‡	4
DV200	Visual Effects‡	4
DV216	Production Management‡	4
DV221	Script Writing for Video and Film‡	4
DV235	Digital Video Editing AVID‡	4
DV240	Color Grading‡	4
DV252	Demo Reel Production‡	4
DV270	Internship‡	6
DV315	Advanced Field Production‡	4
PD255	Career Capstone	1
Total Core Minimum Credit Requirement		**67**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship (required)	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations (required)	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**30**
Total Program Minimum Credit Requirement		**97**

NOTES

» ‡Courses will be taught only at 4545 West 77th Street, Edina, MN, an additional space location.

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

OBJECTIVES

The objective of the Associate in Applied Science in Engineering Drafting and Design degree program is to provide experience in creating the CAD drawings required to describe the design of mechanical products. It combines the necessary skill training, mathematics, and technical knowledge to prepare students for an entry-level engineering CAD position and gives them a strong base to enable advancement in the field. The program is designed to mirror industry. General education requirements in the areas of communication, social science, natural science, and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Create concept and detail sketches that quickly and effectively communicate ideas or designs.

2. Complete engineering change orders to given specs, modifying parts and drawings in a manner that accurately reflects the change requested and maintains or improves model integrity.

3. Prioritize, organize and manage one's own work.

4. Efficiently and effectively model components that accurately reflect the assembly and manufacture of the component.

5. Produce working drawings of components and assemblies that meet drafting standards.

6. Work as a team member to gather data from appropriate resources to produce acceptable working drawings on time.

7. Describe how to improve the cost effectiveness of products and processes through standardization, material and process selection, and tolerancing.

8. Demonstrate appropriate written and verbal communication skills.

9. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion.

10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
ED100	Engineering Drawings I	4
ED110	SolidWorks I	4
ED151	Dimensioning and Tolerancing I	3
ED160	SolidWorks II	4
ED170	Design for Manufacturing	4
ED180	SolidWorks III	4
ED200	Engineering Drawings II	4
ED210	Creo I	4
ED225	Dimensioning and Tolerancing II	3
ED230	Creo II	4
ED240	Product and Process Improvement	4
ED250	Creo III	4
EG270	Applied Statics and Strength of Materials	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD260	Career Capstone	2
Total Core Minimum Credit Requirement		**60**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II (required)	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I*** (required)	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**30**
Total Program Minimum Credit Requirement		**90**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

Students may enroll to take this program online or residentially.

OBJECTIVES

The objective of the Associate in Applied Science in Exercise Science degree program is to provide students with industry knowledge and skills required for entry-level positions in the health, fitness and wellness industry. This program will prepare students for employment as personal trainers and consultants, working in public, private and government settings including health clubs, commercial fitness centers, corporate fitness/wellness centers, university wellness/adult fitness centers, municipal/city recreation/family centers and worksite health promotion organizations. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Identify anatomical structures, joint functions and the mechanics of human movement.

2. Summarize the role of nutrition in promoting health and affecting body processes throughout the life cycle.

3. Select appropriate fitness assessments, interpret results and utilize data to design relevant exercise programs for various populations.

4. Predict anatomical and physiological responses to exercise.

5. Prepare and present a marketing plan.

6. Demonstrate appropriate written and verbal communication skills.

7. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

8. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
BS105	Introduction to Business	5
CL131	MS Office Applications I	3
HS102	Introduction to Exercise Science	2
HS150	Kinesiology	4
HS202	Biomechanics	4
HS212	General Nutrition	4
HS245	Fitness Analysis	4
HS247	Exercise Prescription: Theory of Exercise	4
HS254	Exercise Prescription for Special Populations	4
HS265	Exercise Physiology	4
HS351	Externship Training	6
MA100	Medical Terminology	4
MK205	Marketing	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD260	Career Capstone	2
Total Core Minimum Credit Requirement		**62**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I (required)	4
NS150	Anatomy and Physiology II (required)	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4

Total General Education Minimum Credit Requirement — **30**

Total Program Minimum Credit Requirement — **92**

NOTES

» ‡Students will be expected to take some online coursework in this program.

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

OBJECTIVES

The objective of the Associate in Applied Science in Game and Application Development degree program is to provide students with skills and knowledge to create applications and games for the Internet or World Wide Web. Graduates prepare to become entry-level application development specialists with coursework in design, 3D modeling, animation, programming, mathematics, graphics and audio. Elective courses allow students to pursue their personal areas of interest. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Document all aspects of formal game design.

2. Use software tools to design, model and apply textures to objects.

3. Draw, model, and animate objects for computer games.

4. Use industry standard tools and best practices in the development of interactive software.

5. Demonstrate appropriate written and verbal communication skills.

6. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

7. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
CL131	MS Office Applications I	3
GA200	Introduction to the Game*	4
GA420	Game Project I*	4
GD163	Animation Fundamentals*	4
GD235	Lighting and Textures*	4
GD273	Animation Software Tools*	4
GR110	Digital Imaging I	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD260	Career Capstone	2
SD114	Introduction to Software Development	4
SD234	Programming I	4
SD254	Programming II	4
WD130	Basic Web Design	3

Students will select eight credits from the following or as approved by the dean of education/students and program chair:

BS200	Small Business Management	4
DB211	Database Design	4
DB311	Database Implementation	4
GD233	Matter and Motion*	4
GD325	Computer Graphics*	4
GD364	Multimedia Programming I*	4
GD374	Multimedia Programming II*	4
GD394	Software Engineering for Portables*	4
WD260	Web Technologies	4
Total Core Minimum Credit Requirement		**60**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II (required)	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4

Total General Education Minimum Credit Requirement	**30**
Total Program Minimum Credit Requirement	**90**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

Students may enroll to take this program online or residentially.

OBJECTIVES

The objective of the Associate in Applied Science in Information Technology degree program is to provide students with the breadth of skills and knowledge to be prepared to administer information technology solutions in a business environment. Graduates prepare to become entry-level information technology professionals with coursework in operating systems, networking, security and database technologies. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Troubleshoot and repair the configuration of a computer system.

2. Analyze a problem and identify and define the computing requirements appropriate to solve that problem.

3. Identify, analyze, and consider user needs in the design of database solutions.

4. Apply best practices to customer service concepts.

5. Demonstrate appropriate written and verbal communication skills.

6. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

7. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

8. Install and configure an operating system to meet specific requirements in a networked environment.

CORE REQUIREMENTS

Class #	Class Name	Credits
CL131	MS Office Applications I	3
DB211	Database Design	4
IT155	Computer Essentials	4
IT205	Operating Systems I	4
IT255	Operating Systems II	4
IT315	Information Security	4
IT330	IT Service Management	4
IT335	Operating Systems III	4
NT242	Data and Networks	4
NT272	Network Administration and Security	4
PD160	Professional Communications I	4
PD225	Applied Ethics	4
PD260	Career Capstone	2
SD114	Introduction to Software Development	4
SD232	Scripting	4
WD130	Basic Web Design	3

Total Core Minimum Credit Requirement **60**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems (required)	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4

Total General Education Minimum Credit Requirement **30**
Total Program Minimum Credit Requirement **90**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

OBJECTIVES

The objectives of the Associate in Applied Science in Interactive Media and Graphic Design degree program are to provide students with skills necessary for entry-level employment in advertising design and production, graphic design, print layout production and web page production and to provide knowledge in basic computer operation, production software, business and project planning from conception to completion. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Identify and define the elements and principles of design.

2. Create graphic designs that use effective typography, style sheets and grids.

3. Use color and design effectively in both print and web projects.

4. Professionally employ image editing, page layout, vector software and web development software to create print and web file output.

5. Create and employ a professional quality website.

6. Describe each step in the production of a typical printed piece from concept through printing and evaluate the qualities of the various printing processes.

7. Prepare and present a design brief.

8. Demonstrate appropriate written and verbal communication skills.

9. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
CL131	Introduction to Microsoft Office Professional	3
GR101	Applied Color Theory	4
GR110	Digital Imaging I	4
GR122	Typography and Composition	4
GR131	Design Fundamentals	4
GR141	Conceptual Drawing and Design	4
GR155	Digital Imaging II	4
GR181	Page Layout	4
GR211	Basic Web Delivery	4
GR225	Digital Studio	4
GR251	Web Studio	4
GR285	Professional Portfolio	5
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD260	Career Capstone	2
SD212	Flash Techniques	5
WD130	Basic Web Design	3
Total Core Minimum Credit Requirement		**66**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)^	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**30**
Total Program Minimum Credit Requirement		**96**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

Students may enroll to take this program online.

OBJECTIVES

The objectives of the Associate in Applied Science in Internet Marketing degree program are to prepare students for entry-level employment as internet marketing professionals, to introduce students to the process of marketing and sales strategy development, to provide skills for organizational management and to be successful as independent business owners. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Explain basic business concepts.

2. Apply best-practices to customer service concepts.

3. Prepare and present a marketing plan.

4. Manage pay-per-click (PPC) platforms, strategies, and campaigns to increase inquiry to sales conversion.

5. Monitor the impact of social media advertising and promotions on a business' return on its investment (ROI).

6. Prepare an SEO strategic development plan.

7. Enhance internet marketing strategies using new or advanced technologies.

8. Develop comprehensive content strategies to drive increased performance and results of internet marketing activities.

9. Apply best practices to the development of web landing pages, calls-to-action (CTA), and other campaigns to maximize conversation rates and sales.

10. Create an analytics dashboard to measure the effectiveness of SEO, brand building, social engagement, and other key performance indicators (KPIs).

11. Demonstrate appropriate written and verbal communication skills.

12. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

13. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
BS105	Introduction to Business	5
BS170	Customer Service Strategies	3
CL131	MS Office Applications I	3
MC290	Web Analytics and Reporting	4
MK205	Marketing	4
MK220	Sales Management	3
MK225	Internet Marketing	4
MK250	Internet Advertising	4
MK275	Social Media	4
MK285	Search Engine Optimization	4
MK335	Advanced Web Marketing	5
MK345	Internet Marketing Strategies	4
MK365	Conversion Optimization	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD260	Career Capstone	2
Total Core Minimum Credit Requirement		**61**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations (required)	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**30**
Total Program Minimum Credit Requirement		**91**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» **Offered only at the Woodbury, MN campus.

OBJECTIVES

The objectives of the Associate in Applied Science in Massage Therapy degree program are to provide students with skills and knowledge for entry-level employment as massage therapists and to provide knowledge and skills in advanced massage techniques. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

Graduates are eligible to take a certification exam offered by the MBLEx licensing exam offered by the Federation of States Massage Therapy Board (FSMTB). Students and graduates are eligible for membership in professional associations including the American Massage Therapy Association (AMTA) and the Association of Bodywork and Massage Professionals (ABMP).

The goal of this program is to prepare graduates who are able to:

1. Demonstrate industry appropriate entry- and advanced-level massage and bodywork techniques through hands-on application.

2. Identify appropriate client condition for massage or bodywork.

3. Assess client movement and behavior and develop industry appropriate massage and bodywork treatment plans.

4. Exhibit industry specific personal and professional boundaries in the work setting.

5. Identify the massage therapy licensing laws, rules and regulations specific to the student's state of residence.

6. Explain compliancy rules in regards to health regulatory agencies and universal health precautions.

7. Analyze basic anatomy, physiology, pathology and kinesiology concepts in relation to massage and bodywork.

8. Demonstrate appropriate written and verbal communication skills.

9. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
HS150	Kinesiology‡◊	4
HS265	Exercise Physiology◊	4
MS101	Techniques I	4
MS125	Techniques II	4
MS135	Massage Techniques Lab Practicum	4
MS151	Pathology for Massage Therapist	4
MS170	Techniques III	4
MS196	The Business & Ethics of Massage	4
MS201	Techniques IV: Introduction to Specialty Techniques	4
MS211	Techniques IV Clinical Lab: Introduction to Specialty Techniques	2
MS245	Anatomy and Physiology for Massage	4
MS274	Massage Clinical Practicum II	4
MS286	Condition Specific Assessment & Case Study Analysis	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD260	Career Capstone	2
Total Core Minimum Credit Requirement		**60**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I ◊ (required)	4
NS150	Anatomy and Physiology II ◊ (required)	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations (required)	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**30**
Total Program Minimum Credit Requirement		**90**

NOTES:

» ‡ These courses are not available for Sioux Falls massage therapy students due to licensing requirements in South Dakota.

» ◊ These courses are not available online for Moorhead massage therapy students due ot licensing requiremnts in the surrounding states.

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» **Offered only at the Woodbury, MN campus.

» Licensure is required to practice massage therapy in the states of Wisconsin, South Dakota, and North Dakota. Licensure requirements in Minnesota are determined within cities, counties, and municipalities and students need to research local requirements to ensure compliance.

OBJECTIVES

The objective of the Associate in Applied Science in Medical Administrative Assistant degree program is to provide students with the necessary skills, knowledge and abilities for employment as entry-level allied health professionals, performing duties of medical secretaries and administrative assistants in health care environments. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Communicate professionally in the health care environment.

2. Demonstrate appropriate medical administrative procedures.

3. Classify and manage patient medical information.

4. Transcribe and explain medical records.

5. Read and interpret medical coding and billing proficiently.

6. Demonstrate appropriate written and verbal communication skills.

7. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

8. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
BS170	Customer Service Strategies	3
CL131	MS Office Applications I	3
CL256	MS Office Applications II	3
HM105	Public Health	4
HM110	US Health Systems	4
KY170	Transcription	3
MA100	Medical Terminology	4
MA176	Medical Office Skills	4
MA255	Advanced Coding	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2
	Electives approved by dean of education/students and program chair	14
Total Core Minimum Credit Requirement		**60**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I (required)	4
NS150	Anatomy and Physiology II (required)	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**30**
Total Program Minimum Credit Requirement		**90**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

OBJECTIVES

The objectives of the Associate in Applied Science in Medical Assistant degree program are to prepare students to work as allied health care professionals serving the needs of physician employers in delivering quality health care services to a client population and to prepare students who are competent in cognitive (knowledge), psychomotor (skills) and affective (behavioral) learning behaviors for entry-level medical assistant positions. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

Graduates of this program are not eligible to sit for the Limited Scope of Practice Radiography Exam in the state of Wisconsin.

The goal of this program is to prepare graduates who are able to:

1. Identify, demonstrate and continuously use OSHA principles, standard precautions and safety precautions.

2. Demonstrate appropriate medical administrative procedures.

3. Apply legal and ethical medical standards of practice.

4. Perform and analyze clinical procedures such as vitals, laboratory testing and other diagnostic and medical procedures and effectively chart all pertinent patient data.

5. Describe the human body including structure, function and basic pathologies.

6. Recognize, interpret, and use medical terminology correctly.

7. Apply basic pharmacology including dosage calculations, drug interactions and administration of medications.

8. Demonstrate appropriate written and verbal communication skills.

9. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
MA100	Medical Terminology‡	4
MA145	Introduction to Patient Care	4
MA153	Human Disease	4
MA162	Pharmacology	4
MA176	Medical Office Skills	4
MA185	Advanced Patient Care	4
MA205	Essential Lab Skills	4
MA286	CMA Review Seminar	4
MA297	Clinical Externship	8
PD160	Professional Communications I‡	4
PD200	Professional Communications II‡	4
PD225	Applied Ethics‡	4
PD260	Career Capstone‡	2

Students will select seven credits from the following:

CL131	MS Office Applications I‡	3
MA225	Radiography I ◊	4
MA227	Radiography II ◊	3
MA255	Advanced Coding	4
MH210	Principles of Counseling	4
MH215	Substance Abuse and Mental Health Issues	4

Total Core Minimum Credit Requirement	**61**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I (required)	4
NS150	Anatomy and Physiology II (required)	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I**	4
NS267	Physics II**	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology (required)	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4

Total General Education Minimum Credit Requirement	**30**

Total Program Minimum Credit Requirement	**91**

NOTES:

» ‡ These courses are available in an online and residential format.

» ◊ These courses are not offered at Wisconsin campuses

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» All general education courses, except for NS126, NS135, NS266 and NS267, are available in online or residential format.

» *Offered only at the Richfield, MN campus.

» **Offered only at the Woodbury, MN campus.

Students may enroll to take this program online.

OBJECTIVES

The objective of the Associate in Applied Science in Mobile Application Development degree program is to provide students with the breadth of skills and knowledge to develop and maintain software application programs for mobile devices. Graduates prepare to become entry-level mobile application development professionals with coursework in mobile application development, programming, mobile application security, software engineering, database design and quality assurance and testing. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Analyze a problem and identify and define the computing requirements appropriate to solve that problem.

2. Demonstrate an understanding of mobile device operating systems.

3. Apply usability guidelines while designing and prototyping a quality user interface.

4. Identify, analyze and consider user needs in the design of database solutions.

5. Work on a team to produce an interactive software application.

6. Design, develop, test, package and publish a software application.

7. Design a test plan and implement quality assurance testing for a software application.

8. Develop a business wireless security policy including securing mobile application settings and permissions.

9. Develop strategies to make ethical decisions in informational technology.

10. Demonstrate appropriate written and verbal communication skills.

11. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

12. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
CL131	MS Office Applications I	3
DB211	Database Design	4
IT135	Computing Fundamentals	4
IT165	Mobile Operating Systems	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2
SD114	Introduction to Software Development	4
SD215	Software User Experience	4
SD234	Programming I	4
SD242	Mobile Application Development I	4
SD256	Mobile Application Security	4
SD315	Software Engineering for Mobile Devices	4
SD330	Software Quality Assurance and Testing	4
SD352	Mobile Application Development II	4
WD130	Basic Web Design	3
Total Core Minimum Credit Requirement		**64**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems (required)	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**30**
Total Program Minimum Credit Requirement		**94**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

Students may enroll to take this program online.

OBJECTIVES

The objective of the Associate in Applied Science in Paralegal degree program is to provide comprehensive paralegal training that prepares graduates to assume entry-level positions in the field under the supervision of attorneys assisting in the delivery of legal services. General education requirements in the areas of communication, social science, natural science and humanities provide analytical and communication skills as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Interpret and apply legal terminology, principles and procedures.

2. Perform legal research and analysis.

3. Interpret and apply legal codes of ethics and rules of professional conduct to various law office scenarios.

4. Prepare legal documents and forms for various legal areas.

5. Demonstrate proficiency in computer technology for use in the law office setting.

6. Demonstrate appropriate written and verbal communication skills.

7. Evaluate the quality of multiple viewpoints, arguments and evidence and distinguish between fact and opinion.

8. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
CL131	MS Office Applications I	3
LA100	Legal Terminology	4
LA122	Introduction to the Legal Profession	4
LA155	Legal Research I	4
LA170	Real Estate	3
LA180	Torts	3
LA185	Criminal Law and Procedure	3
LA205	Litigation I	4
LA215	Law Office Procedures and Technology	4
LA235	Contracts	3
LA240	Legal Writing I	4
LA265	Family Law	3
LA321	Probate Practice	3
LA323	Bankruptcy	3
LA399	Paralegal Internship	6
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2
Total Core Minimum Credit Requirement		**68**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations (required)	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**30**
Total Program Minimum Credit Requirement		**98**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

OBJECTIVES

The objective of the Associate in Applied Science in Veterinary Technology degree program is to provide the student with skills for employment as an entry-level veterinary technician. Students will be challenged by instructors to learn and apply skills as required by Committee on Veterinary Technician Education and Activities (CVTEA) in nine areas, which include pharmacology, nursing, anesthesia, surgical nursing, laboratory procedures and imaging. Students also will be prepared for the nine domains tested on the Veterinary Technician National Examination (VTNE). General education requirements in the areas of communication, social science, natural science, and humanities provide analytical and communication skills, as well as a global perspective of diverse cultures.

The goal of this program is to prepare graduates who are able to:

1. Demonstrate proficiency in essential veterinary technology skills.

2. Demonstrate comprehension in the following veterinary areas: pharmacy & pharmacology, surgical nursing, dentistry, laboratory procedures, animal care and nursing, diagnostic imaging, anesthesia, emergency medicine/critical care, pain management/analgesia

3. Record patient medical information using appropriate veterinary medical terminology.

4. Differentiate between normal and abnormal physical status in common animal species and take appropriate corrective measures where indicated.

5. Accurately calculate, dispense, and explain dosages of medications.

6. Use appropriate professional behavior in the clinical setting.

7. Explain preventive medicine concepts to clients in both written and verbal formats.

8. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion.

9. Exhibit social responsibility and examine the diverse cultures and value systems of our global community.

CORE REQUIREMENTS

Class #	Class Name	Credits
PD260	Career Capstone	2
VT104	Veterinary, Calculations, Terminology and Drug Metabolism	4
VT107	Introduction to Veterinary Technology & Office Procedures	4
VT155	Body System Anatomy, Physiology and Applied Pharmacology I	4
VT156	Body System Anatomy, Physiology and Applied Pharmacology II	4
VT182	Imaging	4
VT201	Large Animals◊	4
VT213	Veterinary Laboratory: Hematology	4
VT218	Veterinary Laboratory: Parasitology	4
VT223	Lab Animals, Exotics and Pocket Pets◊	4
VT233	Advanced Clinical Laboratory	4
VT237	Animal Disease, Nursing, and Emergency Care	4
VT252	Anesthesiology and Pain Management‡	4
VT259	Surgical Assisting ‡◊	4
VT268	Dentistry‡◊	2
VT297	Veterinary Clinical Externship	8
Total Core Minimum Credit Requirement		**64**

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM320	Writing and Research	4
CM330	Technical Writing	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU145	Global Influences on American Music	4
HU150	Introduction to Literature	4
HU230	Spanish II	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
NS105	Biology (required)	4
NS111	Environmental Issues	4
NS116	College Algebra I (required)	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS259	Pre-Calculus	4
NS260	Calculus	4
NS266	Physics I***	4
NS267	Physics II***	4
NS305	Statistics	4
NS320	Introduction to Decision Systems	4
SOCIAL SCIENCE		
SS103	Global Citizenship	2
SS116	Introduction to Psychology	4
SS140	Interpersonal Relations	4
SS150	Principles of Economics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS311	Human Behavior	4
SS360	Abnormal Psychology	4
Total General Education Minimum Credit Requirement		**30**
Total Program Minimum Credit Requirement		**94**

NOTES

» ‡These courses are only offered on the day schedule and will not be scheduled to begin after 4:00 p.m.

» ◊ GU/MSB does not allow transfer credits for the following courses: VT201 Large Animals, .VT223 Lab Animals, Exotics and Pocket Pets, VT259 Surgical Assisting, and VT268 Dentistry.

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

» *Offered only at the Richfield, MN campus.

» ***Offered only at the Woodbury, MN campus.

Students may enroll to take this program online or residentially

OBJECTIVES

The objectives of the Business Administrative Assistant diploma program are to provide training in business office procedures and to prepare the graduate for entry-level administrative assistant positions. Graduates should be competent in entry-level office administrator, receptionist, clerical/clerical-typist and computer operator skills in order to support the applied work of their potential managers by having studied the foundations of business communications, qualitative and quantitative processes, and the administrative professional.

The goal of this program is to prepare graduates who are able to:

1. Demonstrate competency-based computer skills.

2. Give a presentation with accompanying technology.

3. Demonstrate communication skills.

4. Apply best-practices to customer service concepts.

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
AC110	Accounting Principles I	4
BS105	Introduction to Business	5
BS170	Customer Service Strategies	3
BS280	Business Law	5
CL131	MS Office Applications I	3
CL256	MS Office Applications II	3
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2
SS140	Interpersonal Relations	4
Electives approved by dean of education/students and program chair		4
Total Program Minimum Credit Requirement		**45**

OBJECTIVES

The objective of the Legal Administrative Assistant diploma program is to provide office technology training with a legal specialization enabling graduates to assume the responsibilities of entry-level legal administrative assistants.

The goal of this program is to prepare graduates who are able to:

1. Demonstrate speed and accuracy in keyboarding and transcription.

2. Interpret and apply legal terminology, principles and procedures.

3. Perform legal research and analysis.

4. Interpret and apply legal codes of ethics and rules of professional conduct to various law office scenarios.

5. Prepare legal documents and forms for various legal areas.

6. Demonstrate proficiency in computer technology for use in the law office setting.

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
CL131	MS Office Applications I	3
CL256	MS Office Applications II	3
KY170	Transcription	3
LA100	Legal Terminology	4
LA122	Introduction to the Legal Profession	4
LA155	Legal Research I	4
LA180	Torts	3
LA198	Constitutional Issues	4
LA201	American Legal Systems	3
LA205	Litigation I	4
LA215	Law Office Procedures and Technology	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2
SS140	Interpersonal Relations	4
Total Program Minimum Credit Requirement		**57**

OBJECTIVES

The objective of the Massage Therapy diploma program is to emphasize skills and knowledge for entry-level employment as a massage therapist. After successful completion of this program students will be eligible to take the NCETM certification exam offered by the MBLEx licensing exam offered by the Federation of States Massage Therapy Board (FSMTB). Students will be eligible for professional membership in such associations as the American Massage Therapy Association (AMTA) and the Association of Bodywork and Massage Professionals (ABMP).

The goal of this program is to prepare graduates who are able to:

1. Demonstrate industry appropriate entry-level massage and bodywork techniques through hands-on application.

2. Identify appropriate client condition for massage or bodywork.

3. Assess client movement and behavior and develop industry appropriate massage and bodywork treatment plans.

4. Exhibit industry specific personal and professional boundaries in the work setting.

5. Identify the massage therapy licensing laws, rules and regulations specific to the student's state of residence.

6. Explain compliancy rules in regards to health regulatory agencies and universal health precautions

7. Analyze basic anatomy, physiology, pathology and kinesiology concepts in relation to massage and bodywork.

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
HS150	Kinesiology‡◊	4
MS101	Techniques I	4
MS125	Techniques II	4
MS135	Massage Techniques Lab Practicum	4
MS151	Pathology for Massage Therapists‡◊	4
MS170	Techniques III	4
MS196	The Business & Ethics of Massage	4
MS274	Massage Clinical Practicum II	4
NS140	Anatomy and Physiology I‡◊	4
NS150	Anatomy and Physiology II‡◊	4
PD160	Professional Communications I	4
PD260	Career Capstone	2
Total Core Minimum Credit Requirement		**46**

NOTES:

» ‡These courses are not available online for Sioux Falls Massage Therapy students due to licensing requirements in South Dakota.

» ◊These courses are not available online for Moorhead Massage Therapy students due to licensing restrictions in surrounding states.

» Licensure is required to practice massage therapy in the states of Wisconsin, South Dakota, and North Dakota. Licensure requirements in Minnesota are determined within cities, counties, and municipalities and students need to research local requirements to ensure compliance.

This program is only offered at the Moorhead, MN campus. Students who plan to seek licensure as a massage therapist in North Dakota should choose this program option. Students who do not plan to seek licensure in North Dakota may choose the 55 credit hours program listed on page 109.

OBJECTIVES

The objective of the Massage Therapy diploma program is to emphasize skills and knowledge for entry-level employment as a massage therapist. After successful completion of this program students will be eligible to take the MBLEx licensing exam offered by the Federation of States Massage Therapy Board (FSMTB). The students will be eligible for professional membership in such associations as the American Massage Therapy Association (AMTA) and the Association of Bodywork and Massage Professionals (ABMP).

The goal of this program is to prepare graduates who are able to:

1. Demonstrate industry appropriate entry-level massage and bodywork techniques through hands-on application.

2. Identify appropriate client condition for massage or bodywork.

3. Assess client movement and behavior and develop industry appropriate massage and bodywork treatment plans.

4. Exhibit industry specific personal and professional boundaries in the work setting.

5. Identify the massage therapy licensing laws, rules and regulations specific to the student's state of residence.

6. Explain compliancy rules in regards to health regulatory agencies and universal health precautions

7. Analyze basic anatomy, physiology, pathology and kinesiology concepts in relation to massage and bodywork.

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
HS150	Kinesiology◊	4
HS265	Exercise Physiology◊	4
MS115	Swedish Massage	3
MS151	Pathology for Massage Therapists◊	4
MS155	Pregnancy/Special Populations Massage	3
MS156	Myofascial Release	3
MS157	Hot Stone Massage/Spa Techniques	3
MS245	Anatomy and Physiology for Massage	4
MS258	Introduction to Thai/Energy Work	2
MS271	Massage Clinical Practicum	1
MS272	Deep Tissue and Sports Massage	4
MS273	Deep Tissue and Sports Massage Clinic	2
NS140	Anatomy and Physiology I◊	4
NS150	Anatomy and Physiology II◊	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2
Total Program Minimum Credit Requirement		**59**

NOTES:

» ◊These courses are not available online for Moorhead Massage Therapy students due to licensing restrictions in surrounding states.

» Licensure is required to practice massage therapy in the states of Wisconsin, South Dakota, and North Dakota. Licensure requirements in Minnesota are determined within cities, counties, and municipalities and students need to research local requirements to ensure compliance.

OBJECTIVES

The objective of the Medical Administrative Assistant diploma program is to provide comprehensive office administration training with a medical specialization enabling graduates to assume the responsibilities of entry-level medical office administrators.

The goal of this program is to prepare graduates who are able to:

1. Communicate professionally in the health care environment.

2. Demonstrate appropriate medical administrative procedures.

3. Classify and manage patient medical information.

4. Transcribe and explain medical records.

5. Read and interpret medical coding and billing proficiently.

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
BS170	Customer Service Strategies	3
CL131	MS Office Applications I	3
CL256	MS Office Applications II	3
HM105	Public Health	4
HM110	US Health Systems	4
KY170	Transcription	3
MA100	Medical Terminology	4
MA176	Medical Office Skills	4
MA255	Advanced Coding	4
PD160	Professional Communications I	4
PD200	Professional Communications II	4
PD225	Applied Ethics	4
PD260	Career Capstone	2

Electives approved by dean of education/students and program chair   14

Total Program Minimum Credit Requirement   **60**

OBJECTIVES

The objectives of the Medical Assistant diploma program are to prepare students to work as allied health care professionals serving the needs of physician employers in delivering quality health care services to a client population and to prepare students who are competent in cognitive (knowledge), psychomotor (skills), and affective (behavioral) learning behaviors for entry-level medical assistant positions.

The goal of this program is to prepare graduates who are able to:

1 Identify, demonstrate, and continuously use OSHA principles, standard precautions, and safety precautions.

2 Demonstrate appropriate medical administrative procedures.

3 Apply legal and ethical medical standards of practice.

4 Perform and analyze clinical procedures such as vitals, laboratory testing, and other diagnostic and medical procedures and effectively chart all pertinent patient data.

5 Describe the human body including structure, function, and basic pathologies.

6 Recognize, interpret, and use medical terminology correctly.

7 Apply basic pharmacology, including dosage calculations, drug interactions, and administration of medications.

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
MA100	Medical Terminology‡	4
MA145	Introduction to Patient Care	4
MA153	Human Disease	4
MA162	Pharmacology	4
MA176	Medical Office Skills	4
MA185	Advanced Patient Care	4
MA205	Essential Lab Skills	4
MA255	Advanced Coding	4
MA286	CMA Review Seminar	4
MA297	Clinical Externship	8
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
PD160	Professional Communications I‡	4
PD200	Professional Communications II‡	4
PD225	Applied Ethics‡	4
PD260	Career Capstone‡	2
Total Core Minimum Credit Requirement		**66**

NOTES:

» ‡ These courses are available in an online and residential format.

Students may enroll to take this program online

OBJECTIVES

The objectives of the Certificate in Internet Marketing program are to provide in-depth training to update and advance advertising, promotion, and marketing professionals' knowledge of internet marketing and its applications; analytics used to measure its performance and results; and strategic planning and marketing strategies driven by these technologies.

Internet marketing is a specialization within the career field of advertising, promotion, and marketing management. Technologies, including the web, mobile applications, social media channels, and other electronic resources have changed the way businesses manage the promotion of their products and services to their clients, and how they interact with, and react to, their internal and external markets. This certificate prepares graduates to pursue, maintain, or advance their marketing career opportunities in search engine optimization (SEO); social media/web advertising, promotion, and marketing; search engine marketing (SEM) analytics; and internet sales and account management.

The goal of this program is to prepare graduates who are able to:

1. Manage pay-per-click (PPC) platforms, strategies, and campaigns to increase inquiry to sales conversion.

2. Monitor the impact of social media advertising and promotions on a business' return on its investment (ROI).

3. Prepare an SEO strategic development plan.

4. Enhance internet marketing strategies using new or advanced technologies.

5. Develop comprehensive content strategies to drive increased performance and results of internet marketing activities.

6. Apply best practices to the development of web landing pages, calls-to-action (CTA), and other campaigns to maximize conversation rates and sales.

7. Create an analytics dashboard to measure the effectiveness of SEO, brand building, social engagement, and other key performance indicators (KPIs).

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
MC290	Web Analytics and Reporting	4
MK225	Internet Marketing*	4
MK250	Internet Advertising	4
MK275	Social Media	4
MK285	Search Engine Optimization	4
MK335	Advanced Web Marketing	5
MK345	Internet Marketing Strategies	4
MK365	Conversion Optimization	4
Total Program Minimum Credit Requirement		**33**

NOTES:

» *This course has a prerequisite of MK205 Marketing or equivalent, which may be fulfilled by prior learning as defined in the current catalog/catalog addenda. If an incoming certificate student cannot fulfill MK205 Marketing through prior learning, they will have to take MK205 Marketing and fulfill all of its prerequisites prior to beginning the certificate program course sequence.

OBJECTIVES

The objective of the Mental Health Technician Certificate is to prepare students to provide clinical support services to primary psychiatric staff and other health professionals. Graduates will be able to provide clinical support to adults or children receiving substance abuse or mental health services in residential programs, inpatient settings, or community based programs.

The goal of this program is to prepare graduates who are able to:

1. Demonstrate integration of interdisciplinary behavioral health care principles with patient-centered care outcomes.

2. Recognize cultural influences in promoting mental health or illness and incorporate cultural competence into mental health assessment and evaluation.

3. Integrate "therapeutic use of self" within patient, family and group interactions.

4. Incorporate ethical guidelines and decision-making in provision of care, advocating for, and protecting the rights of patients with mental health needs.

5. Synthesize knowledge of legal issues and regulations relating to the care of clients with mental health needs.

6. Assist psychiatric staff as directed in integrating and managing therapy and treatment options of physical and psychological symptoms by documenting patient responses and behaviors.

7. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion.

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
CM121	Composition	4
MA100	Medical Terminology	4
MA149	Patient Care Sciences I	3
MA161	Pharmacology	3
MH210	Principles of Counseling	3
MH215	Substance Abuse and Mental Health Issues	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
PD225	Applied Ethics	4
PD350	Practicum	4
SS116	Introduction to Psychology	4
SS360	Abnormal Psychology	4
Total Program Minimum Credit Requirement:		**45**

NOTES

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

Students may enroll to take this program online

OBJECTIVES

The objective of the Certificate Program in Mobile Application Development is to provide students the breadth of skills and knowledge to develop and maintain software application programs for mobile devices. Graduates prepare to become entry-level mobile application development professionals with coursework in mobile application development, programming, mobile application security, software engineering and quality assurance and testing.

The goal of this program is to prepare graduates who are able to:

1. Demonstrate an understanding of mobile device operating systems.

2. Apply usability guidelines while designing and prototyping a quality user interface.

3. Work on a team to produce an interactive software application.

4. Design a test plan and implement quality assurance testing for a software application.

5. Develop a business wireless security policy including securing mobile application settings and permissions.

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
IT165	Mobile Operating Systems	4
SD114	Introduction to Software Development	4
SD215	Software User Experience	4
SD234	Programming I*	4
SD242	Mobile Application Development I*	4
SD256	Mobile Application Security	4
SD315	Software Engineering for Mobile Devices	4
SD330	Software Quality Assurance and Testing	4
SD352	Mobile Application Development II	4
Total Program Minimum Credit Requirement		**36**

NOTES:

» * This course has NS116 College Algebra I as a part of its prerequisite, which may be fulfilled by the NS116 College Algebra I test-out at the time of admissions or transfer credit as defined in the current catalog. If an incoming certificate student cannot fulfill NS116 College Algebra at the time of admissions or through transfer credit, they will be required to take NS116 College Algebra and fulfill all of its prerequisites.

» Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

Students may enroll to take this program online, with the labs conducted residentially at the Woodbury, MN campus.

OBJECTIVES

The objective of the Muscle Activation Techniques certificate program is to provide understanding of the MAT™ skillset to students who have knowledge in the health and fitness field. This program enhances a student's current competencies related to the human body and muscle function. The program studies the MAT™ approach to assessment and correction of muscular imbalances in the human body. Students are trained on the MAT™ tools used to identify restrictions in joint instability relating to muscle tightness and weakness. Students gain an understanding of the unique systematic format provided through Muscle Activation Techniques in order for them to help their clients function with maximum efficiency and balance out the muscular system.

The goal of this program is to prepare graduates who are able to:

1. Understand the muscular system through assessment of muscle function relating to muscle weakness.

2. Examine and understand range of motion limitations in relation to potential muscle weakness.

3. Demonstrate an understanding on how isolated weaknesses affect the integrated muscular system.

4. Master the practical application of palpation techniques designed to improve the neural integrity of inhibited muscles.

5. Gain the skills to thoroughly address the mechanical imbalances and how they affect overall health and performance.

CORE REQUIREMENTS

Class #	Class Name	Credits
MAT305	Applications and Assessments of Lower Body Muscle Function I*	4
MAT315	Applications and Assessments of Lower Body Muscle Function II*	4
MAT320	Applications and Assessments of Upper Body Muscle Function I*	4
MAT325	Applications and Assessments of Upper Body Muscle Function II*	4
MAT430	Muscle Activation Techniques: ntermediate Level Theory and Application*	4
MAT435	Applications and Assessments of Trunk and Spine Muscle Function*	4
MAT440	Applications and Assessments of Cervical Spine Muscle Function*	4
MAT445	Applications and Assessments of Small Motion Muscle Function*	4
MAT450	Advanced Upper/Lower Body/Trunk & Spine Application Introduction*	4
Total Program Minimum Credit Requirement		**36**

Entrance Requirements specific to the certificate:

Undergraduate coursework, or advanced placement by examination, in Anatomy and Physiology. Two years of experience as a fitness trainer or related practitioner, in which knowledge of kinesiology and biomechanics is demonstrated, or nationally recognized certification in fitness training. A combination of experience and certification will be considered.

NOTES:

» * All MAT courses are conducted with online and residential/weekend components.   Students will be required to travel at their own expense throughout the program to the Woodbury, MN campus to complete lab components.

» A minimum of eight students are required to run each of the MAT courses. If enrollment for a course is below eight students, courses may be delayed until enrollment has reached the minimum number of students.

» Students who select MAT courses must complete all courses coded with the MAT code designation to be eligible to take the certification exam.

» Completers of the program will be allowed to test for the MAT certification exam at the Woodbury, MN campus, however, exam re-takes may require individuals to travel to an alternate exam site.

» MAT courses are not available to audit.

» Some institutional scholarships may not apply to the MAT certificate program.

Course
Descriptions

The following is a guideline for course numbers and class sequencing:

00-99	Remedial courses
100-149	Courses having no prerequisite and courses normally taken during the first quarter
150-199	Courses normally having prerequisites from the 100-149 level
200-249	Courses normally having prerequisites from the 150-199 level
250-299	Courses normally having prerequisites from the 200-249 level
300-499	Courses are upper-level and satisfy upper-level course requirements in bachelor's degree programs
300-399	Courses normally having prerequisites from the 100-299 level
400-499	Courses normally having prerequisites from the 100-399 level
500-699	Courses normally at the masters' program level
700 and above	Courses normally at the doctoral program level

Definitions of prerequisite, co-requisite and concurrent:

Prerequisite:	Course must have been taken in a prior quarter
Co-requisite	Course must be taken the same quarter
Concurrent	Course may be taken in the same quarter

Stated course prerequisites may be satisfied with equivalent courses.

ACCOUNTING

AC110   Accounting Principles I   4 Credits

Prerequisite: None. The course is an introduction to financial accounting and the basic accounting cycle. Students analyze transactions, prepare accountant's worksheets with related financial statements and account for cash and receivables.

AC120   Payroll Accounting   3 Credits

Prerequisite or Concurrent: AC110. Students compute wages and salaries, withholding for social security and income taxes and unemployment compensation taxes. The course also requires students to maintain payroll records and to prepare the relevant tax forms.

AC150   Accounting Principles II   4 Credits

Prerequisite: AC110. The course is a continuation of Accounting Principles I. Students apply concepts related to inventory, long-term assets, liabilities and owner's equity for partnerships and corporations. The course also covers the use and preparation of the statement of cash flows and financial statement analysis.

AC160   Managerial Accounting   4 Credits

Prerequisite: AC150. The course is an introduction to management accounting. Students solve problems relating to budgeting, job costing systems, financial statement analysis, cost-volume-profit analysis, responsibility accounting and the role of accounting information in short-term and long-term decision making. The course also introduces activity based costing and other cost management tools.

AC170   Accounting Systems   3 Credits

Prerequisite: AC110. The course uses a business simulation package to give students hands-on experience in computerized accounting applications for small businesses. Students use the general ledger, accounts payable, accounts receivable, inventory, invoicing, and payroll modules.

AC190   Excel for Accounting   3 Credits

Prerequisites: BS100, CL131. Prerequisite or Concurrent: AC160. The course teaches students how to use the spreadsheet program, Microsoft Excel, to practice accounting procedures. Students use the application for concepts emphasized in financial accounting and managerial accounting.

AC200   Intermediate Accounting I   4 Credits

Prerequisite: AC150. The course is an in-depth study of financial accounting concepts and principles as they relate to the accounting process and resulting balance sheet, income statement and statement of cash flows. Students apply generally accepted accounting principles to cash, receivables and inventory.

AC250   Intermediate Accounting II   4 Credits

Prerequisite: AC200. The course is a continuation of Intermediate Accounting I. Students apply generally accepted accounting principles to fixed assets, intangibles, liabilities, stockholders' equity, investments and revenue recognition.

AC300   Intermediate Accounting III   4 Credits

Prerequisite: AC250. The course is a study of specialized financial accounting concepts. The student will account for earnings per share, income taxes, pensions, leases and accounting changes, and will prepare the statement of cash flows. The course emphasizes meeting the requirements for full disclosure.

AC310   Tax I   4 Credits

Prerequisite: AC150. The course is an introduction to federal tax law including the preparation of individual income tax form 1040 and related schedules.

AC320   Audit I   4 Credits

Prerequisite: AC250. The course introduces students to the role of the auditor, the audit report, ethics and the legal liability of an auditor. Students examine audit plans, internal controls, audit evidence, work papers and audit program designs.

AC330   Governmental and Not-For-Profit Accounting 4 Credits

Prerequisite: AC250. The course is an introduction to the accounting and reporting requirements for non-profit entities. Students apply fund accounting techniques to transactions in governmental units and not-for-profit organizations.

AC341   Cost and Managerial Accounting   4 Credits

Prerequisite: AC160. The course is a survey of techniques for planning and managing costs, emphasizing manufacturing environments. Topics include master budgets, flexible budgets, variances, costs allocation, decision analysis, capital budgeting, and costs analysis.

AC350   Tax II   4 Credits

Prerequisite: AC310. This course is a continuation of Tax I. Study is focused on the federal tax law governing business expenses, property transactions, and tax practice and ethics. Students prepare tax forms for individuals, continue to research tax issues, and practice communicating tax planning suggestions to clients.

AC372   Advanced Accounting   4 Credits

Prerequisite: AC250. The course is an introduction to the procedures used to record investments when significant influences or controls are present. Students prepare consolidation worksheets. The course also covers selected topics in foreign currency and international accounting.

AC410   Audit II   4 Credits

Prerequisite: AC320. The course is a continuation of Audit I and includes a comprehensive audit practice case. Students apply audit techniques to asset, liability, equity, revenue and expense accounts.

AC430   Tax III   4 Credits

Prerequisite: AC350. This course is a continuation of Tax II. Students study federal tax concepts and law related to corporations and pass-through entities. Students prepare tax forms for partnerships, C corporations and S corporations as well as examine the tax rules applicable to multi-state taxation and gift and estate transfers.

AC450   Certified Management Accounting Review   4 Credits

Prerequisites: FN300. The course provides capstone coverage of financial planning and performance, control concepts, as well as financial decision making. The course also serves as a review for of the Certified Management Accountant (CMA) exam. Practice test questions are a significant part of the class.

AC460   **Fraud Examination Review**   **4 Credits**

Prerequisites: AC410, BS325. The course provides capstone coverage of fraud examination principles and related forensic accounting principles along with a review of internal control concepts. The course also serves as a review for the Certified Fraud Examiner (CFE) exam. Practice test questions are a significant part of the class.

AGRICULTURAL BUSINESS

AG100   **Introduction to Agricultural Business**   **4 Credits**

Prerequisite: None. This is an introductory course on the scope and structure of agricultural business. Students explore key economic issues and their effects on the agricultural sector, government intervention in agriculture, and international agricultural trade.

AG120   **Introduction to Animal Science**   **4 Credits**

Prerequisites: None. Students examine the industries that surround and rely on animals. Particularly, livestock utilized in agriculture will be discussed.

AG230   **Animal Genetics and Reproduction**   **4 Credits**

Prerequisite: AG120. Prerequisite or concurrent with VT154. Students develop an understanding of reproductive physiology in various animal species as well as genetic principles applied in animal breeding.

AG410   **Agricultural Markets and Pricing**   **3 Credits**

Prerequisite: FN300. Students use principles and practices of economic analysis to examine the operation of agricultural markets, and explore the spatial and temporal dimensions of those markets.

ARCHITECTURAL DRAFTING

AR100   **Materials and Methods I**   **3 Credits**

Co-requisite: AR110. An in-depth study and analysis of common residential building materials and assemblies provides a comprehensive understanding of residential construction methods.

AR110   **AutoCAD I**   **5 Credits**

Co-requisite: AR100. Students learn file management techniques, the Windows operating system, AutoCAD commands, template creation, and symbol libraries for architectural applications.

AR151   **Residential Construction Drawings I**   **4 Credits**

Prerequisite: AR110. Students develop a set of working drawings for a residence including site plans, floor plans, elevations, wall/building sections, and construction details.

AR155   **Introduction to Green Building and LEED**   **2 Credits**

Prerequisite: AR100. Students are introduced to the principles of green construction and LEED as it relates to projects and the working world.

AR160   **Residential Building Codes and Estimating**   **3 Credits**

Prerequisite: AR151. Co-requisite: AR170. Students study how building codes impact the safety and construction of today's homes, how to check energy code compliance, and how to estimate residential building costs based on square footage and material takeoffs.

AR170   **Residential Construction Drawings II**   **5 Credits**

Prerequisite: AR151. Co-requisite: AR160. Students focus on construction methods common in multi-family home building including party walls, fireproofing, sound insulation, and flashing to produce a complete set of working drawings. Problem solving, communication, and coordination are stressed throughout.

AR200   **Materials and Methods II**   **3 Credits**

Prerequisite: AR100. Co-requisite: AR210. A study and analysis of common commercial building materials and assemblies provides a comprehensive understanding of commercial construction methods.

AR210   **Building Information Modeling Using Revit**   **5 Credits**

Prerequisite: AR100. Co-requisite: AR200. Students learn how to use Building Information Modeling (BIM) as a construction documentation system including the concepts of BIM, software structure and features, modeling and editing techniques, and sheet creation and organization.

AR225   **Commercial Drawing and Field Documentation**   **5 Credits**

Prerequisite: AR210. Co-requisite: AR230. Students draft the site plan, floor plan, wall and building sections, roof plan, interior and exterior elevations, reflected ceiling plan, HVAC, electrical and details for a small commercial building. Skills are developed in commercial dimensioning, noting, referencing and detailing. Students draft compiled sets of CAD drawings for a building from their own measurements and field notes.

AR230   **Commercial Building Codes and Estimating**   **3 Credits**

Prerequisite: AR210. Co-requisite: AR225. From building classifications, construction types and basic exiting requirements, students evaluate commercial buildings for basic code compliance and develop square footage and unit price estimates.

AR242   **Building Systems**   **3 Credits**

Prerequisite: AR110, AR210. Students study the basic design and drafting requirements of Mechanical/Electrical/Plumbing (MEP) systems in buildings.

AR260   **Advanced Commercial Construction Drawings**   **5 Credits**

Prerequisite: AR210. Using Revit, students design a building per given specs, solving code violations, to create a complete set of working drawings as a team.

BUSINESS

BS100   **Business Mathematics**   **4 Credits**

Prerequisite: None. The course is a study of simple and compound interest problems, time value of money concepts, simple business statistics and retail mathematics. Students also review simple algebraic equations.

BS105   **Introduction to Business**   **5 Credits**

Prerequisite: None. This course gives students an overview of the interrelated factors making up the business environment including ethics, entrepreneurship, marketing, management, leadership, finances and information technology. In addition, the student learns about past, present and future trends in business. The student develops decision-making and problem-solving skills through case studies, group exercises and presentations.

BS170   Customer Service Strategies   3 Credits

Prerequisite: None. This course focuses on customer service strategies that lead to a competitive advantage for the business organization. Students study the interrelationships of customer service and other facets of a successful business.

BS180   Supervisory Management   4 Credits

Prerequisite: None. Students learn roles and responsibilities of direct line managers. Practical training includes employee orientation and training, coaching, motivation, employee assignment, task supervision, performance assessment, compensation, reviews, conflict resolution and dealing with labor/management issues.

BS200   Small Business Management   4 Credits

Prerequisite: None. This course introduces small business management in the real world. Topics include writing business plans, financial report analysis, business acquisition, government regulations and legal issues affecting small businesses, site selection, and assessing future prospects of a business. There is a major focus on entrepreneurial activities and the traits of entrepreneurs. Students integrate their work and life experiences with case studies, class projects and discussion as they investigate problems and opportunities involved in operation of small businesses.

BS210   International Business   4 Credits

Prerequisite: BS105. This course is an overview of international business. Topics addressed include theories of international trade, foreign direct investment, evolution of the international monetary system, balance of payments, multinational business management, business in communist and post-communist economies, legal and political aspects of international business, socio-cultural dimensions, technology transfer, international human resource management, economic integration, ethical issues for multinational corporations and the future of international business.

BS230   Logistics Management   4 Credits

Prerequisite: BS105. This course introduces students to supply chain logistics management and integration of supply line strategy and operations fundamentals. Students explore challenges and strategies related to the design, operational integration, and administrative functions to manage risk and create competitive advantage. Course discussions and case studies integrate the students work with real world scenarios increasing awareness of technology advancements, critical thinking skills, and application experience.

BS280   Business Law   5 Credits

Prerequisites: BS105.. The course introduces legal issues affecting businesses, including classifications of laws, contracts, sales transactions, negotiable instruments, employment law and landlord-tenant law.

BS311   Organizational Behavior   4 Credits

Prerequisite or Concurrent: SS116 or SS140. The course examines how organizations are formed, in terms of how and why forms take shape; the effects forms or structures of organizations have on their operations and effectiveness; and how the study of behavior of people within an organization can be used to improve an organization's effectiveness.

BS320   Operations Management   4 Credits

Prerequisites: BS105.. This course covers traditional operations management activities, such as inventory control, scheduling, project management and forecasting. Those activities are discussed in the context of quality management, supply chain management and other approaches to operational management.

BS325   Fraud Examination   4 Credits

Prerequisite: CM121. The course examines various methods used to defraud organizations, how to identify and investigate suspected fraud, how to identify preventive methods used to deter fraud in the workplace, the Sarbanes- Oxley Act and the need for its creation. Real case studies enhance and reinforce learning objectives.

BS330   Salon and Spa Business Strategies   4 Credits

Prerequisite: BS105. This course introduces students to practical business matters that are vital to the overall operations of the salon or spa business. Application based learning reinforces the importance of comprehensive planning for starting, maintaining, and growing a successful business.

BS335   Trends in Salon and Spa Business   4 Credits

Prerequisites: BS330 and MK205. This course introduces students to current issues and trends in the Salon and Spa industry dealing with topics such as marketing, treatments, modalities, customer service and employment opportunities. Students will discuss these emerging trends and research how these changes affect industry standards and business strategies.

BS350   Business Analysis Techniques   4 Credits

Prerequisites: AC160, BS105, CL256 or AC190. This is an introduction to management science methods. Students receive practical experience and apply modeling tools and techniques for business decision-making. Quantitative modeling techniques explored include forecasting analysis, linear programming, network analysis, probability concepts and decision tree analysis.

BS360   Supply Chain Management   4 Credits

Prerequisites: BS105, CM121. This course presents supply chain management as it applies to transportation and other industries that require inventory control, scheduling, project management, forecasting and other operational processes.

BS370   Sustainability & Green Technology   4 Credits

Prerequisites: BS105 or AG100. This course introduces students to a comprehensive foundation in sustainability and environmental fundamentals. Students explore the evolution of environmental policy, sustainability, and resource development and implementation. Case studies reinforce the material through real world application concerning agricultural resource challenges and modern business management techniques. Critical thinking skills are enhanced through physical and environmental sustainability through green technology strategy development.

BS380   Project Management   4 Credits

Prerequisites: BS105 or BS180 or BS200, NS112 or NS116. This course introduces students to the challenges of managing multiple projects and to techniques, tools and theories used to manage projects successfully. These techniques include project selection, planning, control, work breakdown structures, cost estimates, risk management and financing.

BS400   Strategic Planning   4 Credits

Prerequisite: BS105. This course introduces students to strategic planning for domestic and global competition. Students explore successful strategic planning from a fundamental, analytical, control, and innovative perspective. Class exercises and case studies emphasize the underpinning of business structure to enhance strategic competition encompassing all aspect of the business.

BS440   Entrepreneurship   4 Credits

Prerequisite: FN300. This small business management course is appropriate for a student interested in managing or owning a small business. Topics include getting started, planning and managerial skills, inventory, financial production, risk management, ethics, marketing, taxation, development of a business plan and various cases for analysis.

COMMUNICATIONS

CM070   Writing Lab   2 Credits

Prerequisite: None; co-requisite to CM121. This course provides intensive instruction and practice in writing coherent paragraphs and essays for specific audiences; the writing lab includes the drafting, revision, and editing processes as well as instruction in grammar, mechanics, and usage. Students develop college-level writing skills.

CM111   Speech Communications   4 Credits

Prerequisite: None. Students examine the function of language in the communication process as it applies to speech construction and delivery. Activities including discussion and delivery of prepared speeches provide communication skills for personal and professional applications.

CM121   Composition   4 Credits

Prerequisite: Advanced Standing or Co-requisite: CM070. Students develop college-level writing skills, composing essays and formal research papers using APA documentation citation style.

CM200   Intercultural Communications   4 Credits

Prerequisite: CM121. The course explores cultural patterns and issues that influence effective communication across cultures.

CM210   Creative Writing   4 Credits

Prerequisite: CM121. Students read, analyze and discuss representative samples of poetry, fiction, non-fiction and drama to understand techniques employed by skilled writers. They apply those strategies in drafting a variety of creative works.

CM320   Writing and Research   4 Credits

Prerequisite: CM121. Students study the role of scholarly research in academic disciplines. Topics include research tools and strategies, evaluation of online and print sources for scholarly publications, writing summaries and abstracts and the inclusion of research in writing assignments. Assignments include various writing projects and a final research paper.

CM330   Technical Writing   4 Credits

Prerequisite: CM121 or equivalent. Students learn how to communicate detailed, technical information in a manner a layperson can understand. Purpose, organization and language are emphasized.

COMPUTER LITERACY

CL131   MS Office Applications I   3 Credits

Prerequisite: None. Students receive hands-on experience with the fundamental features of three major applications of Microsoft Office: Word, Excel and PowerPoint, creating simple word processing documents, worksheets and PowerPoint presentations.

CL256   MS Office Applications II   3 Credits

Prerequisite: CL131. The course provides advanced training in Microsoft Office: Word, Excel and Access. Students create advanced word processing documents and worksheets, and become familiar with databases.

CREATIVE ARTS

CA100   Basic Drawing   3 Credits

Prerequisite: None. In this class the student learns basic skills and techniques in drawing from direct observation. The student draws from objects in nature and still life concentrating on basic shapes, forms, light and dark, and shading. Fundamental goals are to learn to judge proportion, space, depth, form and composition.

CRIMINAL JUSTICE

CJ105   Introduction to Criminal Justice   4 Credits

Prerequisite: None. This course examines the three main components of criminal justice: policing, judicial and correctional systems. American criminal justice theories are introduced with an emphasis on current practices in community, juvenile, and corporate environments.

CJ205   Introduction to Juvenile Justice   4 Credits

Prerequisites: CJ105. This course presents the historical background of the juvenile justice system, its current status and related contemporary societal and legal issues. Students examine various policies, programs, and practices. The course covers juvenile law and procedure, juvenile corrections, juvenile delinquency, delinquency prevention and the future of juvenile justice in the United States..

CJ215   Investigation: Processes and Procedures   4 Credits

Prerequisites: CJ105. This course presents modern theories and practices of criminal investigation, including preliminary investigation, related communication and reporting functions, and final court actions. Simulations and case study analyses are used to explore investigation strategies and tactics. Students evaluate appropriate uses and anticipated effects of various methods.

CJ220   Security: Private, Local, State and Federal Governments   4 Credits

Prerequisite: BS105 or CJ105 or IT135. This course identifies security issues in public safety and the private sector and details 21st century responses to those challenges. The course presents the foundations of security practices, models as the basis for assessing the strengths and weaknesses of private and government systems, future implications of social and political paradigm shifts for security methods and systems and the impact of globalization and diversity of local populations.

CJ262   Criminology   4 Credits

Prerequisites: CJ105, SS116 or SS205. The objective of this course is to present students with a clear, contemporary and comprehensive analysis of criminology that encourages critical thinking about the causes of crime and crime prevention strategies. The students also analyze if crime is an individual responsibility or a symptom of a dysfunctional society.

CJ275 Evidence-based Corrections 4 Credits

Prerequisite: CJ105. This course will provide an overview of evidence-based corrections, probation, and parole. Students will learn community-based supervision, residential (half-way houses, work release, shock incarceration) and non-residential programs (home detention, electronic home monitoring), restorative justice programs, evidence-based practices, and level of service inventory (LSI).

CJ285 Special Populations in Criminal Justice 4 Credits

Prerequisite: CJ105. This course addresses the many different populations in community-based correctional programs. Students will learn about the different needs of: substance abusers, offenders with communicable diseases, mentally-ill offenders, mentally-challenged offenders, juvenile delinquents, gang members, sex offenders, female offenders, and elderly offenders.

CJ290 Security Threat Groups in Criminal Justice 4 Credits

Prerequisite: CJ105. This course examines the impact of gang activity on crime in America. It focuses on the gang subculture, its appeal and grasp on youth, and results of programs and strategies created and implemented to curb the increase in gang violence.

CJ311 Comparative Criminal Justice System 5 Credits

Prerequisite: CJ220. This course compares the United States' criminal justice system to the criminal justice systems of other countries. The objective is to learn how the development and interaction of these systems affect the historical and political realities of international criminal justice relations and worldwide criminal activity.

CJ320 Correctional Counseling 4 Credits

Prerequisite: CJ275. This course is an introduction to evidence-based counseling and treatment methods in relationship to juvenile offender issues and rehabilitation. Students review the work of leading experts in the field of counseling and treatment strategies and also study ways to use statistical data for research and analysis.

CJ331 Criminal Justice Administration 5 Credits

Prerequisite: BS105 or CJ105. This course provides a case study experience demonstrating how criminal justice administrators deal with personnel and financial administration, the rights of criminal justice employees, technology, discipline, liability and ethics within their agencies.

CJ340 Drugs, Society and Criminal Justice 4 Credits

Prerequisite: CJ215. This course is an introduction to the basic facts and major issues concerning drug-taking behavior as it relates to criminal activity. The social history of legal and illegal drug use and the misuse and abuse of chemical substances are analyzed in detail.

CJ345 Case Management 5 Credits

Prerequisite: CJ275. 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.

CJ350 Probation and Parole 4 Credits

Prerequisite: CJ275. This class provides a view of current probation and parole procedures. It addresses controversial issues and examines strategies for balancing community safety with the cost of operating prisons. The course contrasts juvenile and adult populations while analyzing how probation and parole officers work with each.

CJ355 Court Procedures for Community Supervision 5 Credits

Prerequisite: CJ105. This course provides students an in-depth look at the critical role probation officers play in criminal court pre-trial and post-sentence proceedings. This course examines the importance of developing and maintaining a professional working relationship between the judge, prosecutor, defense attorney and probation officer. This course also explores the importance of professional communication with the court through written and verbal communication as well as proper courtroom etiquette for personal appearances in criminal court proceedings.

CJ360 Victimology 4 Credits

Prerequisite: CJ262. This course explores the incidence and effects of crime victimization in modern society. Students examine relationships between victims and offenders. The similarities and differences between the Federal Bureau of Investigation's Uniform Crime Reporting System (UCR) and the National Crime Victimization Survey (NCVS) are discussed. Students also study the efforts of the criminal justice system to address the needs of victims.

CJ430 Terrorism and Homeland Security 4 Credits

Prerequisite: CJ290. This course analyzes global terrorism issues and how these issues affect worldwide security. In addition, students evaluate the strengths and weaknesses of the USA Patriot Act.

CJ480 Criminal Justice Capstone 4 Credits

Prerequisites: This course must be taken in either of the last two quarters of the student's program. This course builds on the foundation of the criminal justice classes the student has already completed. In this capstone course, the student identifies a current issue/problem in the criminal justice system, selects problem-solving techniques, and identifies and explains potential solutions.

CJ495 Wisconsin Police Academy Criminal Justice Internship 16 Credits

Prerequisites: Students must have completed a minimum of 60 college credits and meet Wisconsin police academy requirements to be eligible for this internship opportunity. This course is only available to students by application, interview and acceptance by a Wisconsin police academy. Course and corresponding police academy training prepares students for potential law enforcement positions in the state of Wisconsin.

CJ499 Criminal Justice Internship 4 Credits

Prerequisites: None. This course must be taken in either of the last two quarters of the student's program. This course provides an opportunity for the student to experience a part of the criminal justice system in action, learning and gaining practical experience and new skills in a non-classroom setting. Practical skills acquired in the program can be applied in professional environments including governmental and security agencies, correctional facilities and social service agencies.

DATABASE

DB211 Database Design 4 Credits

Prerequisite: NS116. The course introduces relational and object-oriented database concepts and SQL. Students design, implement, and populate databases and write simple queries using an industry-standard database such as MySQL, MSSQL Server, or Oracle.

DB311   Database Implementation   4 Credits

Prerequisite: DB211. Students design and implement database solutions to meet end-users' needs. Using an industry standard database such as MySQL, MS-SQL Server or Oracle, students explore the syntax of SQL, with an emphasis on the development of queries and reporting. Additional topics include normalization and denormalization of data, retaining history and managing transactions.

DB321   Database Server Administration   4 Credits

Prerequisite: DB311. Students work with an industry-leading database server, practicing skills and technologies required to install, replicate, and carry out other common administrative and maintenance tasks. They also explain and demonstrate data migration, data cleaning, data preservation, concurrency, replication, distributed models, database security and data mining tasks.

DIGITAL VIDEO

DV102   Introduction to Mac OS and Photoshop   4 Credits

Prerequisite: None. This course covers Apple OS and color management in Apple OS, as well as basic image manipulation using Adobe Photoshop as the image editor. Students acquire basic knowledge of how to operate Apple computers, manage color profiles for video and print production, and manipulate photos for video and print production.

DV105   Basic Idea Development and Storyboarding   4 Credits

Prerequisite: None. This course covers basic idea development using scripting software and writing techniques including how to import scripts into storyboarding software. It also emphasizes basic drawing skills and shot composition and introduces students to other visual mediums, such as sequential art and animation, using films as references for learning visual storytelling.

DV111   Camera Operations and Basic Editing   4 Credits

Prerequisite: None. Students learn basic camera movements, operations and shots used in studio shooting, use and implementation of the action line, care and maintenance of the digital video camcorder, the importance of video logs, interpretation of storyboards into camera shots and movements and basic editing techniques.

DV150   Photoshop for NLE   4 Credits

Prerequisite: DV102. This course covers integration of Photoshop into the nonlinear editing process and creation environment, techniques used to compensate for the pixel differences between print and video and how to output to motion graphic software.

**DV160   Advanced Idea Development and
Storyboarding   4 Credits**

Prerequisite: DV105. This course covers advanced idea development, writing, storytelling and scripting techniques, the integration of the script into storyboarding software, and how to output advanced storyboards and scripts for use in the creation of a digital video.

DV165   Field Production and Lighting   4 Credits

Prerequisite: DV111. This course covers lighting and camera techniques and color theory for digital video and television and practical applications of those techniques within a studio environment and on field locations.

DV171   Digital Video Editing FCP   4 Credits

Prerequisite: DV111. This course covers basic video editing techniques using Final Cut Pro professional-level nonlinear editing software.

DV181   Audio for Video and Film   4 Credits

Prerequisite: DV111. This course covers audio production in the field and post-production audio techniques for digital video.

DV200   Visual Effects   4 Credits

Prerequisite: DV150 or GR155. This course covers After Effects software, including how the application "thinks;" how to integrate media such as graphics, sound and video to produce motion graphics; and how to problem solve real-world design and production challenges such as titling, special effects and timeline placement of graphics for final output to digital video motion graphics.

DV216   Production Management   4 Credits

Prerequisite: None. This course leads students through the production scheduling and budgeting of a video production. Topics include script breakdown, production boards, shooting schedules and development costs. Each student produces a complete video project budget from start to finish.

DV221   Script Writing for Video and Film   4 Credits

Prerequisites: CM121, DV160. The course leads the student through the development of a final reel and portfolio project. The student prepares a marketing plan for the project and effectively defends its presentation.

DV235   Digital Video Editing Avid   4 Credits

Prerequisite: DV171. Students learn basic video editing techniques using Avid Media Composer, a professional-level nonlinear editing system.

DV240   Color Grading   4 Credits

Prerequisite: DV200. This course covers post-production color grading and color correction techniques.

DV252   Demo Reel Production   4 Credits

Prerequisite: DV171 or DV235. Each student develops an individual DVD presentation of demo reel quality. The course covers client contact, problem solving, the creative process, and the use of various video and DVD production tools. Preproduction support materials such as storyboards, scripts, DVD testing, and flow-charting are required.

DV270   Internship   6 Credits

Prerequisites: DV181, DV216, DV221, DV315. Prerequisites or Concurrent: DV240, DV252, PD255. Working in an actual video production environment, students integrate and apply skills, knowledge and abilities acquired in the program. Internships are with local companies with established video production environments.

DV315   Advanced Field Production   4 Credits

Prerequisite: DV165. This course covers advanced lighting and camera techniques and color theory for digital video and television. Students explore practical applications of those techniques within a studio environment and on field locations.

DV320   Animatics and Storyboarding   4 Credits

Prerequisites: DV200, DV252. Students create dynamic presentation boards and animatics using traditional techniques with digital technology. They develop traditional illustration skills using digital tools, create convincing lighting effects from digital photo references, develop color key paintings for production design, and create digital background paintings.

DV340 **Web Animation** **4 Credits**

Prerequisites: DV200, WD130. Students examine the fundamentals of computer animation for delivery through broadband and broadcast mediums. During the course, students create and execute animated sequences using such skills as vector graphics, animation sequences, frames and timelines, and layered animation.

DV360 **3D Graphics Animation** **4 Credits**

Prerequisite: DV320. The course brings a third dimension to the study of broadcast graphic design, starting with an introduction to 3D software that involves how to set up, model, animate, position lights and cameras, and render out final footage to be used in After Effects and Motion. It also covers how to import files from other software for use as colors, textures, or reference footage for logo modeling.

DV380 **Video for Web** **4 Credits**

Prerequisite: DV340. The course examines a variety of methods and techniques for producing and preparing video for web broadcast. Students examine various shooting and editing styles for the Internet. They explore options in data compression and video streaming methods to create effective web videos for online distribution.

DV400 **Digital Film Preproduction** **4 Credits**

Prerequisite: DV315. Students begin a three-quarter production project to create a comprehensive short film. This course initiates and completes the preproduction process. Students create a story concept, a script, storyboard, budget, schedule, and cast. A faculty committee approves the content of the project.

DV410 **Digital Film Production** **4 Credits**

Prerequisite: DV400. The course is the second in a short film project extended over three quarters. Students build on the elements created in preproduction to move into the production phase of their short film project. They incorporate their skills to begin the production of relevant and professional short films of their selected and approved genres. The film is shot in high definition video.

DV420 **Digital Film Postproduction** **4 Credits**

Prerequisite: DV410. The course is the third in a short film project extended over three quarters. Students build on the elements from previous courses to move into the postproduction phase of their short film projects. They incorporate their postproduction skills to begin the editing of relevant and professional short films of their selected and approved genres. The film is edited and finished in high definition video.

DV440 **Digital Video Capstone** **4 Credits**

Prerequisite or Concurrent: DV420. The course leads the student through the development of a final reel and portfolio project. The student prepares a network or distributor pitch of a video/film product, program, or service and effectively defends the presentation. The student also completes an individual thesis intended to integrate material already covered in previous courses as a means to support a future career path.

DV490 **BFA Digital Video Internship** **6 Credits**

Prerequisite: DV420. A 180-hour structured internship gives students the opportunity to apply their skills to real world applications in a video/film production environment. Students integrate and apply skills, knowledge, and abilities acquired in the program.

ENGINEERING DRAFTING

ED100 **Engineering Drawings I** **4 Credits**

Co-requisite: ED110. Students study how to visualize objects in both a 3D and 2D format, interpret industry prints, build the knowledge and skills needed to create working drawings from functional models that meet current ASME and ISO standards.

ED110 **SolidWorks I** **4 Credits**

Co-requisite: ED100. Students use SolidWorks for parametric solid modeling.

ED150 **Dimensioning and Tolerancing** **4 Credits**

Prerequisite: ED110. Co-requisite: ED160. Students study standard and geometric dimensioning and tolerancing techniques used to produce manufacturable models and functional working drawings.

ED151 **Dimensioning and Tolerancing I** **3 Credits**

Prerequisite: ED110. Co-requisite: ED160. Students study standard and geometric dimensioning and tolerancing techniques used to produce manufacturable models and functional working drawings.

ED160 **SolidWorks II** **4 Credits**

Prerequisite: ED110. Co-requisite: ED150 or ED151. Students use SolidWorks to extract 2D documentation from 3D models and add dimensional information to drawings.

ED170 **Design for Manufacturing** **4 Credits**

Prerequisite: ED160. Co-requisite: ED180. Students determine manufacturing and material selection as they relate to part design and feasibility. Topics include economics, machining, casting, molding, forming, bending, and joining.

ED180 **SolidWorks III** **4 Credits**

Prerequisite: ED160. Co-requisite: ED170. Students apply advanced modeling techniques, theories, and applications using SolidWorks software.

ED200 **Engineering Drawings II** **4 Credits**

Prerequisites: ED100, ED180. Co-requisite: ED210. Students develop drawing and design skills as they relate to manufacturing processes and quality control.

ED210 **Creo I** **4 Credits**

Prerequisites: ED100, ED180. Co-requisite: ED200. Students learn to use Pro-Engineer/Creo parametric solid modeling for bottom-up design.

ED225 **Dimensioning and Tolerancing II** **3 Credits**

Prerequisite: ED200. Co-requisite: ED230. Students interpret, analyze and apply basic tolerancing and GD&T principles to parts and assemblies.

ED230 **Creo II** **4 Credits**

Prerequisite: ED210. Co-requisite: ED220 or ED225. Students use Pro-Engineer/Creo parametric solid modeling for top-down design.

ED240 **Product and Process Improvement** **4 Credits**

Prerequisite: ED230. Co-requisite: ED250. Students study ways to reduce costs and waste, increase throughput and product life, and improve user satisfaction and overall product quality.

ED250   Creo III   4 Credits

Prerequisite: ED230. Co-requisite: ED240. Students explore the principles and practices of creating functional assemblies using Pro-Engineer/Creo as well as design methods that reduce cost and increase functionality.

ENTERTAINMENT BUSINESS

EB310   Entrepreneurship for Creative Arts   4 Credits

Prerequisite: BS200 or EB120. Pursuing an entrepreneurial venture in the creative arts field requires an understanding of both business and arts industry practices. This course will present an overview of arts-related career opportunities by exploring profit and not-for-profit arts organization and businesses. Basic and intermediate entrepreneurial marketing, promotion, and management skills are presented. Students will use the course as a basis of assessing the possibility of creation of an entrepreneurial plan.

EB320   Writing for Media   4 Credits

Prerequisite: CM121. Writing for Media focuses on a range of media writing techniques for various applications such as advertising, promotions, marketing, public relations and writing media presentation for clients. The course will also stress correct use of grammatical, compositional and writing techniques through practice of established media styles.

FINANCE

FN200   Financial Planning   4 Credits

Prerequisite: BS100. This course covers personal financial planning and management. Topics include the financial planning process, household financial statements and budgets, tax planning, managing assets and credit, determining insurance needs, managing investments, retirement planning, and estate planning.

FN300   Finance   4 Credits

Prerequisites: AC150, BS100, CM121. This course presents theory and practices of finance. Students examine structure of companies and analyze effects of various long-term and short-term financing options.

FN420   Investments   4 Credits

Prerequisites: CM121, FN300. This course introduces principles of investing, including motivation, evaluation of an investment and descriptions of various types of investments. Students analyze strategies employed by investment professionals, learning how to use those strategies on both personal and professional levels.

FN450   Derivatives   4 Credits

Prerequisite: FN300. This course focuses on the nature and functions of derivative instruments, including forwards, futures, options, and swaps, with values based on equities, commodities, and other underlying assets. The course emphasizes their use as tools for risk reduction, portfolio management, and speculation.

FN480   Investment Portfolios   4 Credits

Prerequisites: BS350, FN420. This course offers a detailed study of investment portfolio construction, management, evaluation and protection, paying specific attention to selection, diversification and valuation of investment tools and evaluation of portfolio performance. Students explore contemporary issues in portfolio management, including futures markets and integrating derivative assets.

GAME ART

GA200   Introduction to Game   4 Credits

Prerequisite: None. This course introduces the student to the gaming industry. It explores the history of the games, who plays them, the elements required for creating a game, and finally the game development process.

GA420   Game Project I   4 Credits

Prerequisite: GD235, SD114. This class involves the student working in a team environment to create a game level from concept to finished product over the course of two quarters.

GAME DEVELOPMENT

GD163   Animation Fundamentals   4 Credits

Prerequisite: GR131 or GR110. This is an introduction to 3D modeling and animation. The course covers modeling objects using splines, polygons, primitive objects, and modifiers; animating objects and cameras within a scene; applying 3D lighting and shadows to simulate realism and mood; creating textures; and applying materials.

GD233   Matter and Motion   4 Credits

Prerequisite: NS216. This course introduces physics necessary to understand and describe the motion of objects. Topics include the study of motion in one, two and three dimensions, forces, Newton's Laws, kinetic and potential energy conservation, center of mass, momentum conservation, heat, collisions, and rotational kinematics. Laboratory experiments reinforce learning by providing hands-on evidence of the important concepts. Mathematics is kept at the algebra level.

GD235   Lighting and Textures   4 Credits

Prerequisite: GD163. This is an introduction to the artistic representation of digital sets including models, lights, shadows, reflections, colors, opacities, environmental effects, and textures. The student integrates these elements to create the desired "look" for a scene. Students create their own textures using both photographic and 2D imaging tools.

GD273   Animation Software Tools   4 Credits

Prerequisite: SD114. This course covers the features and use of animation software such as Adobe's Flash and ActionScript. Students manipulate vector graphics, layered animation sequences, and listener responses both through ActionScript and through the Flash development environment's GUI. Students build and deploy games for both standalone and web-based delivery.

GD300   Human Form and Action   4 Credits

Prerequisite: GR131. This course examines the human form and its artistic depiction. Emphasis is on character design and on creating figures that display a full range of characteristic movement and a convincing feeling of action.

GD325   Computer Graphics   4 Credits

Prerequisites: NS216, SD234. This course covers the mathematical models that underlie the design and application of graphics and game engines. Additionally, students learn fundamental graphics algorithm. Topics include vectors, matrices, coordinate transforms, interpolation, illumination, visibility, collisions, and motion. Students will implement their work in a high-level programming language such as C++ or VPython.

GD364   Multimedia Programming I   4 Credits

Prerequisite: SD254. This course gives students an overview of using a software API library in games programming. Many of the concepts implemented in this class apply across many programming languages and libraries.

GD370   Gaming Worlds and Culture   4 Credits

Prerequisites: CM121, GA200. This course covers the interactions between games and the cultures that produce them. Topics include games and gender, how the culture views games, serious games or games that teach, and online worlds. In the second half of the course, students either make a serious game or design and construct an online world.

GD374   Multimedia Programming II   4 Credits

Prerequisite: GD364. The course provides an advanced view of the use of DirectX in game programming. The language used is C++. Many of the concepts implemented in this class apply across many programming languages and libraries.

GD385   Simulating Physics with Software   4 Credits

Prerequisites: GD233, GD325. This course brings the physics of the real world into a simulation. Students simulate real-world games such as billiards, golf, or pinball. Additionally, students explore simulating real-world interactions between bodies and approximate the laws governing non-terrestrial environments such as outer space and fantasy worlds.

GD394   Software Engineering for Portables   4 Credits

Prerequisite: SD254. This course introduces students to a development suite for creating software applications, including games for portable devices such as cell phones and personal digital assistants. Students learn about the limitations imposed by these devices' processing powers and learn to operate within those constraints. Equally important, this course is a practice in software engineering as students team up in the development of program requirements, design, development, and testing of applications.

GD410   Storytelling and User Experience   4 Credits

Prerequisites: CM121, GA200 or GD153. This is a creative writing course for game developers. Students learn to structure plots and design characters. They write dialog for game encounters and learn to structure conversation trees so as to create believable characters for a game. Students collaborate to create branching stories and compelling plotlines.

GD415   Three-Dimensional Characters   4 Credits

Prerequisites: GD235, GD300 or GD410. In this course, students create game-ready low polygon models and characters to use in computer games. The areas of study include modeling with primitives, using extrusions, mirroring and reusing models, using a high polygon mesh as a low polygon template, applying UVW mapping coordinates, and optimization techniques. The course also covers user interface development and texturing.

GD420   Artificial Intelligence   4 Credits

Prerequisites: GD273 or GD385 or IT305, SD254. This course covers fundamental artificial intelligence techniques for games and other applications including algorithms for movement such as chasing and evading, flocking, potential function-based movement, and A* pathfinding. Additionally, classical artificial intelligence topics are introduced such as finite state machines, mini-max, fuzzy logic, rule-based AI, Bayesian techniques, neural networks, and genetic algorithms.

GD450   Game Production   5 Credits

Prerequisites: GA420, GD420. Students create their own computer games. They learn game engine design and graphical user programming. Emphasis is placed on implementing a design document into a working computer game. The areas of study include creating game design documents, creating 2D graphics, and creating 3D graphics engines. The course also covers collision detection and game mechanics.

GD470   Portfolio   4 Credits

Prerequisites: GA420, GD163, GD273, GD374, GD385, GD415, GD420. This course focuses on creating a professional-quality portfolio out of projects done for other core courses. Students will have the opportunity to select projects from earlier in the program, assembling them into an online portfolio which they can show to potential employers. Students will also attend meetings of local professional groups and review other online portfolios.

GENERAL ENGINEERING TECHNOLOGY

EG270   Applied Statics and Strength of Materials   4 Credits

Prerequisite: NS266. Analysis of forces on structural and mechanical systems is introduced; topics include resultants of force systems, algebraic and graphical conditions of equilibrium of force systems, and analysis of forces acting on structural frameworks. Coverage of strength includes the mechanical and physical properties of materials such as stress, strain, and modulus of elasticity appropriate to the design of structures including frames, machines and buildings. Applications include the analysis and design of structural joints, beams, and columns.

EG300   Introduction to Engineering Technology   2 Credits

Prerequisite: NS266. This course is an introduction to the field of engineering technology, the functions performed by engineering technologists, career paths and opportunities in the field, and initiation of a mentoring program.

EG320   Engineering Materials   4 Credits

Prerequisite or Concurrent: EG300. This course is an introduction to engineering and construction materials including metals, polymers, ceramics and composites. Concepts include material structure, material properties, testing methods and material selection in design as well as principles and methods of alloying and heat treatment of iron, steel and non-ferrous metals.

EG345   Quality Standards and Principles   3 Credits

Prerequisite or Concurrent: EG300. Course focuses on modern Total Quality Management philosophies, Statistical Process Control methods and tools for problem solving and ongoing process improvement. Topics will also include acceptance sampling procedures and standards, quality audits, economic aspects of quality decisions, basic concepts in reliability analysis, and the basics of ISO 9000.

GRAPHICS

GR101   Applied Color Theory   4 Credits

Prerequisite: None. This course presents fundamentals of color and its use in the creative profession. Students approach color from both an artistic and aesthetic point of view and in terms of practical, production-oriented applications that enable them to express ideas effectively.

GR110   Digital Imaging I   4 Credits

Prerequisites: None. In this introductory computer graphics course the student explores two primary forms of working with computer images. In raster-based software program such as Adobe Photoshop the student learns how to scan in and manipulate photos, using the software tools and menus to retouch, resize, crop, and color balance images. In vector-based software program such as Adobe Illustrator the student learns how to scan in pencil sketches and use the pen tool to create clean and infinitely-scalable artwork for logos and illustrations.

GR122   Typography and Composition   4 Credits

Prerequisite: None. This course consists of two components, covering the essential skills necessary to create professional-quality type design and effective visual composition. Students learn the history of typography and the technical aspects of letterforms, as well as measurement systems and methods of using type as a design element. The composition portion of this course enables students to create well-designed layouts that employ effective visual pathways, communicate ideas and elicit the desired responses.

GR131   Design Fundamentals   4 Credits

Prerequisite: None. This introductory course is intended to introduce the student to the elements and principles of design. Students will explore elements and principles involved in planning and organizing a unified design, with an emphasis on creativity, visual perception and eliciting a viewer's response.

GR141   Conceptual Drawing and Design   4 Credits

Prerequisite: GR131. This course introduces the student to basic drawing skills to promote creative thinking, expression, and idea development. Through a series of assignments the student learns to quickly sketch out ideas, critically discern the best direction, and develop final, pre-computer compositions.

GR155   Digital Imaging II   4 Credits

Prerequisites: GR101, GR110, GR122, CA100 or GR141. This course takes the student further into raster-based and vector-based computer images. The student explores advanced techniques in photo manipulation and digital illustrations.

GR160   Introduction to Adobe Photoshop   3 Credits

Prerequisites: GR100, GR131. In this introduction to Adobe Photoshop, students learn how to create and manipulate images. Using Photoshop's basic tools and filters, students scan images, color balance and retouch photographs, resize and crop, resample images and modify file formats.

GR180   Page Layout   3 Credits

Prerequisites: GR100, GR121, GR131. This course acquaints students with current industry standard page layout software, which, when combined with the effective use of typography, composition, color and photography, enables students to produce standard, custom and premium levels of professional print publications and products.

GR181   Page Layout   4 Credits

Prerequisites: GR101, GR122, GR131, GR141. This course acquaints students with current industry standard page layout software, which, when combined with the effective use of typography, composition, color and photography, enables students to produce standard, custom and premium levels of professional print publications and products.

GR210   Advanced Web Delivery   4 Credits

Prerequisites: GR121, GR160, WD130. This course presents the student with advanced web development and delivery software, advanced site management systems and advanced HTML. Students create, deploy and maintain multipage websites using a site management system as they design, create and deploy text, images, media and forms and update sites.

GR211   Basic Web Delivery   4 Credits

Prerequisites: GR110, GR122, WD130. This course presents the student with advanced web development and delivery software, advanced site management systems and advanced HTML. Students create, deploy and maintain multipage websites using a site management system as they design, create and deploy text, images, media and forms and update sites.

GR220   Design Studio   3 Credits

Prerequisites: GR150, GR160, GR180. This course simulates management of workflow in a graphic design studio. Working in assigned teams, students assume, in rotation, each of the following roles: account executive, production manager and graphic designer. The account executive approaches outside clients for possible projects and presents those projects to the art director (instructor), graphic designer and production manager.

GR225   Digital Studio   4 Credits

Prerequisites: GR155, GR181. This course simulates management of workflow in a graphic design studio. Working in assigned teams, students assume, in rotation, each of the following roles: account executive, production manager and graphic designer. The account executive approaches outside clients for possible projects and presents those projects to the art director (instructor), graphic designer and production manager. New areas of Photoshop, Illustrator, and InDesign are explored to create visual solutions.

GR250   Web Studio   3 Credits

Prerequisites: GR210, SD212. Students integrate Photoshop, Illustrator, Dreamweaver, Flash and ActionScripting to create advanced interactive websites and explore interactive content and graphic images. The course goes beyond web page creation, covering website management and how to research and incorporate ASP and PHP programming into a site.

GR251   Web Studio   4 Credits

Prerequisites: GR211. Prerequisite or Concurrent: DV200 or SD212. Students integrate Photoshop, Illustrator, Dreamweaver, Flash and Action Scripting to create advanced interactive websites and explore interactive content and graphic images. The course goes beyond web page creation, covering website management and how to research and incorporate ASP and PHP programming into a site.

GR285   Professional Portfolio   5 Credits

Prerequisite(s): Last quarter. Students develop final print and digital portfolio presentations. Classroom artwork, pro-bono work and work for hire items are developed and refined to a professional level. Students develop a personal brand that extends from their website and to their cover letters and resumes. They also research jobs and potential employers and develop skills in phone, email, and social networking etiquette.

HEALTH CARE MANAGEMENT

HM105   Public Health   4 Credits

Prerequisite: None. This course introduces students to the organization, administration and practice of public health.

HM110   US Health Systems   4 Credits

Prerequisite: None. This course introduces students to health care delivery systems and the unique challenges faced by the United States in the delivery of health care.

HM150   Health Politics and Policy   4 Credits

Prerequisite: None. This course explores health policies and the political processes occurring within the health care system. It considers the role of public opinion and the relationship of the political process to health policy in the areas of health care finance, access to health care and health care reform.

HM310   Hospital Administration   4 Credits

Prerequisite or Concurrent: HM110. This course walks students through a hospital, detailing each department's functions and relationships to other departments. The course also covers the roles and functions of the governing body, medical staff and support and ancillary services.

HM320   Ambulatory Care   4 Credits

Prerequisite or Concurrent: HM110. An in-depth and comprehensive introduction to the ambulatory care field and to the principles of management, planning and marketing a group practice, this course addresses strategic management issues such as managed care, integrated health systems and research.

HM326   Health Informatics   4 Credits

Prerequisite or Concurrent: HM110. This course is an in-depth and comprehensive introduction to concepts and applications of health informatics in health care. Students explore the latest legislation affecting health data, web application and resources, devices and methods required to optimize the acquisition, storage, retrieval and use of information in health systems and health information practice.

HM330   Long-Term Care   4 Credits

Prerequisite or Concurrent: HM110. This course introduces the basic components of the continuum of long-term care. Materials include case studies in long-term care.

HM340   Compliance in Health Care   4 Credits

Prerequisite or Concurrent: HM110. This course introduces students to the growing field of health care compliance. They study methods used to evaluate and monitor compliance programs.

HM425   Ambulatory Care   4 Credits

Prerequisite: HM110. An in-depth and comprehensive introduction to the ambulatory care field and to the principles of management, planning and marketing a group practice, this course addresses strategic management issues such as managed care, integrated health systems and research.

HM450   Long-Term Care   4 Credits

Prerequisite: HM110. This course introduces the basic components of the continuum of long-term care. Materials include case studies in long-term care.

HM460   Governance   4 Credits

Prerequisite or Conurrent: HM110. This course introduces governance of health care organizations. Topics include the technology of governance, practical aspects of that technology, and the value of governance when addressing the constant change in health care.

HM470   Case Studies in Health Care Administration   4 Credits

Prerequisite: PD225. Students apply the skills of management to specific scenarios in public and private sectors of the health care delivery system related to strategic planning and strategic management. The course addresses pivotal issues that students may encounter as administrators or managers.

HM472   Hospital Administration   4 Credits

Prerequisite: HM110. This course walks students through a hospital, detailing each department's functions and relationships to other departments. The course also covers the roles and functions of the governing body, medical staff and support and ancillary services.

HM475   Capstone   5 Credits

Prerequisite: Last quarter. This course must be taken in the last quarter of the program. It explores the various elements of health care management and assesses base knowledge of managerial planning, organizing, controlling, motivating, ethics, decision-making, communicating and operations.

HEALTH EXERCISE

HS102   Introduction to Exercise Science   2 Credits

Prerequisite: None. This course is an introduction to the field of exercise science and explores its emergence from the field of physical education. The course focuses on the various sub-disciplines of exercise science, professional organizations within the field and exercise science applications in the 21st century.

HS150   Kinesiology   4 Credits

Prerequisite or Concurrent: NS140. This course is an introduction to the study of human movement.

HS202   Biomechanics   4 Credits

Prerequisite: HS150. Students learn scientific concepts and natural physical laws that they apply to human movement in exercise and sports.

HS212   General Nutrition   4 Credits

Prerequisite: None. This course is an introduction to general nutrition. Topics include the nutritive value of foods, reading food labels, factors influencing a body's food requirements, and the importance of nutrition in promoting health and preventing disease. Students learn about various food cultures, the application of nutrition requirements to the basic food groups, and nutritional requirements throughout the human life cycle.

HS245   Fitness Analysis   4 Credits

Prerequisite: HS150, Co-requisite: HS247. This course introduces students to professional standards for exercise evaluation, testing and prescription.

HS247   Exercise Prescription: Theory of Exercise   4 Credits

Prerequisite: HS150, Co-requisite: HS245. This course introduces professional personal fitness training theory, working with apparently healthy populations and exercise/wellness program design.

HS254   Exercise Prescription for Special Populations   4 Credits

Prerequisites: HS245, HS247. This course introduces students to exercise prescription guidelines for programs in specific environments and for specific populations.

HS265   Exercise Physiology   4 Credits

Prerequisite: HS150. This course introduces the fundamental principles of human physiology and responses (both acute and chronic) to exercise.

HS301   Sports Psychology   4 Credits

Prerequisite: None. Students learn the psychological factors underlying successful participation in sports and exercise. Content covers key psychological principles surrounding performance enhancement, imagery, exercise adherence, goal setting, burnout, arousal, and athletic injuries.

HS302   Trends in Health Fitness and Wellness   4 Credits

Prerequisite or Concurrent: HS102, HS254. This course introduces students to current issues and trends in health fitness and wellness, dealing with topics such as ergonomics, fitness routines, state regulations and promotion of the profession. Students will research and discuss emerging industry trends and their effect on current industry standards, and will develop wellness strategies based on their research. Students will apply these new methods in a lab setting, in order to ensure successful implementation of their wellness strategies.

HS303   Worksite Health Promotion   4 Credits

Prerequisites: HS245, HS247. This course explores workplace health-related issues and examines approaches to promote health and prevent injury. It addresses assessment, planning, implementation, and evaluation strategies.

HS304   Advanced Program System Design   4 Credits

Prerequisite: HS247, HS265. This course prepares students to develop an exercise plan based on the individual's health needs. The student will develop the skills needed to identify appropriate training preparation methods and the scientific use of progression training for many popular events including sporting events and recreational competitions. Students will design a practice session.

HS310   Resistance Training Specialist   4 Credits

Prerequisites: HS202, HS245, HS247. This course explores health fitness industry trends and standards. Traditional training myths are exposed and students examine exercise mechanics, joint structure and function, strategic and MicroProgression®, structural and neuromuscular influences on range of motion, and the Functional Continuum®. Students learn to optimize training sessions and outcomes through customization and strategic manipulation of verbal and non-verbal cues. Additional topics include resistance profiles, the strength-resistance relationship, properties and influences of various resistance devices, common machines, and muscular responses to traditional and strategic resistance applications in the spine, trunk, and upper and lower extremities. Travel may be required to attend hands-on seminars.

HS317   Advanced Exercise Physiology   4 Credits

Prerequisite: HS245, HS265. This course will expand upon concepts learned in previous physiology courses. You will examine in detail the cellular processes and physiology of individual body systems. This information will then be applied to the body as a whole and each body systems' contribution to rest and exercise. Students will apply assessment techniques to determine appropriate ability and fitness levels.

HS320   MAT Jumpstart   4 Credits

Prerequisite: HS150. This course introduces students to neurophysiology, biomechanics, and practical applications of muscle activation techniques (MAT). MAT is a systematic approach that identifies muscular imbalances, which lead to inefficient function, pain

HS322   Principles in Child Fitness   4 Credits

Prerequisite: HS247. This is an introduction to the design and implementation of fitness programs for children. Topics include child motivation, creative activities, problem-solving and building self-esteem through physical movement.

HS351   Externship Training   6 Credits

Prerequisite: Final quarter of enrollment. This is a capstone course serving to integrate the skills, knowledge, and abilities acquired for hands-on application in a health and exercise sciences environment. Students complete an on-the-job training program in a setting that employs a variety of skills common to the field.

HS371   Special Topics in Resistance Training   4 Credits

Prerequisite: HS 245/247 and HS 202. This course explores exercise mechanics, joint structures and functions. The physiology of muscle tension development (concentric, eccentric and isometric) is explored as to enhance the client's strength and range of motion. A client-centered approach to training is presented as well as the optimization of strength training progressions. Travel may be required to attend hands-on seminars.

HS372   Special Topics in Functional Mobility   4 Credits

Prerequisite: HS 150. This course introduces the student to the neurophysiology and practical application of muscular training. The sensory receptors, muscle anatomy and connective tissue's role in the development of muscular imbalances will be introduced. The course will explore systems to alleviate muscle imbalances and improve functional joint range of motion. Travel may be required to attend hands-on seminars.

HS373   Special Topics on Movement Assessment   4 Credits

Prerequisite: HS245/247. This course introduces the theory behind movement assessment. The student will be introduces to the assessment of basic movement patterns and identify movement compensations. The course present approaches to enhance basic movement patterns to improve fitness and enhance performance. Travel may be required for hands-on seminars.

HS374   Special Topics in Exercise Behavior   4 Credits

Prerequisite: HS 301. This course explores psychosocial factors of exercise behavior. Both the theory and practical application of the theoretical aspects of exercise will be presented. Students will learn the behavioral side of training and its impact on performance and health. The course will introduce skills such as interviewing, self-monitoring, journaling, behavioral change and communication styles. Travel may be required to attend hands-on seminars.

HOSPITALITY MANAGEMENT

HI100   Hospitality Management   4 Credits

Prerequisite: None. This course is an introduction to the hospitality industry and career opportunities within the industry, including travel and tourism, lodging, and foodservice. Students explore management, leadership and organizational aspects of the industry by examining global issues, technologies, ethics and trends.

HI300   Hospitality Service Strategies   4 Credits

Prerequisite: HI100. This course provides an analysis of service delivery systems for the hospitality industry. Principles of Total Quality Management (TQM), outcome assessment and leadership are integrated throughout the course. Students examine domestic and global service issues, standards and models for service management.

HI310   Event Planning   4 Credits

Prerequisites: HI100. This course studies types of event planning including product launch, conference, sales meeting, events, fund-raising events and more. Various elements such as budgeting, scheduling, staffing, décor, entertainment, and food and beverage ordering are explored and applied to an event plan.

HI330   Food Service Management   4 Credits

Prerequisite: HI100. Students learn aspects of operating a restaurant business. Critical factors include site selection, menu engineering and development, sanitation management, and human resources. There is a special emphasis on how marketing and accounting affect the success of a food service business.

HUMAN RESOURCE MANAGEMENT

HR300   Human Resource Management   4 Credits

Prerequisite: BS105. This course covers legislation, job analysis, human resource planning, recruitment and selection, focusing on staffing an organization so it has the type and number of employees it needs at any given time. Topics may include new employee orientation, basic literacy training, education for high-level executives, career development programs to foster teamwork, comprehensive organizational development in response to change, compensation, and the collective bargaining process.

HR311   Employment Law   4 Credits

Prerequisite: BS180 or HR300. This course examines legal issues in the workplace, addressing employment law related to the employer/employee relationship, the legal context of a business and its importance to the overall success of a business, diversity and culture of the workplace, and legal issues that affect the motivation, production and equity of employees.

HR315   Labor Relations   4 Credits

Prerequisite: HR300. This course examines the Human Resource Professional's role in employee and labor relations. The course explores the rules of collective bargaining, labor unions, union stewards, the rights of the employee and the organization in dealing with labor laws, ethnic, racial and gender considerations and relations in both the public and private sectors.

HR350   Recruitment and Retention   4 Credits

Prerequisite: HR300. This course covers practical implications of recruiting and retaining employees, including effects on business success. Students prepare systematic approaches to making hiring decisions that enhance a business' human resources.

HR400   Training and Development   4 Credits

Prerequisite: BS311. This course covers basic concepts of training, reasons for training programs, goals that drive the training process and the importance of formal training to a business.

HR440   Change Management   4 Credits

Prerequisite: None. This course explores connections between theory, concepts and applications of change management. Students learn how to manage, implement and promote positive change in business environments, concepts of crisis management, and strategies for dealing with difficult employees.

HUMANITIES

HU100   Introduction to Humanities   4 Credits

Prerequisite or Concurrent: CM121. This course is an exploratory approach to the humanities focusing on literature, philosophy, comparative religion, music, sculpture, architecture and painting in a social/historical framework.

HU121   Film in Society   4 Credits

Prerequisite: None. Students develop an appreciation of film as a visual art, examining ways in which films impact our culture, our economy, and our society.

HU130   Spanish I   4 Credits

Prerequisite: None. This is the first of a two-quarter course for students with little or no background in the Spanish language. It provides basic proficiency in speaking, reading, writing and listening at the conversational level and general knowledge of Spanish-speaking cultures.

HU145   Global Influences on American Music   4 Credits

Prerequisite: None. This course explores the global, social, political, and cultural influences on the evolution of American music. Students will examine various musical genres including but not limited to, folk, ethnic, jazz, and popular music, and identify the influence composers, performers, and artists have had on our American cultural identity.

HU150   Introduction to Literature   4 Credits

Prerequisite: None.. This course is a survey of short stories, poetry, and drama as literary forms with an emphasis on using literary analysis to interpret a wide range of literary works.

HU230   Spanish II   4 Credits

Prerequisite: HU130. Spanish II is the second of a two-quarter course designed for beginning students who have successfully completed Spanish I and intend to continue their studies in listening, speaking, reading and writing conversational Spanish and knowledge of Spanish-speaking cultures.

HU315   World Literature   4 Credits

Prerequisites: CM121 or HU150. This course examines global perspectives on literature using texts from a variety of genres including folktales, proverbs, poetry and short stories from throughout the world. Authors studied represent a variety of geopolitical contexts that provide diverse social and political settings for composition and consumption of the writings and media. Students compare and contrast literary elements of texts to understand the works' historical and cultural significance.

INFORMATION TECHNOLOGY

IT135   Computing Fundamentals   4 Credits

Prerequisite: None.   This course is a survey of computing topics: history, fundamentals of computer architecture, software, numeration systems, security fundamentals, user interfaces, emerging technologies, and pervasive themes in computing. Students also explore various computing disciplines and roles that computing professionals play in the workplace.

IT155   Computer Essentials   4 Credits

Prerequisite: None. The course introduces the functional parts of a computer from a hands-on perspective. Students learn to identify computer components, disassemble machines, carry out common hardware and software maintenance tasks, install operating systems, select and install hardware upgrades, troubleshoot common hardware and firmware problems, and build computers.

IT165   Mobile Operating Systems   4 Credits

Prerequisite: None. This course introduces major functions of mobile operating systems and user interfaces. Students work hands-on configuring, troubleshooting, maintaining and generally administering popular mobile operating systems.

IT205   Operating Systems I   4 Credits

Prerequisite: None. This course introduces major functions of operating systems and user interfaces. Students work hands-on configuring, troubleshooting, maintaining and generally administering popular operating systems.

IT255   Operating Systems II   4 Credits

Prerequisite: IT205. The course introduces multiprocessor and networking operating systems concepts, the challenges and opportunities they provide, and security issues related to network operating systems. In the laboratory portion, students learn to administer a popular network operating system.

IT305   Systems Analysis and Design   4 Credits

Prerequisites: DB211, NT242, SD114, WD130. In this integrative course, students learn formal methods to gather requirements for a project, model an existing system or business process, develop solution concepts, and plan the engineering, development, rollout, timeline and training process for the introduction of a new technology or solution. A hands-on approach to systems analysis and design is used throughout the course, with specific attention paid to understanding and creating Unified Modeling Language (UML) diagrams.

IT315   Information Security   4 Credits

Prerequisites: IT155 or IT205. This course introduces information security as a discipline and profession. Topics include information security fundamentals and security threats, defenses, and countermeasures for personal, enterprise and network security. Assets such as desktops, laptops, network servers and removable media are analyzed for common security pitfalls. Students explore measures for protecting those assets and the information they contain. Best practices, policies and procedures for information security are discussed, analyzed and evaluated in terms of return on investment (ROI).

IT320   Cyber Forensics   4 Credits

Prerequisites: CJ220 or IT315 or LA215. This course covers the background and history of computer crime. Topics include the evolution of computer crime, computer investigations, crime scene processing, evidence management, law enforcement investigations, and cyber law litigation.

IT324   User Interface Design   4 Credits

Prerequisites: SD254, WD260.   Students explore fundamentals of user interface concepts, user psychology and other user concerns related to user interfaces. Students program in a development environment that allows them to rapidly develop user interfaces (UIs). This course may be taught with any package that includes an integrated development environment (IDE) for fast creation of form-based or web-based user interface applications.

IT330   IT Service Management   4 Credits

Prerequisites: IT155 or IT205 or NT242. Students learn best practices for IT service management and IT service operations. One or more specific frameworks for describing IT infrastructure services may be used throughout the course to acquaint students with industry standards and practices.

IT333   Network Application Services   4 Credits

Prerequisites: IT255, NT272. Students learn to administer a Windows Server Infrastructure in an enterprise environment. The course prepares students to prove mastery of Advanced Windows Server Services such as advanced configuring tasks necessary to deploy, manage, and maintain a Windows Server infrastructure. It covers such skills as fault tolerance, certificate services, and identity federation, implementing advanced network services, file services, Dynamic Access Control, failover clustering, disaster recovery and Active Directory Certificate Services.

IT335   Operating Systems III   4 Credits

Prerequisites: IT255, SD232. This course presents the Linux operating system in a network environment, through textbased study and hands-on exercises. Topics include essentials of installing, configuring, maintaining, administering and troubleshooting the system. Emphasis is placed on using the command line to perform administrative functions.

IT340   Virtual Solutions   4 Credits

Prerequisites: IT255, NT272. Students learn about virtual solutions for providing IT services. Virtual solutions include virtual servers, virtual desktops and virtual applications. The uses, value, and risks associated with virtual solutions are explored and students learn how to install, administer and configure a high-capacity industry solution.

IT415   Information Technology Capstone   4 Credits

Prerequisite: IT305. This highly integrative course is normally taken during the final year. Students will work in small groups and go through the problem selection, analysis, and design phases of the system development life cycle. Additionally, students develop working prototypes as proof-of-concept and professionally present their projects to all interested students and staff.

IT425   Network Security Services   4 Credits

Prerequisites: IT315, NT272. In this course, students explore network security by learning the tools and tricks of the hackers. Additionally, students implement an intrusion detection system and participate in practical exercises to test and harden their networks.

IT435   Business Intelligence Systems   4 Credits

Prerequisites: IT305, NS320. In this course students explore the results of recent advances in management technologies and decision support systems such as artificial neural networks, expert systems, data mining, web analytics, business simulation and forecasting models. Additionally, students assess how technologies such as these are part of modern communications systems, collaboration systems, management support systems and other systems commonly found within the workplace. Through the use of case examples, students learn that implementing a new technology can provide a strategic advantage, but also carries risk, as the technology may not perform at the anticipated level. Students learn to assess technology for its potential benefits as well as risk and learn the importance of understanding problems and their solutions from both the management and the technical standpoints.

KEYBOARDING

KY170   Transcription   3 Credits

Prerequisites: MA100 or LA100. This course emphasizes speed and accuracy as students learn to transcribe documents and reports.

LAW

LA100   Legal Terminology   4 Credits

Prerequisite: None. This is a concentrated study of terminology used in the legal process. Students learn the proper use of legal terminology through reading and practice. Legal terms are spelled, defined and applied to real situations that occur in the legal field.

LA122   Introduction to the Legal Profession   4 Credits

Prerequisite: None. This course is an overview of the legal profession. It examines the range of employment settings, work responsibilities, job requirements and career opportunities in the legal field. The course surveys the knowledge, abilities, skills, and technologies employed in the practice of law, with emphasis on legal and ethical constraints.

LA155   Legal Research I   4 Credits

Prerequisite: None.. Students perform legal research using texts and the computer. They learn fundamentals of legal analysis relating to primary law and secondary law and correct citation format, as well as how to use the law library, electronic resources and a range of other tools to find relevant primary and secondary law. Students receive instruction in Westlaw.

LA170   Real Estate   3 Credits

Prerequisites: None.. This course covers concepts of the law of real property, including types of estates and ownership, encumbrances, recording and registration, title examination, financing methods and rental property. Students learn to prepare documents such as liens, leaseholds and joint ownership that transfer title and create property interests, and study in detail the documents and processes involved in real estate closings.

LA180   Torts   3 Credits

Prerequisite: None. This course prepares students to perform paralegal support functions in personal injury and other tort litigation. Students learn underlying social policies, elements and defenses for actions in negligence, intentional tort and strict liability cases. They also learn how to analyze potential liability in a wide number of factual situations.

LA185   Criminal Law and Procedure   3 Credits

Prerequisite: None. This course reviews the fundamentals of criminal litigation enhanced with practical skills needed to work in this area. Students investigate criminal law, including categories, elements and defenses of crimes, procedural criminal law, the criminal legal process and constitutional considerations.

LA198   Constitutional Issues   4 Credits

Prerequisite: None. This course examines fundamental substantive and procedural U.S. Constitutional law. Students evaluate cases and laws to discover problematic constitutional issues, gather information and draft documents relating to criminal, property, and civil rights proceedings.

LA201   American Legal Systems   3 Credits

Prerequisite: None. This course analyzes the function and workings of American courts; their influence on politics and society; the roles of judges, courts and lawyers; and the concept of law as a coherent system. Students incorporate current legal events as they examine and debate the fundamental history, structure, and jurisprudential cornerstones of the American modern legal system.

LA205   Litigation I   4 Credits

Prerequisites: None. This course provides theoretical and practical knowledge needed by a paralegal to assist an attorney in the litigation process. Students learn to draft various discovery documents used in litigation.

LA215   Law Office Procedures and Technology   4 Credits

Prerequisites: None. This course familiarizes students with practical inner workings of a law office. Topics include office organization, legal terminology, fees and billing procedures, scheduling and calendaring, preparation and maintenance of case files, preparation of law office forms, and an introduction to a variety of legal-specific software applications.

LA235   Contracts   3 Credits

Prerequisite: None. This course provides an in-depth analysis of law pertaining to contracts, including contract formation, resolution, breach, defenses and the Uniform Commercial Code. Students complete research projects, using the law library and Westlaw to draft simple contracts.

LA240   Legal Writing I   4 Credits

Prerequisites: None. Students review writing basics, including punctuation, capitalization, grammar, and correct formatting of correspondence and legal documents. The course incorporates fundamentals of legal writing and analysis of cases. Students learn to prepare professional legal correspondence, legal case briefs and other written legal documents.

LA245   Fundamentals of Electronic Discovery   4 Credits

Prerequisite: LA205. This is a concentrated study of the electronic discovery process for litigation. Students learn the first steps of the EDRM* (Electronic Discovery Reference Model): information management, identification, preservation, and collection. Through the EDRM model, students learn a series of guidelines to perform electronic discovery in a standardized way consistent with industry standards.

**LA251   Electronic Discovery Technology
User Experience   4 Credits**

Prerequisite: LA215. This course is an in-depth study of technologies and techniques used in litigation support and electronic discovery. Students will utilize litigation support software, troubleshoot problems and learn hands-on techniques to process and analyze digital data in preparation for document production.

LA265   Family Law   3 Credits

Prerequisite: None.   This course examines substantive and procedural family law. The course explores the paralegal's role in preparing antenuptial, separation and custody agreements; gathering information and drafting documents relating to divorce, annulment, property settlement, and custody proceedings; and the judicial enforcement of such agreements and decrees.

LA285   Electronic Discovery Rules and Compliance   4 Credits

Prerequisite: None. This course is a concentrated study of the electronic discovery rules and related compliance issues. It considers electronic discovery practice under the federal and state court rules and associated ethical dilemmas.

LA305   Interviewing and Investigation   4 Credits

Prerequisites: LA185, LA205. This course provides theoretical and practical knowledge, preparing students for interviewing and investigation methods they will use as they assist attorneys in preparation of cases.

LA321   Probate Practice   3 Credits

Prerequisite: LA100 or LA122 or LA155. Students learn law relating to several types of ownership of property, testate and intestate succession, estate distribution and requirements for creating a valid will, and a simple trust with minor beneficiaries. The course emphasizes probate process and estate administration, including preparation of wills, trusts and petitions for informal administration of estates.

LA323   Bankruptcy   3 Credits

Prerequisites: LA100 or LA122 or LA155. This course provides theoretical and practical knowledge of bankruptcy litigation.

LA325   Intellectual Property   4 Credits

Prerequisites: LA155, LA240. This course deals with copyrights, trademarks, patents and trade secrets. Students study real cases and business situations that illustrate concepts and principles of intellectual property law.

LA328   Business Entities   4 Credits

Prerequisite: LA240. This course covers the law of creation and dissolution of sole proprietorships, general and limited partnerships, and limited liability companies and corporations, including the rights, responsibilities and relationships created by each structure. Students learn to prepare documents related to formation, conversion and dissolution of each structure. Internet use is required.

**LA355   Advanced Electronic Discovery and
             Project Management   4 Credits**

Prerequisite: LA245. This is a concentrated study of the electronic discovery process for litigation. Students learn the last steps of the EDRM* (Electronic Discovery Reference Model): processing, review, analysis, production, and presentation. Through the EDRM model, students learn a series of guidelines to perform electronic discovery in a standardized way consistent with industry standards. Students will also study project management as it relates specifically to electronic discovery.

LA399   Paralegal Internship   6 Credits

Prerequisite: PD260. A student must complete all legal courses before enrolling in LA399. The paralegal internship integrates paralegal and general education training through hands-on applications in law office environments. Students, under the supervision of attorneys, will perform a variety of paralegal duties which may include, but not be limited to: advanced legal research, performing in-depth electronic queries, preparing and preserving evidence, obtaining and evaluating records and documents, maintaining client files, preparing and evaluating legal documents and correspondence.

LA405   Alternative Dispute Resolution   4 Credits

Prerequisites: LA155, LA205. This course covers alternatives to litigation for resolution of disputes. Students analyze negotiation, mediation and arbitration; identifying participants, ultimate decision-making authorities, best alternatives given the circumstances of particular disputes, and the role that the paralegal plays in the process.

LA410   Legal Research II   4 Credits

Prerequisite: LA155. Students learn advanced legal research skills, using primary and secondary sources of law and relevant finding tools, researching complex legal issues using a variety of tools, producing results of advanced searches and researched interoffice memoranda, and performing advanced Westlaw queries.

LA420   Litigation II   4 Credits

Prerequisites: LA205, LA215. This course expands on topics introduced in Litigation I. Students apply what they have learned about the civil litigation process, exploring strategy and mechanics of civil procedure in depth. Topics include motions, discovery, trial and appellate procedures. The instructor-facilitator acts as a supervising attorney, guiding students as they apply critical thinking and analytical skills in complex drafting exercises for two or three cases, from inception to final resolution.

LA425   Legal Writing II   4 Credits

Prerequisites: LA155, LA240. Students learn to make clear, concise, persuasive written legal arguments. They apply analytical skills as they make decisions and advance arguments by evaluating legal authorities and synthesizing those authorities into legal documents such as motions with accompanying memoranda of law.

MARKETING AND SALES

MK205   Marketing   4 Credits

Prerequisite: BS105 or BS200 or equivalent. This introduction to marketing provides an in-depth study of market research and social influences of marketing on consumers and businesses. The class focuses on the four P's of marketing (product, price, place, and promotion), and how they relate to the total marketing concept. Students study the process of identifying customer needs, developing and pricing products and developing a marketing plan.

MK220   Sales Management   3 Credits

Prerequisite: MK205. The course covers responsibilities and strategies associated with managing a sales force, focusing on creating entrepreneurial strategies for sales force management. Students learn leadership and management techniques that enhance the success of individual salespeople and of organizations.

MK225   Internet Marketing   4 Credits

Prerequisite: MK205 or equivalent. Internet marketing plays an increasingly important role in the success of businesses. This course provides an overview of various Internet marketing strategies.

MK230   Advertising/Promotion   3 Credits

Prerequisite: MK205. This course introduces advertising and promotion management, emphasizing the role of advertising and promotion in an organization's marketing and communications. Topics include regulatory, social and economic aspects of advertising.

MK250   Internet Advertising   4 Credits

Prerequisite: MK205 or equivalent. This course is an overview of the role of advertising and promotional techniques, methods and strategies for advertising in an online environment. Students study interactive advertising concepts, internet advertising platforms and banner and display advertising. Comprehensive pay-per-click (PPC) ad campaigns, including copy writing for advertisements and landing pages, and inquiry conversion and tracking are emphasized.

MK275   Social Media   4 Credits

Prerequisite: MK205 or equivalent. This course presents the use of online social networking as a business strategy designed to increase customer loyalty and inquiry conversion. Students will study major social media channels and marketing campaign techniques, and evaluate contemporary and emerging tools in the digital marketplace including social bookmarking and techniques to drive social media traffic. Analyses of social media effectiveness will also be explored.

MK285   Search Engine Optimization   4 Credits

Prerequisite: MK225 or equivalent. The course introduces concepts and strategies for successful search engine optimization (SEO). Students examine different kinds of searches including image searches, local searches, and industry-specific vertical search engines. Topics include: link building, site structure improvements, conversation tracking, and keyword strategic development. Search engine optimization to increase a website's relevance, increase its visibility, traffic, inquiries and sales, and management of basic SEO functions for small to mid-size businesses are addressed.

MK310   Marketing Strategy   4 Credits

Prerequisites: BS105, MK205. This course explores the process of decision making in marketing, including strategy development, elements of competition and decision analysis tools. Students use SWOT analysis to formulate marketing strategies.

MK330   Service Marketing   4 Credits

Prerequisite: MK205. This course focuses on the competitive advantage a business gains when it provides high-quality service. Topics include mediums used to implement a marketing plan for a service-oriented business and contrasts between product and service marketing.

MK335   Advanced Web Marketing   5 Credits

Prerequisite: MK225 or equivalent. This course explores new technologies and theories surrounding product marketing on the Internet. Current concepts such as search engine optimization, blogging, podcasting, P2P, and viral marketing are covered. The student examines current trends in web marketing and learns to apply them in practice.

MK345   Internet Marketing Strategies   4 Credits

Prerequisite: MK225 or equivalent. This course explores internet-specific short-term and long-term strategies and techniques which enhance and support a business' overall marketing objectives. Students study how to construct promotions, generate targeted online traffic, position content, and create overall brand awareness. The development and application of comprehensive content marketing strategies to drive results is emphasized.

MK365   Conversion Optimization   4 Credits

Prerequisite: MK335 and MK345. Internet conversion optimization strategies, Calls-to-Action (CTA) and nurturing marketing campaigns will be examined in this course. Students will explore creating, directing, testing, and managing CTAs, and landing pages that deliver inquires which maximize conversion rates and sales.

MK405   Marketing Research   4 Credits

Prerequisite: MK205. This course examines marketing research as a key function of a business, comparing various research methods and industry practices. Students acquire tools for evaluating market opportunities.

MUSCLE ACTIVATION TECHNIQUES

**MAT305   Applications and Assessments of Lower
            Body Muscle Function I   4 Credits**

Prerequisite: NS150 [Anatomy and Physiology], HS202 [Biomechanics]. [Demonstrated knowledge may be substituted for these course prerequisites. See program specific entrance requirements]. Students will be introduced to Muscle Activation Techniques for the lower body and explore the relationship of muscle function to joint stability, relating to joint mobility. Students will evaluate range of motion in lower body movements and use the assessments to identify areas of muscle weakness. Study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises.

**MAT315   Applications and Assessments of Lower
            Body Muscle Function II   4 Credits**

Prerequisite or concurrent: MAT305. Students will investigate Muscle Activation Techniques for the lower body and examine the relationship of muscle function to joint stability, relating to joint mobility. Students will evaluate range of motion in lower body movements and use the assessments to identify areas of muscle weakness with a focus on the lower extremities. Further study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises.

**MAT320   Applications and Assessments of Upper
            Body Muscle Function I   4 Credits**

Prerequisite or concurrent: MAT315. Students will be introduced to Muscle Activation Techniques for the upper body and explore the relationship of muscle function to joint stability, relating to joint mobility. Students will evaluate range of motion in upper body movements and use the assessments to identify areas of muscle weakness with a focus on the shoulder girdle. Study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises.

**MAT325   Applications and Assessments of Upper
            Body Muscle Function II   4 Credits**

Prerequisite: MAT320. Students will investigate Muscle Activation Techniques for the upper body and examine the relationship of muscle function to joint stability, relating to joint mobility. Students will evaluate range of motion in upper body movements and use the assessments to identify areas of muscle weakness. Further study includes applications of isolated muscle strength testing, including break testing and neuroproprioceptive response testing; palpation of muscle attachment points along with corrective isometrics; and reinforcement exercises.

MAT430   Muscle Activation Techniques: Intermediate Level Theory and Application   4 Credits

Prerequisite or concurrent: MAT325. In this course, students will prepare for advanced Muscle Activation Techniques (MAT) studies. They will comprehensively review MAT theory and the relationship of muscle function to joint stability as it relates to joint mobility. Students will review range of motion in upper body and lower body movements and use the assessments to identify areas of muscle weakness. Further review and assessment will include applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics and reinforcement exercises.

MAT435   Applications and Assessments of Trunk and Spine Muscle Function   4 Credits

Prerequisite or concurrent: MAT430. Students will investigate Muscle Activation Techniques for the trunk and spine and explore the relationship of muscle function to joint stability, relating to joint mobility. Students will evaluate range of motion in movements of the trunk and spine and use the assessments to identify areas of muscle weakness in the trunk and spine. Further study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises.

MAT440   Applications and Assessments of Cervical Spine Muscle Function   4 Credits

Prerequisite: MAT435. Students will investigate Muscle Activation Techniques for the cervical spine and explore the relationship of muscle function to joint stability, relating to joint mobility. Students will evaluate range of motion in movements of the cervical spine and use the assessments to identify areas of muscle weakness in the cervical spine. Further study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises.

MAT445   Applications and Assessments of Small Motion Muscle Function   4 Credits

Prerequisite or concurrent: MAT440. Students will investigate Muscle Activation Techniques for the hand, foot and temporomandibular joint (TMJ) and explore the relationship of muscle function to joint stability, relating to joint mobility. Students will evaluate range of motion in movements of the foot, hand, and TMJ and study normal TMJ function versus TMJ dysfunction. They will use the assessments to identify areas of muscle weakness in the foot, hand and TMJ. Further study includes applications of isolated muscle strength testing, palpation of muscle attachment points along with corrective isometrics, and reinforcement exercises.

MAT450   Advanced Upper/Lower Body/Trunk & Spine Application Introduction   4 Credits

Prerequisite or concurrent MAT445. This course will place an emphasis on the advanced evaluation of the: upper body, lower body, trunk and spine (along with the cervical spine). This course will provide information for students to learn the complexities of the trunk and spine muscular systems to help practitioner's better address muscle dysfunction in these areas. Students will review and gain a better understanding of the importance of the evaluation and assessment process in their MAT practice. Students will also gain an understanding on how to stress the body in order to duplicate the stresses that may result in recurring injuries.

MASSAGE THERAPY

MS101   Techniques I   4 Credits

Prerequisite or Concurrent: NS140. This course introduces foundational knowledge and skills for a career in massage therapy. Topics include the history of massage, equipment, safety practices, basic musculoskeletal identification, benefits and contraindications of massage, technique application, client consultation, assessment, and basic documentation. Students receive hands-on training in skills and knowledge necessary to perform full-body Swedish massage, basic chair massage, and hot stone massage routines. Students are introduced to energy work concepts, aromatherapy, and reflexology.

MS125   Techniques II   4 Credits

Prerequisite: MS101. This course is a 70 hour course where students receive hands-on training in skills and knowledge needed to perform deep tissue and sports massage techniques. Students gain skills and knowledge necessary to assess the client's condition so they apply the most effective technique. Each student performs deep-tissue and sports massage techniques in lab.

MS135   Massage Techniques Lab   4 Credits

Prerequisite or Concurrent: MS125. This course is a 100 hour hands-on course where students apply knowledge and skills learned in Massage Techniques I & II in a lab and in a clinic setting on outside clientele; under the supervision of an instructor. The student experiences a variety of body types and interactions with the public through activities including client interviews and assessments, creating client files, reviewing documentation, consulting and debriefing the client, recording accurate S.O.A.P notes, and providing client education. Students will use this experience to master clinical skills, perform clerical functions, marketing skills, and customer service skills such as scheduling, re-booking, and following-up with clinic clients.

MS151   Pathology for Massage Therapists   4 Credits

Prerequisite or concurrent: NS140 or NS150. This course introduces postural analysis and disease conditions for eleven body systems, providing students with related skills needed by massage therapists.

MS170   Techniques III   4 Credits

Prerequisite: MS125 Prerequisite or Concurrent: MS151. This course will explore massage adaptation for identified groups of individuals that require therapists to allow for certain health limitations and make proper selection of specialized tools for safe therapeutic delivery. Information and instruction will provide students with the knowledge to safely perform pregnancy massage, geriatric massage, palliative care, hospice care, introductory cancer facilitation, and identify, report, and assist victims of abuse within their scope of practice and legal responsibilities.

Following competency, students will apply knowledge and skills learned in a clinic setting on outside clientele in a 20 hour clinical lab experience; under the supervision of an instructor. The student will experience a variety of body types and conditions via interactions with the public through activities including client interviews and assessments, documentation, consulting and debriefing the client, recording accurate S.O.A.P notes, and providing client education. Students will use this experience to master clinical skills, perform clerical functions, marketing skills, and customer service skills such as scheduling, re-booking, and following-up with clinic clients.

MS196   The Business and Ethics of Massage   4 Credits

Prerequisite: None. Students learn scope of practices, ethical standards, policies and regulations that affect a massage business. Topics include establishing self-care strategies and successful therapeutic relationships; forming professional alliances; attracting target markets using sales, marketing and retention strategies; and how to apply financial, administrative and insurance processes to the massage profession. Students create business plan outlines for massage practices.

MS201   Techniques IV: Introduction to Specialty Techniques   4 Credits

Prerequisite or Concurrent: MS101, MS125, MS170, MS151. This course introduces advanced skills and knowledge necessary to perform craniosacral and myofascial release treatments. Each student performs craniosacral and myofascial release massage techniques in a lab setting

MS211   Techniques IV Clinical Lab: Introduction to Specialty Techniques   2 Credits

Prerequisite: MS201. This course is a 40 hour hands-on course where students apply knowledge and skills learned in Massage Techniques IV in a clinic setting on outside clientele; under the supervision of an instructor. The student experiences a variety of body types and interactions with the public through activities including client interviews and assessments, creating client files, reviewing documentation, consulting and debriefing the client, recording accurate S.O.A.P notes, and providing client education. Students will use this experience to master clinical skills, perform clerical functions, marketing skills, and customer service skills such as scheduling, re-booking, and following-up with clinic clients.

MS245   Anatomy and Physiology for Massage   4 Credits

Prerequisites: MS101. Prerequisite or Concurrent: NS150. Students explore advanced human anatomy and physiology emphasizing the structures, functions and pathophysiology of the eleven body systems as they relate to massage therapy practitioners.

MS274   Massage Clinical Practicum II   4 Credits

Prerequisites: MS101, MS125, MS135 Prerequisite or Concurrent: MS170. In this capstone course, students integrate skills, knowledge and abilities acquired in all massage technique courses as they perform massage at a school approved practicum site.

MS286   Condition Specific Assessment & Case Study Analysis   4 Credits

Prerequisites: MS151, MS245, NS150. Students identify conditions through assessment techniques including verbal intake, postural assessment and range of motion. They apply learned massage techniques to specific conditions common to a typical therapeutic massage and body work practice. Students develop treatment plans based on published case studies and then apply those plans under mock conditions. Critical thinking skills are emphasized.

MECHANICAL ENGINEERING TECHNOLOGY

MET320   Manufacturing Processes   4 Credits

Prerequisite: EG320. This course covers the processes used to manufacture products made of metals, plastics and other materials. Processes include casting, bulk deformation, sheet-metal forming, machining, welding, extrusion, injection molding, blow molding, rotational molding, thermoforming, and machining.

MET330   Electric Circuits Fundamentals   4 Credits

Prerequisite: NS267. This course is an introduction to basic electrical and electronic concepts, practical applications, and troubleshooting. Labs include proper use of test equipment and troubleshooting for simple circuits.

MET340   Experimental Methods for Engineering Technology   4 Credits

Prerequisite: NS267. This course is an introduction to various measurement techniques and measurement systems for engineering experiments. Labs include operating instrumentation and data-acquisition systems.

MET350   Fluid Power   4 Credits

Prerequisite: MET340. This course is an introduction to hydraulic and pneumatic systems. Topics include the general concept of fluid power systems and an introduction to energy input, energy output, energy control, and systems auxiliary components as well as the design and function of components.

MET360   Mechanical Tolerancing Analysis and GD&T   4 Credits

Prerequisite: EG340 or EG345, ED150 or ED151 or equivalent. This course is an advanced course on the theory of tolerance analysis and geometric dimensioning and tolerancing (GD& T). Topics include measuring equipment, standards, traceability, uncertainty, risk analysis, geometric tolerances and tolerance stacking. Labs include inspection of parts using the standard inspection equipment such as micrometers, indicators, surface plates, right-angle plates, precision parallels, gage blocks, and gage pins.

MET420   Mechanics   4 Credits

Prerequisite: EG270 or equivalent, EG320. This course covers stress and strain analysis including torsion, combined stresses, Mohr's circle, eccentric loading, columns, structural connections, and pressure vessels.

MET430   Machine Design   4 Credits

Prerequisite: ED110 or ED210 or equivalent, MET420. This course is a study of kinematics and stress analysis of various mechanical devices used in design. Devices include fasteners, bearings, springs, linkages, and gear trains.

MET435   Finite Element Analysis   4 Credits

Prerequisite or Concurrent: MET430. This course is an introduction to finite element analysis with a focus on practical implementation on structural engineering problems. Finite element theory is discussed, including mesh generation, proper element density, interfacing and boundary conditions. Examples from various software packages are introduced.

MET445   Digital Fabrication   4 Credits

Prerequisites: MET320, MET330, MET360, Prerequisite or Concurrent: MET430. This course is an introduction to personal digital fabrication using a digital fabrication laboratory modeled after the FABLAB at MIT. Students will design products and may use equipment such as; laser cutters, 3-D printers, vinyl cutters, and desktop milling machines to fabricate and test their design projects.

MET 450   Lean Manufacturing and Concurrent Engineering Design   4 Credits

Prerequisite: MET320, MET330, MET360, Prerequisite or Concurrent: MET430. This course covers current practices in lean manufacturing, concurrent engineering and design of experiments and what it means to the product designer. In the lab portion of class students evaluate actual product designs and modify them using best practices learned in previous classes.

MET460   Mechanical Design and Development   4 Credits

Prerequisite or Concurrent: MET450. This is a project-based senior mechanical design class taking the student through all phases of design from evaluating customer needs and conceptual design to final drawings, testing and production implementation.

MET480   Mechanical Engineering Technology Capstone   4 Credits

Prerequisite: MET440 or MET445. Prerequisite or Concurrent: MET460. In this course students complete individual projects integrating all of their coursework culminating in employment portfolios and presentations showcasing their abilities.

MET499   Mechanical Engineering Technology Internship   4 Credits

Prerequisite: MET440 or MET445. Prerequisite or Concurrent: MET460. This course must be taken in either of the last two quarters of the student's program. This course provides an opportunity for the student to experience mechanical engineering technology in an industry setting to gain practical experience outside of the classroom.

MEDIA COMMUNICATION

MC290   Web Analytics and Reporting   4 Credits

Prerequisites: MK285. Students are introduced to the systematic collection, analysis, and use of website performance and visitor behavior data. Web metrics are used to determine how a website is performing from the customer's and the business' perspective. Students define appropriate metrics for a website, select appropriate data and collection technology to measure the metric, interpret the data, and make recommendations for improvement.

MC440   Media Management   4 Credits

Prerequisite: MK405. This course covers industry specific management aspects of media delivery. Topics include demographic analysis, media planning, media buying, targeted research methods, buying strategies, and media market analysis.

MEDICAL

MA100   Medical Terminology   4 Credits

Prerequisite: None. This course is a comprehensive study of terminology used in common medical practice.

MA145   Introduction to Patient Care   4 Credits

Prerequisite: None. This course combines lecture with basic clinical practice to acquaint students with basic concepts of outpatient care. Topics include patient relations, vital signs, electronic medical records, and introduction to the theory and practice of effective documentation, communication, and professionalism standards within the medical setting.

MA149   Patient Care Sciences I   3 Credits

Prerequisite or Concurrent: MA100. This course combines lecture with clinical practice to acquaint students with basic concepts of outpatient care. Topics include patient relations, clinical charting and documentation, vital signs, patient rooming, and physical examinations.

MA153   Human Disease   4 Credits

Prerequisite: NS140 or NS150. This course combines lecture with basic clinical practice to introduce common acute and chronic disease processes and the medications and procedures which commonly treat them. Topics include quality care measures, identification and function of medical instruments, bandaging, use and application of durable medical equipment and immobilization, introduction to caring for special demographical populations, pharmaceutical drug interactions, Infectious Diseases.

MA161   Pharmacology   3 Credits

Prerequisites: MA100, NS150, FM052 or Advanced Standing. This course covers principles of pharmacology and drug therapy.

MA162   Pharmacology   4 Credits

Prerequisite or Concurrent: MA145, MA153. This course covers the principles of pharmacology. It also covers medication and injection safety as well as medication math.

MA176   Medical Office Skills   4 Credits

Prerequisite or Concurrent: MA100. This course introduces common medical office procedures using both electronic health records and manual systems. Topics include reception, telephone management, appointment scheduling, mail processing, and medical record filing. Managed care policies and procedures are covered in this course. Topics include diagnostic and procedural coding, billing and collection processes, insurance authorization, and other financial policies.

MA185   Advanced Patient Care   4 Credits

Prerequisite or Concurrent: MA145. This course combines lecture with basic clinical practice to acquaint students with basic concepts of outpatient care. Topics include patient relations, vital signs, electronic medical records, and introduction to the theory and practice of effective documentation, communication, and professionalism standards within the medical setting.

MA205   Essential Lab Skills and Procedures   4 Credits

Prerequisite or Concurrent: MA100, NS140 or NS150. This is an introduction to the theory and practice of basic clinical hematology, basic clinical immunology, the theory and practice of basic clinical microbiology and routine urinalysis. Topics include specimen collection and processing, phlebotomy and capillary puncture, hematopoiesis, blood cell morphology, anemia, leukemia, common assays, cultures, and urinalysis.

MA225   Radiography I   4 Credits

Prerequisites: MA100, NS140. This course introduces the radiographic equipment and the basic science and physics of x-ray. Anatomy and pathology of the skeletal system is reviewed. Students are instructed on the legal, ethical, and safety considerations related to the practice of radiography. Students study terms and techniques applied in the practice of Limited Scope Radiography. Film processing techniques and quality assessment are covered.

MA227   Radiography II   3 Credits

Prerequisite: MA225. This course builds on concepts learned in Radiography I. Positioning techniques are presented for upper and lower extremities, pelvis, spine, skull, sinus, thorax, and abdomen. Students position for basic exams, critique images and perfect techniques. Students prepare for the ARRT Limited Scope exam.

MA255   **Advanced Coding**   **4 Credits**

Prerequisite: MA176. This course builds on the Basic CPT and ICD coding concepts learned in previous coursework. Student's abstract information from more complex case sets and develop an understanding of hospital procedure codes and inpatient coding systems, HCPCS, and DRG. The course also covers reimbursement strategies and regulations for Medicare, Medicaid, Tricare and private carriers.

MA286   **CMA Review Seminar**   **4 Credits**

Prerequisites: All required MA courses. Prerequisites or Concurrent: MA227 or MA225. This is a summary course reviewing the skills, knowledge, and medical assisting abilities acquired throughout the program. This course assists the student in preparation for the medical assistant certification with the review of critical clinical skills and professional development issues. Emphasis is placed on preparation for externship and eventual transition to the workplace.

MA297   **Clinical Externship**   **8 Credits**

Prerequisites: MA286, PD260. This capstone course is an unpaid clinical externship. Students integrate skills, knowledge, and abilities acquired in coursework through hands-on applications in clinical environments. Sites include outpatient family, OB-GYN, pediatric and internal medicine practices.

MEDICAL TECHNOLOGY

MT165   **Nutrition and Supplementation**   **3 Credits**

Prerequisite: None.   This course is an introduction to nutrition and supplementation for health maintenance, including the needs of special populations.

MT166   **Introduction to Pharmacology**   **3 Credits**

Prerequisite: None.   This course is an introduction to the principles of pharmacology and a study of commonly administered drugs, their uses, and their effects on the body. Study also includes drug reference utilization and introduces the student to drug legislation and drug classifications. Terminology and abbreviations related to pharmacology are covered.

MENTAL HEALTH

MH210   **Principles of Counseling**   **3 Credits**

Prerequisite: SS116. This course gives students an overview of the practice of counseling. The basic framework of counseling is discussed along with historical, theoretical, legal and ethical issues.

MH215   **Substance Abuse and Mental Health Issues**   **4 Credits**

Prerequisite: None. This course is a comprehensive study of substance abuse and mental health issues. Students will gain an understanding of the symptoms, causes and treatments for individuals suffering from substance abuse and mental health related illnesses.

NATURAL SCIENCE AND MATHEMATICS

NS070   **Algebra Lab**   **2 Credits**

Prerequisite: None. Co-requisite NS116. This course examines introductory algebra skills. Topics of this course include factoring, solving linear equations and inequalities, linear systems, graphing and evaluating expressions, and operations involving polynomials. Students use graphing throughout the course to explore mathematical applications.

NS105   **Biology**   **4 Credits**

Prerequisite: None. This course is an introduction to biological science covering topics in modern biology, including molecular aspects, cell biology, physiology, genetics, evolution and ecology. It increases students' understanding of scientific inquiry and includes laboratory sessions either live, virtual, or in combination.

NS111   **Environmental Issues**   **4 Credits**

Prerequisite or Concurrent: CM121. This is a survey of contemporary environmental problems. The course stresses holistic and ecological approaches, giving special attention to roles, responsibilities and opportunities for individuals in global environmental problem solving.

NS116   **College Algebra I**   **4 Credits**

Prerequisite: Advanced Standing or Co-requisite: NS070. Topics of this course include solving linear and quadratic equations and inequalities, linear systems, graphs of equations and inequalities, operations involving polynomials and rational expressions, exponents, radicals and an introduction to exponential and logarithmic functions. Students use graphing throughout the course to explore applications that use functions.

NS126   **Chemistry Today**   **4 Credits**

Prerequisite:None.. This general chemistry course introduces facets of chemistry that most directly affect students, including topics in inorganic, organic and biological chemistry, while increasing students' understanding of scientific inquiry. This course includes laboratory sessions.

NS135   **Microbiology**   **4 Credits**

Prerequisite: None. This introductory course in microbiology addresses microbiological principles and selected microbial diseases. The lab supports concepts examined in lecture as students practice aseptic technique, safe handling and manipulation of microbes and survey of representative microorganisms.

NS140   **Anatomy and Physiology I**   **4 Credits**

Prerequisite: None. This is the first of a two-quarter series in anatomy and physiology and the study of the mechanisms by which the human body functions. Major themes are relationships between structure and function within the cellular environment. Topics include anatomy and physiological processes of the skeletal, muscular, endocrine, special senses and nervous systems.

NS150   **Anatomy and Physiology II**   **4 Credits**

Prerequisite: None. This is the second of a two-quarter series in anatomy and physiology, continuing the study of the human body. Topics include cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems as well as metabolism, nutrition, acid-base balance and fluid, and electrolyte balance.

NS216   **College Algebra II**   **4 Credits**

Prerequisite: NS116.   Topics include quadratic, transcendental and trigonometric functions and their inverses and properties. Students use graphing to explore analytic geometry of conic sections, build and use simple mathematical models, and use trigonometry to solve problems related to triangles.

NS259   Pre-Calculus   4 Credits

Prerequisite: NS216. This course is an overview of algebra and trigonometry needed to succeed in Calculus. Topics include intervals, inequalities, operations on functions, inverse functions, graphing polynomial and rational functions, binomial theorem, exponential and logarithmic functions, trigonometric functions and formulas.

NS260   Calculus   4 Credits

Prerequisite: NS259. This course is an overview of differential and integral calculus with a focus on applied mathematics. Topics include analysis of tangents and slopes, areas, maxima and minima, and their applications to real world scenarios.

NS266   Physics I   4 Credits

Prerequisite: NS216. This course covers the fundamental concepts of Newtonian Mechanics. It deals with linear and rotational motion of macroscopic bodies, collisions between objects, energy and momentum conservation, fluids and waves. Laboratory exercises emphasize problem solving and real world applications. Mathematics is kept at the algebra level.

NS267   Physics II   4 Credits

Prerequisite: NS266. This course covers the fundamental concepts of electricity, magnetism, light and optics. Laboratory exercises emphasize problem solving and real world applications. Mathematics is kept at the algebra level.

NS305   Statistics   4 Credits

Prerequisite: NS116. This course focuses on descriptive statistics and statistical inference. Topics include data, basic methodologies for gathering data, populations, samples, descriptive measures, probability, sampling distributions, point and interval estimates, hypothesis testing, statistical inference and bivariate data.

NS320   Introduction to Decision Systems   4 Credits

Prerequisite: BS100 or NS112 or NS116. Many business, management, and economic problems take on recurring patterns. This course is an introduction to operations research, decision systems, game theory and other formal methods of describing and solving problems. Students learn terminology and alternative concepts related to problem solving.

NETWORKING

NT242   Data and Networks   4 Credits

Prerequisite: None. In this course, students are introduced to foundational data, abstraction, and networking topics, with important attention given to the OSI model and the TCP/IP suite. Students describe the organization of a network, the networking equipment, how data is transmitted, and how data is encoded and decoded. Students experiment by planning their own simple networks and exploring their own local network and the Internet.

NT272   Network Administration and Security   4 Credits

Prerequisite: NT242. In this course, students learn to administer a Windows Server Infrastructure. The course prepares students to prove mastery of core services such as user and group management, network access, and data security. The course covers skills such as: implementing a group policy infrastructure, managing user and service accounts, maintaining Active Directory Domain Services, configuring and troubleshooting DNS and remote access, optimizing file services, increasing file system security and implementing update management.

NT322   Network Implementation Technologies   4 Credits

Prerequisite: NT272. Students learn about networking hardware and software including network device operating systems. Topics include routing and switching, network traffic, best practices, policies and procedures for designing, implementing, maintaining and troubleshooting an enterprise network.

NT362   Network Infrastructure Administration   4 Credits

Prerequisite: NT322. Students learn advanced networking concepts and how to troubleshoot networking hardware and software including network device operating systems. Topics include routing protocols, frame relay concepts, wide area networks, virtual private networks, network address translation and IP v6.

NURSING

RN101   Essentials of Professional Nursing   6 Credits

Prerequisite: None. This course presents the history of nursing and nursing theory as an introduction to the profession and provides a framework for critical analysis of the role of the nurse in health care. Students learn professional values and ethical behaviors that guide nursing practice and the impact of research used to improve the care of individuals, families, groups, and communities.

RN152   Nursing Foundations   6 Credits

Prerequisite: RN101. This course introduces a patient-centered, analytical process for assessment, planning, implementing, and evaluating outcomes of care. Professional values and behaviors, caring practices, communication principles, technology, and decision-making skills are integrated in the context of a diverse patient population. Students apply those principles in clinical settings with an emphasis on the aging adult.

RN154   Integrative Holistic Care   4 Credits

Prerequisite: RN101. This is an introduction to holistic nursing as a theoretical milieu. Students explore the human caring process, therapeutic presence, global philosophies of health and healing, and the role of the nurse as a healer. An understanding of and appreciation for cultural diversity and human spirituality is woven throughout this course and sets the framework for students understanding of healing philosophies that guide principles and practices of complementary and alternative therapies. The course emphasizes the integration of complementary therapies into traditional nursing practice as a powerful healing modality.

RN156   Health Promotion Across the Lifespan   6 Credits

Prerequisites: RN152, RN154, SS210. This course expands on basic concepts of health promotion, risk reduction, and disease prevention across all age groups. It addresses the influences of family, culture, community, and environment on health. The course emphasizes risk assessment, the concept of self-care, and processes to identify and foster healthy lifestyle changes across the lifespan. Students apply knowledge of growth and development, sensitivity to personal and cultural definitions of health, and teaching-learning principles to promote health and wellness. A clinical experience includes the opportunity to observe wellness in children and adults in various community settings.

RN201   Care of the Adult in Illness I   6 Credits

Prerequisites: MT166, NS150, RN156.   This course addresses the pathophysiology of illness and disease in adults and identifies the role of the professional nurse in assessment and collaborative management of symptoms. It explores individual and family/caregiver responses to illness and disease, with the goal of maximizing quality of life and maintaining optimal function. Students incorporate patient-centered care principles into planning and evaluating outcomes of care for the adult patient.

RN202   Nursing Pharmacology   4 Credits

Prerequisites: MT166, NS150, RN152.   This course examines the role of the nurse in comprehensive care of patients that require pharmacological therapy, including use of natural alternative therapies as wellness or health promotion strategies. Content focuses on assessment of individualized needs across the lifespan.

RN203   Care of the Adult in Illness II   5 Credits

Prerequisite: RN201.   This is a continuation of RN201 Care of the Adult in Illness I. Students synthesize knowledge of pathophysiology and symptom management in the care of patients with multiple medical conditions.

RN204   Nurse as Provider of Care   8 Credits

Prerequisites: CM200, RN201, RN202. This course expands upon the role of the nurse as a provider of care in planning, implementing, and evaluating nursing and medical interventions that promote health for patients. Students apply theoretical knowledge, scientific principles, and teaching/learning processes to patient care. The focus is on principles essential for acquiring and mastering technical skills and incorporating them into professional practice.

RN206   Holistic Health Assessment   4 Credits

Prerequisites: CM200, RN201. Students learn to perform holistic assessments of adults, incorporating influences that growth and development, family, environment, and culture may have on the health; they complete and document comprehensive health histories and physical exams of adults, including assessments related to health education needs. The course emphasizes physical assessment and health-related needs to the aging adult.

RN302   Nurse as Provider and Coordinator of Care   8 Credits

Prerequisites: RN203, RN204, RN206. This course focuses on synthesizing data and prioritizing care for multiple complex patients, including potential changes or adaptations to plans of care. Students expand their roles as providers of care and contributing members of interdisciplinary health care teams. The course emphasizes the role of the nurse as teacher and advocate for patient well-being and quality of life, as well as legal guidelines and ethical decision-making. Students use self-reflection and self-evaluation processes to enhance their growth in professional roles.

RN303   Family Health in Nursing   3 Credits

Prerequisites: RN156, RN206, SS210. This course explores principles of family dynamics, family theory, and care of the family. Through investigation of family memberships, students develop self-awareness and build foundations for providing nursing care to families. They perform holistic family assessments that include approaches for working with families in order to provide optimal nursing care. Students also, through construction of pedigrees from collected family histories, explore the relationships of genetics and genomics to family health.

RN304   Health Care Issues Across the Lifespan   3 Credits

Prerequisite: RN206. This course focuses on maintaining independence and wellness for individuals across the lifespan. It addresses normal growth and development, normal aging, and consideration for vulnerable populations with special needs, disabilities, and illness and emphasizes the role of the nurse in assisting individuals to maximize independence and quality of life. Students review access to care and referrals to appropriate resources in the context of social justice as a professional value.

RN305   Care of Children   7 Credits

Prerequisites: RN302, RN303, RN304. This course explores the well child and the needs of children requiring health care from infancy through adolescence. Through a family-centered approach, the course addresses health problems in children and the impact of illness on a child and the family. Students correlate normal growth and development with care of the ill child and promote healthy lifestyle strategies in the care of children.

RN306   Care of the Child Bearing Family   7 Credits

Prerequisites: RN302, RN303, RN304. This course covers care of the child bearing family, from preconception through postpartum and assessment and care of the newborn. It emphasizes promoting healthy pregnancy and birth within a family-centered care environment. It also addresses high-risk pregnancy, pregnancy complications, and nursing care of the high-risk newborn. Students apply family nursing theory as they care for families with new children.

RN307   Care of the Critically Ill Patient   4 Credits

Prerequisites: RN302, RN303, RN304. This course focuses on the unique health care needs of the critically ill patient and the impact of illness on the family and community. Students correlate pathophysiology with assessment and evaluate responses to interventions for patients requiring intensive nursing and medical care. Students further develop the roles of educator, collaborator, and advocate to care for patients and families in crisis.

RN401   Behavioral Health Care   7 Credits

Prerequisites: RN302, RN303, RN304. This course explores care of individuals, families, and communities experiencing alterations in mental health. Students investigate implications of living with an altered pattern of behavior and the impact on the family and community. The course emphasizes therapeutic use of self in establishing nurse-patient relationships, along with the nurse's role in collaborating with an interdisciplinary team to promote mental health.

RN403   Nursing Research and Evidence-Based Practice   3 Credits

Prerequisites: CM320, NS305, RN302, RN303, RN304.   This course analyzes principles of research that improve patient outcomes and health of populations. Topics include research design and methodologies, ethics, protection of subjects, and the role of the nurse as a participant in research. Students critically analyze examples of nursing research and correlate findings with evidence of best practice in the care of individuals, families, and populations.

RN404   Holistic End of Life Care   4 Credits

Prerequisites: RN302, RN303, RN304. This course focuses on the physical and emotional needs of the patient and family at the end of life. Using an ethical decision-making framework, students explore ethical issues that may arise, such as trans-cultural and spiritual issues, practice issues related to life-support technology, and patient self-determination. The course addresses culturally competent care in the context of belief systems and values of the patient and family. Hospice care and the role of the hospice nurse are integrated into the study of care of the dying and the grieving family.

RN405   Leadership and Management in Nursing   7 Credits

Prerequisites: RN305, RN306, RN307, RN401, RN403, RN404. This course analyzes the role of the professional nurse as a manager and leader in health care systems and as a member of a profession. Students consider principles of management theory, leadership theory, conflict resolution, negotiation, and group process skills as they evaluate the role of the nurse as a designer, manager, and coordinator of care. The course also addresses methods to evaluate the quality of nursing care and analyze cost-effective health care delivery systems.

RN408   Community Health Nursing   7 Credits

Prerequisites: RN305, RN306, RN307, RN401, RN403, RN404. This course expands the focus of health care to the community and populations. Students assess and affect the health of individuals, families, and communities through participation in home visits, health screening, health promotion clinics, and education activities. The course addresses environmental health and safety, epidemiology, and communicable disease control affecting health of populations. Students review critical analysis of research and the role of the nurse as a change agent in forming public health policy.

RN409   Nursing Within a Global Community   3 Credit

Prerequisites: RN405, RN408. This course addresses the global environment as a context for health care and the role of nursing in promoting world health. Topics include the effects of disease transmission, health policy, bioterrorism, natural disasters, and economics on interconnected populations and on public health. The course addresses disaster planning, emergency response plans, and triage principles, and explores examples in which nursing advances world health by promoting collaboration and sharing of research between nations.

RN413   Nursing Internship/Professional Role Development
                                                  7 Credits

Prerequisites: RN404, RN405. This course prepares students for entry into professional practice. In an internship experience, students integrate professional nursing essentials and accountability with independent practice. Through a self-reflective process, students formulate goals for lifelong learning and professional development.

PROFESSIONAL DEVELOPMENT

PD160   Professional Communications I   4 Credits

Prerequisite: None. This course introduces students to the skills and strategies needed to become effective communicators in business and professional settings. Students will learn basic communication skills to help them recognize the appropriate strategies to use when communicating verbally and in written form.

PD200   Professional Communications II   4 Credits

Prerequisite: None. In this course students learn advanced verbal and written skills to help them communicate professionally in the work place. Students will utilize effective written communication strategies to create business reports, presentations and professional correspondence.

PD225   Applied Ethics   4 Credits

Prerequisites: CM121 or PD160 or PD200. This course introduces the student to ethical issues and how ethical frameworks can be used as a tool in career decision making and daily conduct. Students explore critical thinking techniques to apply in their chosen career field. Topics covered include foundations of ethics, applying ethics to your career field and ethics in the workplace. Students will apply concepts to career case studies.

PD260   Career Capstone   2 Credits

Prerequisite: Student must be within two quarters of completing coursework or one quarter before externship, if applicable. This course focuses on career exploration, job search tools and resources, and professionalism. Students develop career planning strategies in preparation for entering or advancing within their chosen career fields.

PD350   Practicum   4 Credits

Prerequisite: Last two quarters of program or with permission of dean of students/education and program chair. Certificate in Mental Health Technician Prerequisite: MH210. The practicum integrates program and general education training through hands-on applications in a workplace environment. Working under the direction and supervision of business owners, managers, supervisors or industry experts, students maintain ethical and professional work standards while applying classroom learning.

SOCIAL SCIENCE

SS103   Global Citizenship   2 Credits

Prerequisite: None. This interdisciplinary social science course explores the influence of community on global citizenship. Topics include contemporary theories that help define local, national and international community membership in the 21st century. Students will examine how cultural constructs, including, but not limited to, personal perspectives, and social, educational, and professional experiences contribute toward shaping their recognition of, and accountability as, socially responsible community members.

SS116   Introduction to Psychology   4 Credits

Prerequisite or Concurrent: CM121. This course is a basic overview of facts, terms, ideas and research findings that form the basis for modern psychology. The course looks at the science of psychology, considering behavior, perception, learning, memory, human physical and personality development, motivation and stress.

SS140   Interpersonal Relations   4 Credits

Prerequisite: None. This course is a study of the development of interpersonal relations, exploring cognitive, behavioral, attitudinal and contextual interpersonal skills.

SS150   Principles of Economics   4 Credits

Prerequisite: None. This course is an introduction to the basic economizing problem, specific economic issues, price theory and related policy alternatives.

SS205 Sociology 4 Credits

Prerequisite: CM121. Sociology is the study of how social forces such as race, ethnicity, class, gender, sexuality and capitalism shape personality, institutions and cultures in the process of socialization. Topics include research and question construction methods.

SS210 Developmental Psychology 4 Credits

Prerequisites: CM121. The course presents major theories in developmental psychology, including issues and topics across the lifespan such as infancy, childhood, adolescence, adulthood and aging. It emphasizes the biological, psychological and social variables that influence human behavior.

SS311 Human Behavior 4 Credits

Prerequisites: CM121, SS116 or SS140. This course is a study of the influence of sociological, biological and psychological characteristics on various types of human organizations such as families, social groups, organizations, communities and societies.

SS360 Abnormal Psychology 4 Credits

Prerequisite: SS116. This course distinguishes between normal human behavior and psychological dysfunction. Topics include history, causes, treatments and current controversies related to major psychological problems and mental illnesses.

SOFTWARE DEVELOPMENT

SD114 Introduction to Software Development 4 Credits

Prerequisite: None. In this course, students are introduced to software development. Fundamental programming concepts and software development techniques are introduced and implemented with an easy-to learn development environment.

SD212 Flash Techniques 5 Credits

Prerequisite: WD130. This course introduces fundamentals of computer animation for delivery on both multimedia and web platforms. Students create and execute animated sequences using vector graphics, animation sequencer, frames and timelines, and layered animation.

SD215 Software Interface Experience 4 Credits

Prerequisite or concurrent: SD114. Students explore design of software user interfaces to promote an effective, engaging user experience (UX). Students will use skills gained in mobile applications development to optimize the user experience on multiple mobile devices.

SD232 Scripting 4 Credits

Prerequisite: SD114, IT255 or NT272. The course provides students with the knowledge and skills to leverage a scripting language to automate system administration tasks on Windows platforms. The command line environment and PowerShell Integrated Scripting Environment are used during this course.

SD234 Programming I 4 Credits

Prerequisite: SD114, NS116 or equivalent score on the College Math advanced placement test. This course provides the beginning programmer with complete coverage of most important programming topics, with an emphasis on the C# programming language. The course introduces basic programming concepts such as structure, decision making, looping, arrays, and method calling and enforces good style and logical thinking. Objects and object-oriented programming concepts are introduced very early in the text.

SD242 Mobile Application Development I 4 Credits

Prerequisite: SD114, NS116 or equivalent score on the College Math advanced placement test. In this course, students continue their study in mobile application development. Topics include displaying images in the gallery, using the calendar, creating a tablet application, using tab layout, creating animations, installing the Google API, and publishing and marketing an Android mobile application.

SD254 Programming II 4 Credits

Prerequisite: SD234. The course shows how to create a number of different types of applications, including console-based, Windows, and Web applications. The event-driven programming model, which is based on interactively capturing and responding to user input on Windows and Web forms, is covered. It includes instruction on developing applications using rapid application development techniques illustrating the drag and- drop construction approach. From the beginning, the course illustrates how to use the .NET predefined types, their member methods, data fields, and properties using an object-oriented approach to development. The course also illustrates how to create user-defined classes and stand-alone class libraries and introduces a number of advanced object-oriented concepts.

SD256 Mobile Applications Security 4 Credits

Prerequisite or concurrent: SD242. This course introduces mobile device and information security. Topics include information security fundamentals, security threats, defenses, and countermeasures for mobile security. Students explore measures to analyze and protecting mobile devices and the information they contain.

SD295 Objective –C Programming 4 Credits

Prerequisite: NS116, SD114. In this course, students are introduced to Objective-C, the programming language used in iOS development. The basics of Objective-C and object-oriented programming are covered for Apple's iOS and OS X platforms, including technologies introduced with Xcode 5, iOS 7, and Mac OS X Mavericks. In addition, the Foundation Framework, a key part of the Objective-C runtime environment is covered, including Strings, Numbers, Files, Memory Management and more. Cocoa, Cocoa Touch, and the iOS SDK are explored.

SD315 Software Engineering for Mobile Devices 4 Credits

Prerequisite: SD254 or SD242. This course introduces students to the process of developing software based solutions to complex problems using mobile devices. Students learn about the limitations imposed by these devices' processing powers and learn to operate within those constraints. Software engineering life cycle processes are covered and object-oriented design and implementation concepts are discussed. Equally important, this course is a practice in software engineering as students team up to work on problem formulation, requirements engineering, architecting, design, programming, integration, and delivery/deployment of applications.

SD330 Software Quality Assurance and Testing 4 Credits

Prerequisite: SD234 or SD242. This course addresses software quality, how to assure it and verify it, and the need for a culture of quality. Topics include avoidance of errors and other quality problems, inspections and reviews, testing, verification and validation techniques, process assurance vs. product assurance, quality process standards, product and process assurance, problem analysis and reporting, and statistical approaches to quality control.

SD352   Mobile Application Development II   4 Credits

Prerequisites: SD242. In this course, students continue their study in mobile application development and learn to develop mobile applications for the iOS platform. Students become familiar with the Apple Developer programs, with iOS technologies and with the development tool suite,   while using Objective-C and Xcode to design and build and also debug and deploy Apps for iPhones and iPads.

SD353   Java Programming   4 Credits

Prerequisites: SD242 or SD234. This course covers object-oriented programming with the Java programming language. Students write, test, and debug Java applications, understand Java object-oriented programming, learn to use various Java Application Programming Interfaces (APIs) and participate in extensive hands-on laboratory assignments. The course includes a review of fundamentals and coverage of intermediate level techniques. Key topics include the Java Development Kit (JDK), classes, objects, encapsulation, interfaces, inheritance, polymorphism, abstract classes, packages, event-driven programming, graphical user interfaces (GUIs), exception handling, file processing, multithreading. Advanced Java programming topics such as database-intensive, desktop- and web-application development techniques are introduced for further study.

VETERINARY TECHNOLOGY

**VT104   Veterinary Terminology, Calculations and
           Drug Metabolism   4 Credits**

Prerequisite or Concurrent: Advanced Standing Mathematics. This course is designed to help the student gain a working mastery, both verbal and written, of the language of veterinary medicine. The course emphasizes the structure of medical words and the determination of word meanings based on the prefixes, root words, and suffixes found in combination. Emphasis is also placed on directional and descriptive terms. This course also introduces the various ways in which mathematic calculations are used in veterinary technology and shows the student how to translate animal nursing scenarios into simple, solvable equations. The course reviews how to arrive at solutions for those equations and provides a foundation for the more advanced technology further along in the curriculum. This course introduces the student to concepts in pharmacology including pharmacokinetics, drug labels, drug administration and fluid therapy.

**VT107   Introduction to Veterinary Technology &
           Office Procedures   4 Credits**

Prerequisite: None.   This course is an introductory study of various aspects of the world of veterinary medicine and the role of the veterinary technician within that world. Emphasis is placed on learning the basics of animal identification, husbandry, grooming, animal behavior, and physical examinations. Students learn veterinary office economics and paperwork, medical records management, reminders, financial matters, components to popular veterinary software and the concepts of ethics and professionalism in the work place.

**VT155   Body System Anatomy, Physiology and
           Applied Pharmacology I   4 Credits**

Prerequisites: VT104.   The study of Anatomy, Physiology, and Applied Pharmacology will be taught using a body systems approach. Students will learn about the anatomy of small animals using cat cadavers as models. This course also includes comparative anatomy with reference to various species of large animals and exotic pets.   The student learns the functions of the various body systems, the interrelationships among these systems in health and disease, and the associated drugs. Comparative pharmacology will also be referenced with the appropriate body systems.

**VT156   Body System Anatomy, Physiology and
           Applied Pharmacology II   4 Credits**

Prerequisites: VT104.   The study of Anatomy, Physiology, and Applied Pharmacology will be taught using a body systems approach. Students will learn about the anatomy of small animals using cat cadavers as models. This course also includes comparative anatomy with reference to various species of large animals and exotic pets.   The student learns the functions of the various body systems, the interrelationships among these systems in health and disease, and the associated drugs. Comparative pharmacology will also be referenced with the appropriate body systems.

VT182   Imaging   4 Credits

Prerequisites: VT155, VT156. Prerequisite or Concurrent: VT201. Radiation safety and imaging techniques commonly used in veterinary medicine are covered in this course. Students develop radiographic technique charts and practice radiography using live animals.

VT201   Large Animals   4 Credits

Prerequisite or Concurrent: VT213.   This course examines husbandry, behavior, nutrition, and medicine as they relate to horses and production animals. Students develop skills in restraint, sample collection, and medication administration for various large-animal species. Herd-health management, preventative medicine, and drug withdrawal times are areas of emphasis. The constraints of the ambulatory practice setting are also examined, particularly in the areas of reproduction, emergencies, and euthanasia.

VT213   Veterinary Laboratory: Hematology   4 Credits

Prerequisites: VT155, VT156. This course begins with a general introduction to the veterinary clinical sciences; it acquaints students with laboratory safety, OSHA regulations, medical asepsis, infection control, zoonotic diseases, glassware, specimen collection, laboratory calculations, and microscopy. This course includes hands-on practice of basic laboratory techniques. This course continues as a study of blood and its various components. Students learn how to properly obtain blood samples, prepare blood smears and perform analysis of the samples, using manual techniques and automated analytical equipment. The functions of the blood cells are emphasized.

VT223   Lab Animals, Exotics and Pocket Pets   4 Credits

Prerequisite or Concurrent: VT213, VT218. This course is a study of non-traditional pets, avians and animal species commonly used in research. Students learn methods of restraint, sample collection and medication administration. Common disease processes are also studied, as well as proper nutrition and husbandry. Zoonotic disease potential and biosecurity-safety measures are also discussed.

VT233   Advanced Clinical Laboratory   4 Credits

Prerequisites: VT213, VT218. As an in-depth study of clinical laboratory procedures, students practice sample collection and handling for hematology, parasitology, blood chemistries, urinalysis, microbiology, cytology and serology. Emphasis is placed on the usefulness of these diagnostic techniques in the context of the animal's overall veterinary care. This course includes discussion of various diseases and disorders evaluated by laboratory testing. Zoonotic disease prevention and biosecurity-safety measures are also covered.

VT237   Animal Disease, Nursing, and
**   Emergency Care   4 Credits**

Prerequisites: VT213, VT218. In this course, students learn and practice various aspects of animal husbandry and nursing care, including kennel management and sanitation, animal nutritional requirements in health and disease, reproductive cycles and management, recognition of and response to emergency situations, preventative medicine, and advanced nursing care. Students also learn about some of the more common diseases and disorders seen in veterinary practice.

VT252   Anesthesiology and Pain Management   4 Credits

Prerequisite: VT237. Co-requisite: VT259. This course prepares the student for the important role of anesthetist in the veterinary surgical team. Drug protocols and anesthesia equipment are studied, along with fluid therapy and pain management. Students learn how to place intravenous catheters, monitor anesthetized animals, and respond to emergency situations.

VT259   Surgical Assisting   4 Credits

Prerequisite: VT237. Co-requisite: VT252. In this course students apply their knowledge and skills to animals scheduled for surgical procedures. Pre-surgical assessment and preparation of both the patient and the surgical suite, management of surgical instruments and equipment to maintain sterility, and patient recovery are emphasized. Common types of surgical procedures for both small and large animals are studied, as well as the healing process and related client education.

VT268   Dentistry   2 Credits

Prerequisites or Concurrent: VT252, VT259 (must have completed first 6 weeks of these courses). In this course, students apply their knowledge and skills to perform routine dental prophylaxis and dental radiographic imaging techniques. A pre-dental assessment and preparation of the patient will be required, along with management of dental instruments and equipment. Dental terminology and common veterinary dental diseases and disorders will be discussed.

VT297   Veterinary Clinical Externship   8 Credits

Prerequisites or Concurrent: VT268, PD260. This course provides for the practical application of the student's knowledge and skills in an actual veterinary setting, through externship arrangements with area clinics. Each student will be supervised by the campus externship coordinator as well as by a designated extern site supervisor. This clinical rotation is a non-paid position as it is an extension of the student's classroom training. Successful completion of the clinical training is required for graduation from the Veterinary Technician program.

VT330   Shelter Medicine   4 Credits

Prerequisites: VT296, VT298. Shelter animals present a unique set of management and care issues. In this course, the student will explore the dynamics behind animal abandonment, legal concerns for shelter employees, evaluation for disease, documentation of abuse, control of infectious disease, disaster response, behavior evaluation, assessment of adoptability, and euthanasia protocols.

VT360   Small Animal Behavior   4 Credits

Prerequisites: VT296, VT298. This basic course in small animal behavior emphasizes pet retention for clients and client retention for the veterinary practice. Topics include animal handling, animal learning, the prevention and treatment of common behavior problems, and effective client communication. Students learn the most common behavioral problems that result in the surrender of pets and effective client communication to prevent and treat those problems.

VT390   Veterinary Practice Management   4 Credits

Prerequisites: VT296, VT298. This course addresses the many unique aspects of managing a veterinary business office, including safety hazards and regulatory compliance issues, pet health insurance, client communications and health reminder systems, organizing staff training, pricing and marketing research methods, inventory management systems, grief counseling, and an understanding of the legal and ethical aspects of veterinary practice.

VT410   Emergency and Critical Care   4 Credits

Prerequisites: VT296, VT298. This advanced course on emergent and critical patient care discusses relevant medical and surgical techniques used in veterinary medicine.

VT440   Small Animal Physical Therapy   4 Credits

Prerequisites: VT296, VT298. Physical therapy can dramatically improve return to function after surgery or injury. In this course, the student reviews orthopedic anatomy and the concepts of wound healing and inflammation, then studies the various therapeutic modalities that can be used to maximize the return to function and minimize discomfort.

VT450   Advanced Dentistry   4 Credits

Prerequisites: VT296, VT298. This course covers advanced veterinary dentistry and the related roles of veterinary technicians.

VT470   Integrative Medicine   4 Credits

Prerequisites: VT296, VT298. Students explore treatment modalities that are non-traditional with respect to western medical practices. The course presents integration of those techniques with traditional western medicine.

WEB DEVELOPMENT

WD130   Basic Web Design   3 Credits

Prerequisite: None. In this course, students write code with hypertext markup language (XHTML). Students use a text editor and begin with HTML to present and format text, graphics, images, hyperlinks and form elements on a web page. Cascading style sheets (CSS) and HTML5 are also covered. Additionally, students learn to validate their markup for correctness and accessibility against the standards and guidelines of the W3C consortium. Students explore and assess websites of corporations, educational institutions and other organizations and write new web pages using existing content.

WD260   Web Technologies   4 Credits

Prerequisites: SD234, WD130. Students practice skills developed in earlier classes while learning and incorporating client-side and server-side scripting into their websites. Students learn to create web pages that interoperate with databases, record and respond to user input, and adapt to user conditions and preferences.

WD334   Collaboration and Content Services   4 Credits

Prerequisites: DB311, WD260. Students explore the features and business use cases of collaboration solutions such as shared virtual workspaces, collaboration technologies and content management systems. One or more specific server solutions are explored.

WD350   Web Servers   4 Credits

Prerequisites: DB311, WD130. Students maintain web services such as web servers and content management systems for web content. The course emphasizes services related to maintaining a website (the web server, server side-script engines, and databases). Topics include technology selection, installation, managing permissions and security, and information assurance.

WD364   Web Application Development I   4 Credits

Prerequisites: DB311, SD254, WD260. This is an upper-level integrative course. In this course, students combine the pillars of programming, web development, and database to create applications to deliver dynamic content and application services on the web.

WD374   Web Application Development II   4 Credits

Prerequisites: WD364. In this course, students work on complex content and application service elements including developing a project plan, analyzing the project or user requirements, designing the application, creating a test plan, creating the application, executing the test plan, enhancing the design and documenting the project.

Faculty
& Staff

Globe *University* &
Minnesota School of Business

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

ALISA DISALVO, Business & Accounting Program Chair
M.B.A., Franklin University
B.A., Otterbein University
A.A., Columbus State Community College

JENNIFER EISCH, Administrative Assistant

AMBER GERMAIN, Administrative Assistant

MICHELLE KARBON, Campus Librarian
M.L.I.S., University of Wisconsin-Milwaukee
B.A., University of Wisconsin-Stevens Point

REBECCA LANGE, Veterinary Technology Program Chair
A.A.S., Madison Area Technical College

AMANDA LOEWEN, Service Learning Coordinator
M.S., University of Wisconsin-Milwaukee
B.S., University of Wisconsin-Green Bay
Certificate, Fox Valley Technical College

JENNY SCHROTH, Director of Career Services
M.A., University of Minnesota-Twin Cities
A.B., Ripon College

JAMIE SLEWINSKI, Financial Aid Manager
B.S., Carroll University

KIMBERLY STEVENS, Campus Director/Dean of Education
M.B.A., M.M., University of Phoenix
B.A., North Central College

ROBYN VAN BOGART, Associate Director of Admissions
M.M., University of Phoenix
B.A., University of Wisconsin – Stevens Point

MICHELLE VANDEN HEUVEL, Medical Assistant, Medical Administrative
Assistant and Health Care Management Program Chair
M.S., Globe University
B.S., Bellin College

ANGIE WELLS, Admissions Representative
B.S., A.A.S., Globe University
A.A.S., Fox Valley Technical College

FACULTY

Accounting

MICHELLE MARTIN
M.B.A., Liberty University
B.A., Cedarville University

Business

ALISA DISALVO
M.B.A., Franklin University
B.A., Otterbein University
A.A., Columbus State Community College

General Education//Professional Development

JENNIFER DUERR
M.S., University of Wisconsin – Oshkosh
B.A., Lawrence University

AMANDA LOEWEN
M.S., University of Wisconsin-Milwaukee
B.S., University of Wisconsin-Green Bay
Certificate, Fox Valley Technical College

BRANDON PANNIER
B.S., University of Wisconsin - Oshkosh

JENNY SCHROTH
M.A., University of Minnesota-Twin Cities
A.B., Ripon College

ANDREA WOCHENSKE
D.C., Palmer College of Chiropractic
B.S., University of Kentucky

JASON ZIRBEL
M.A., University of Wisconsin - Oshkosh
B.S., University of Wisconsin – Green Bay

Health Care Management

MICHELLE VANDEN HEUVEL, R.N., R.M.A.
M.S., Globe University
B.S., Bellin College

Massage Therapy

SUSAN COSSETTE, LMT
Certificate, Fox Valley School of Massage

KATHRYN TOLLEFSON, LMT
B.M., University of Wisconsin - Madison
Diploma, Madison Area Technical College

Medical Assistant/Administration

MICHELLE VANDEN HEUVEL, R.N., R.M.A.
M.S., Globe University
B.S., Bellin College

Veterinary Technology

KEVIN BERRY, CVT
    A.A.S., Madison Area Technical College

CASSY CAMPBELL
    D.V.M., Michigan State University
    B.S., Northern Michigan University

ANDREA DOBSON, CVT
    A.A.S., Madison Area Technical College

JILL DUCH, Resident Veterinarian
    D.V.M., University of Wisconsin – Madison
    B.S., University of Wisconsin – River falls

REBECCA LANGE, CVT
    A.A.S., Madison Area Technical College

KELLY MAYOTTE, CVT
    A.S., Sanford-Brown College

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

DAWN ANDERSON, Financial Aid Manager
B.S., University of Wisconsin-Stout

KENTON DAVIS, Campus Director, Director of Admission
M.S., Globe University
B.A., Concordia University-Mequon

SAMUEL FISHER, Director of Career Services
B.S., University of Wisconsin – Eau Claire

CARLOS GARCIA, Information Technology Program Chair
M.S., M.S., B.S. Instituto Tecnologico y de Estudios
Superiores de Monterrey
M.B.A., Globe University

DANIELLE GRAHAM, Veterinary Technician Program Chair
A.A.S. Madison Area Technical College

SCOTT GUNEM, Criminal Justice Program Chair
J.D., Creighton University
M.B.A., University of Wisconsin – Whitewater
B.S., University of Wisconsin – Stevens Point

JOAN HAMILTON, Executive Program Chair – Massage Therapy
M.B.A, Globe University
B.S., University of Wisconsin - Stout
A.A.S., Chippewa Valley Technical College

GRETCHEN JOHNSON, Associate Dean
A.A.S., Northcentral Technical College
B.S., A.A.S., Globe University

SHOUA LOR, Administrative Assistant
BBA, University of Wisconsin – Eau Claire

JEANEEN ROBERTS, Massage Therapy Program Chair
B.A., University of Wisconsin-Stout
Certificate, Minnesota School of Massage and Body Work

DANIEL SHUDA, CPA, Accounting Program Chair
M.B.A., B.B.A, University of Wisconsin-Eau Claire

JENNA TUDAHL, Admission Representative
B.A., University of Wisconsin – Eau Claire

KATHERINE WARNER, Admissions Representative
A.A.S., Brown College

GARY WHEELER, Dean of Students
M.B.A., Globe University
B.A., University of Wisconsin-Eau Claire

FACULTY

Accounting

DANIEL SHUDA, CPA
M.B.A., B.B.A, University of Wisconsin-Eau Claire

Business

CARLOS GARCIA
M.S., M.S., B.S. Instituto Tecnologico y de Estudios
Superiores de Monterrey
M.B.A., Globe University

SCOTT GUNEM
J.D., Creighton University
M.B.A., University of Wisconsin-Whitewater
B.S., University of Wisconsin-Stevens Point

Criminal Justice

SCOTT GUNEM
J.D., Creighton University
M.B.A., University of Wisconsin-Whitewater
B.S., University of Wisconsin-Stevens Point

PATRICIA SALIMES
M.B.A, Globe University
B.A., Mount Scenario College
A.A.S., A.A.S., Gateway Technical College

General Education

DANIEL CZELATDKO
D.C, B.S., National College of Chiropractic
B.A., Augustana College

SAMUEL FISHER
B.S., University of Wisconsin – Eau Claire

CARLOS GARCIA
M.S., M.S., B.S. Instituto Tecnologico y de Estudios
Superiores de Monterrey
M.B.A., Globe University

SCOTT GUNEM
J.D., Creighton University
M.B.A., University of Wisconsin-Whitewater
B.S., University of Wisconsin-Stevens Point

JASON HERRINGTON
M.B.A., Globe University
B.S., University of Colorado-Boulder

SHAW LILJEQVIST
M.S., Walden University
B.A., The Evergreen State College
Certificate, University of Wisconsin-Eau Claire

JEANEEN ROBERTS
B.A., University of Wisconsin – Stout
Certificate, Minnesota School of Massage and Body Work

HEATHER THOM, LMT
- D.C., B.S., Northwestern Health Sciences University
- B.S., University of Wisconsin - Parkside
- Certificate, Wisconsin Institute of Natural Wellness

SIMEI TONG
- Ph.D., Oklahoma State University
- M.S., University of Central Oklahoma
- B.S., Tong Ji University

GARY WHEELER,
- M.B.A., Globe University
- B.A., University of Wisconsin-Eau Claire

Legal/Office Administration

SCOTT GUNEM
- J.D., Creighton University
- M.B.A., University of Wisconsin-Whitewater
- B.S., University of Wisconsin-Stevens Point

Massage Therapy

JOAN HAMILTON
- M.B.A, Globe University
- B.S., University of Wisconsin – Stout
- A.A.S., Chippewa Valley Technical College

SARAH JOHNSON
- B.A., Taylor University
- Certificate, Minneapolis School of Massage and Body Work

JEANEEN ROBERTS
- B.A., University of Wisconsin-Stout
- Certificate, St. Croix Center for Healing Arts

Medical Assistant/Administration

DAYLE BRIAN
- M.B.A., Globe University
- B.S.N., Graceland University
- A.A.S., Diploma, Chippewa Valley Technical College

GRETCHEN JOHNSON, CMA
- A.A.S., Northcentral Technical College
- B.S., A.A.S., Globe University

RANDI WAITE
- B.S., Globe University
- A.A.S., Chippewa Valley Technical College

Technology

CARLOS GARCIA
- M.S., M.S., B.S. Instituto Tecnologico y de Estudios Superiores de Monterrey
- M.B.A., Globe University

Veterinary Technology

NICOLE ANDERSON, CVT
- A.S., Medical Institute of Minnesota

DANIELLE GRAHAM, CVT
- A.A.S., Madison Area Technical College

HEATHER KROOHN, CVT
- A.A.S., Medical Institute of Minnesota

MARGARET MCDOUGALL, DVM
- D.V.M., B.S., University of Wisconsin-Madison

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

JONATHAN ALLEN, Financial Aid Manager
> M.S., Capella University
> B.A., Beloit College

KATHLEEN DELVEAUX, Administrative Assistant

ERIK ENGBERG, Dean of Education
> M.S., Minnesota School of Business-Woodbury
> B.S., Minnesota State University-Mankato

JERYL FLECK, Campus Director
> M.B.A., Globe University-Woodbury
> B.A., University of Wisconsin-Green Bay

RAYMOND GRECO, Criminal Justice Program Chair
> B.A., Brooklyn College of the City University of New York

JOLYN HELGESON, Academic Coordinator/Registrar
> M.A., Lakeland College
> B.S., University of Wisconsin-Stevens Point

CHRISTINA JOHNSON, Campus Librarian
> M.A., B.A., University of Wisconsin-Madison

VERONICA KRUSE, CMA, Medical Assistant Program Chair
> A.A.S., Globe University-Green Bay
> Technical Diploma, Northeast Wisconsin Technical College

REBECCA KUICK, Administrative Assistant
> M.B.A., Globe University-Woodbury
> B.S.W., University of Wisconsin-Green Bay

CAREY MRAZ, Academic Coordinator/Business Program Chair
> M.B.A., Globe University-Woodbury
> B.S., University of Wisconsin-Green Bay

JEN NAZE, Director of Career Services
> B.A., University of Wisconsin-Green Bay

CRAIG NOWAK, Information Technology Program Lead
> B.B.A., University of Wisconsin-Oshkosh

SUZETTE PLEMEL, LMT, NCTM, CPT, Massage Therapy Program Chair
> A.A.S., Rasmussen College

JENNIFER WERTEL, CVT, Veterinary Technology Program Chair
> M.S., Globe University-Woodbury
> B.S., University of Wisconsin-Stevens Point
> A.A.S., Moraine Park Technical College

DON ZEIKEL, Admissions Representative
> B.S., Southern Illinois University

FACULTY

Business

CAREY MRAZ
> M.B.A., Globe University-Woodbury
> B.S., University of Wisconsin-Green Bay

ROBERT PATRICKUS
> B.B.A., St. Norbert College

Criminal Justice

RAYMOND GRECO
> B.A., Brooklyn College of the City University of New York

General Education

JENNIFER DUERR
> M.S., University of Wisconsin – Oshkosh
> B.A., Lawrence University

MICHELLE ENGEL
> M.A., University of Wisconsin-Oshkosh
> B.A., University of Wisconsin-Green Bay

CHRISTINA JOHNSON
> M.A., B.A., University of Wisconsin-Madison

ZACHARY PAUL
> D.C., Logan College of Chiropractic
> B.S., University of Wisconsin-Green Bay

Information Technology

ERIK ENGBERG
> M.S., Minnesota School of Business-Woodbury
> B.S., Minnesota State University-Mankato

CRAIG NOWAK
> B.B.A., University of Wisconsin-Oshkosh

Massage Therapy

KERRY KRUEGER, LMT
> A.A.S., Globe University-Green Bay

SUZETTE PLEMEL, LMT, NCTM, CPT
> A.A.S., Rasmussen College

STACEY RYAN, LMT
> B.S., University of Mary
> Diploma, New Mexico School of Natural Therapeutics

Medical Assistant/Administration

VERONICA KRUSE, CMA
> A.A.S., Globe University-Green Bay
> Technical Diploma, Northeast Wisconsin Technical College

TARA NEVILLE, CMA
> Technical Diploma, Northeast Wisconsin Technical College

Professional Development

JOLYN HELGESON
    M.A., Lakeland College
    B.S., University of Wisconsin-Stevens Point

CAREY MRAZ
    M.B.A., Globe University-Woodbury
    B.S., University of Wisconsin-Green Bay

JEN NAZE
    B.A., University of Wisconsin-Green Bay

Veterinary Technology

DEBORAH BIERHALS, CVT
    A.A.S., Madison Area Technical College

MARGARET LEE, CVT
    A.A.S., Globe University-Green Bay

JARED MCMULLEN, CVT
    A.A.S., International Business College

ROBERTA RIEDI
    D.V.M., University of Wisconsin-Madison
    B.S., University of Wisconsin-Stevens Point

STACY SWENTY, CVT
    B.A.S., University of Wisconsin-Green Bay
    A.A.S., Madison Area Technical College

WENDY VANDENBOOM
    D.V.M., University of Wisconsin-Madison

JENNIFER WERTEL, CVT
    M.S., Globe University-Woodbury
    B.S., University of Wisconsin-Stevens Point
    A.A.S., Moraine Park Technical College

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

FAITH BERGIN, Academic Coordinator
M.S., Globe University
B.I.L, Viterbo University

LESLIE CARLSON, Admissions Representative
B.S. University of Wisconsin-La Crosse

STEPHANIE DONOVAN, Campus Director
M.B.A., Globe University
B.S., Minnesota School of Business
B.A., University of Northern Iowa

JESSICA KENNEY RAUPP, Admissions Representative
B.B.A., B.B.A., University of North Dakota

JANA KNAPP, Massage Therapy Program Chair
Certificate, New Mexico School of Natural Therapeutics

RACHEL KRUEGER, Director of Admissions
M.B.A., Globe University
B.B.A., Viterbo University

KARI LAUMB, CVT, LVT, Veterinary Technology Instructor
A.A.S., Ridgewater College

KAYLA MARTIN, Administrative Assistant
A.A.S., Western Technical College

ALISON PRODZINSKI, Director of Career Services
M.S., B.S., Winona State University
Diploma, Minnesota State College-Southeast Technical

KATHY SLATTERY, Administrative Assistant
B.S., University of Wisconsin-Stout

AMY STINSON, LVT, Veterinary Technology Program Chair
A.A.S., University of Minnesota-Waseca

JUNE VATLAND, Dean of Education
M.B.A., Bellevue University
B.S., Winona State University

KIM WROBLEWSKI, Campus Librarian
M.L.I.S., University of Wisconsin-Madison
B.A., Viterbo University

JULIE WOLOSZYN, Financial Aid Manager
B.S., University of Wisconsin-Madison

FACULTY

Business

NICK SCHMIDT
M.A., University of San Francisco-San Francisco
B.A., University of Wisconsin-Madison

Criminal Justice

KIRK FLATTEN
M.S., University of Phoenix
B.S., Winona State University

ROBERT NORDBY
M.S., University of Phoenix
B.S., Minnesota State University-Mankato

JEFFREY TROTNIC
M.S., University of Central Missouri
B.S., Missouri Southern State University

General Education

TARA ANDERSON
M.S.W., Dominican University
B.S., Viterbo University

ALLISON KAATZ
M.A., Western Governor's University
B.A., Bethel University

ANGIE MELLOR
M.F.A., Georgia College and State University
B.A., University of Wisconsin-Whitewater
B.A., Luther College

ALISON PRODZINSKI
M.S., B.S., Winona State University
Diploma, Minnesota State College-Southeast Technical

JAMES SCHANANDORE
PhD, North Dakota State University
B.S., B.S., North Dakota State University

Massage Therapy

ADAM CLOUGH
A.A.S., Globe University

DECEMBER DOWNING
A.A.S., Globe University

JANA KNAPP
A.A.S., Globe University
Certificate, New Mexico School of Natural Therapeutics

Medical Assistant/Administration

KELLEY GUSA
> A.A.S., Globe University

DARCI KEENAN
> M.S., Clarkson College
> B.S., M.A., Viterbo University
> A.A.S., Western Technical College

ANDREA MODLIN
> AAPC Certified Professional Coder

Professional Development

ALISON PRODZINSKI
> M.S., B.S., Winona State University
> Diploma, Minnesota State College-Southeast Technical

KATHY SLATTERY
> B.S., University of Wisconsin-Stout

Technology

ANDREW JANDT
> B.S., University of Wisconsin-La Crosse

SUZANNE ZIEBELL
> M.S., Silver Lake College of the Holy Family
> B.S., University of Wisconsin-La Crosse

Veterinary Technology

ELAYNE HASS, Resident Veterinarian
> D.V.M., University of Wisconsin-Madison
> B.S., University of Wisconsin-La Crosse

AMY HUMPAL-HOSCHEIT
> D.V.M., Iowa State University
> A.A.S., Northeast Iowa Community College

KARI LAUMB, CVT, LVT
> A.A.S., Ridgewater College

AMY STINSON, LVT
> A.A.S., University of Minnesota-Waseca

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

CYNTHIA BACHHUBER, Campus Librarian
    M.A., University of Wisconsin-Madison
    B.A., Hope College

SERENA BOMAN, Regional Financial Aid Support/Administrative Assistant
    B.A., University of Wisconsin-Green Bay

ASHLEY BUSKER, Admissions Representative
    B.S.E., Western Illinois University

JULIE CHRISTENSEN, Business Program Chair/Career Services Coordinator
    M.B.A., Globe University
    B.A., Winona State University

ELIZABETH DISCH, LPC-IT, Director of Career Services
    M.A., Lakeland College
    B.A., University of Wisconsin-Madison

VIRIDIANA GARCIA CAMPOS, Administrative Assistant
    A.A.S., Madison College

KRISTINA GROSS, Director of Admissions
    M.A., B.S., Viterbo University

BREANNA JANIKOWSKI, Admissions Representative
    B.S., St. Cloud State University

ROCKY KLITZKE, Regional Director
    B.S., St. Cloud State University

JILL NEWHOUSE, Financial Aid Manager
    B.A., University of Wisconsin-Madison

ROBIN RINEHART, Associate Dean/Massage Therapy Program Chair
    B.A., Marquette University
    A.A.S., Certificate, Lakeside School of Massage Therapy

DEANNA REGO, CMA, Medical Assisting Program Chair
    B.S., Upper Iowa University
    A.A.S., Southwest Wisconsin Technical College

WAYNE STRONG, Executive Criminal Justice & Paralegal Program Chair
    B.A., University of Wisconsin-Eau Claire

HEATHER WIPIJEWSKI, CVT, LAT, Veterinary Technology Program Chair
    A.A.S., Madison Area Technical College

ASHLEY TANNER, Associate Campus Director
    B.S., University of Wisconsin-Madison

JESSICA YUNG, Academic Coordinator
    M.Ed., Hamline University
    B.S., University of Wisconsin-Stevens Point

KRISTA ZIMONICK, Dean of Education
    M.B.A., Globe University
    M.A., B.A., University of Wisconsin-Eau Claire

FACULTY

Accounting

DEBI FRICK
    M.S., Kaplan University
    B.S., Northern Illinois University

TRACY HANSON
    B.S., Globe University

Business

SUNIL ASIJA
    M.B.A., Edgewood College
    B.A., University of Wisconsin-Whitewater

SHANNON BLACKAMORE
    M.S., University of Phoenix
    B.S., Western Illinois University

JULIE CHRISTENSEN
    M.B.A., Globe University
    B.A., Winona State University

RICK JONES
    M.DV, Northern Baptist Theological Seminary
    J.D., Marquette University Law School
    B.A., Beloit College

JOHN OATHOUT
    M.B.A., St. Martin's College
    B.A., University of Wisconsin-Whitewater

LAURA VOLL
    M.B.A., Northern Illinois University

Criminal Justice

SHANNON BLACKAMORE
    M.S., University of Phoenix
    B.S., Western Illinois University

WAYNE STRONG
    B.A., University of Wisconsin-Eau Claire

General Education

DIANE CAREY
    D.C., Life University
    B.A., Northeastern University

ELIZABETH DISCH, LPC-IT
    M.A., Lakeland College
    B.A., University of Wisconsin-Madison

TIMOTHY HEILMAN
    M.S.E., University of Wisconsin–Platteville
    B.S.E., University of Wisconsin-Whitewater

JASON HILL
    LL.M., B.S., A.A.S., American Military University
    A.A.S., Community College of the Air Force

RICK JONES
    M.DV, Northern Baptist Theological Seminary
    J.D., Marquette University Law School
    B.A., Beloit College

ADAM MACKAY
M.S., B.S., University of Wisconsin-Stevens Point

SUNNY SCHOMAKER
Ph.D., M.A., B.A., University of Wisconsin-Madison

KRISTEN TRANMAL
M.B.A., University of Phoenix
B.S., Millikin University

ROBERT WESTERLUND
M.B.A, Bethel University
M.DV, Bethel Seminary
B.A., University of Iowa

JARED WOLD
B.S., B.F.A., University of Wisconsin-Madison

Information Technology

MATTHEW PRIESTLEY
D.M.S., Chartered Management Institute
B.S., Leeds Metropolitan University

Massage Therapy

LAURA JESKE, NCTMB
A.A.S., Globe University
Certificate, Lakeside School of Massage Therapy

BRETT KAMMERER
A.A.S., Globe University

BEVERLY KEIL, NCTMB
B.S., McNeese State University
Diploma, High Tech Institute

ROBIN RINEHART,
B.A., Marquette University
A.A.S., Certificate, Lakeside School of Massage Therapy

Medical Assistant/Administration

DIANE CAREY
D.C., Life University
B.A., Northeastern University

MICHELLE COTONEO
Ph.D., M.S., University of Alabama at Birmingham
B.S., State University of New York at Geneseo
M.T., Rockingham Memorial Hospital Medical Technology

SHERI HENRY
B.S., University of Wisconsin-Platteville
A.A.S., Lac Courte Oreilles College

LISA NELSON
C.P.C., Madison College

SUSAN OLSON
M.N., Edgewood College
B.S.N., University of Wisconsin-Madison

DEANNA REGO, CMA
B.S., Upper Iowa University
A.A.S., Southwest Wisconsin Technical College

Professional Development

ELIZABETH DISCH, LPC-IT
M.A., Lakeland College
B.A., University of Wisconsin-Madison

ADAM MACKAY
M.S., B.S., University of Wisconsin-Stevens Point

JESSICA YUNG
M.Ed., Hamline University
B.S., University of Wisconsin-Stevens Point

Veterinary Technology

HEATHER GERNETZKE, CVT
A.A.S., Madison Area Technical College

SARAH HEALY, CVT
A.A.S., Madison Area Technical College

MEGAN JORDAN, DVM
D.V.M., B.S., University of Illinois at Urbana-Champaign
A.A.S., Highland Community College

BRANDIE MOKER, CVT
A.A.S., Madison Area Technical College

LYNN WALTERS, CVT
B.S.E., University of Wisconsin-Oshkosh
Certificate, Fox Valley Technical College

HEATHER WIPIJEWSKI, CVT, LAT
A.A.S., Madison Area Technical College

LINDSEY VELDERS, CVT
A.A.S., Madison Area Technical College

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

JAMIE BUENZLI, Campus Director
    M.B.A., University of Phoenix
    B.S., University of Wisconsin-Platteville

NATALIE BUSSE, Director of Career Services
    M.B.A., Globe University
    B.B.A., University of Wisconsin – Whitewater

LEO CROSS, Information Technology Program Chair
    M.S., University of Wisconsin-Whitewater
    B.B.A., University of Wisconsin-Whitewater

SADA DORN, Administrative Assistant
    A.A.S., Globe University

ALEXANDRIA HALL, Academic Coordinator
    M.Ed., University of Wisconsin-Milwaukee
    B.S., Carroll University

APRIL HUGHES, Admissions Representative
    M.A., Argosy University-Twin Cities
    B.A., University of Wisconsin-Madison

MICHAEL MCKNIGHT, Medical Assistant Program Chair
    B.S., Franklin University
    Diploma, Madison Area Technical College

JOAN NYAMHONDORO, Dean of Education
    M.B.A., ITT Technical Institute
    B.A., Lawrence University

GARY PAUL, Admissions Representative
    B.A., University of Wisconsin-Milwaukee

BRENNAN PORTER, Administrative Assistant
    B.A., University of Wisconsin-La Crosse

CHERYL REDENZ, Admissions Representative
    B.S., University of Wisconsin-Oshkosh

AMANDA ROSE, Financial Aid Manager
    B.S., Regis University
    A.A.S., Globe University

AMANDA SCHUMACHER, Associate Dean and Massage Therapy Program Chair
    M.B.A., Globe University
    B.S., University of Wisconsin-Madison
    Certificate, Lakeside School of Massage Therapy

KATIE SHERWOOD, Librarian
    M.L.I.S., University of Illinois Urbana-Champaign
    B.A., DePaul University

KRISTEN TRANMAL, Accounting Program Chair
    M.B.A., University of Phoenix
    B.S., Millikin University

DAVID WALKER, Exercise Science Program Chair
    B.S., Portland State University

FACULTY

Accounting

CAROLYN ESCHMEYER
    M.B.A., Aurora University
    B.A., Aurora University

DEBI FRICK
    M.S., Kaplan University
    B.S., Northern Illinois University

KRISTEN TRANMAL, CIA, CICA, CISA, CPC
    M.B.A., University of Phoenix
    B.S., Millikin University

Business

SUNIL ASIJA
    M.B.A., Edgewood College
    B.A., University of Wisconsin-Whitewater

MARY JO BLACK
    M.Ed., University of Wisconsin-Platteville
    B.A., University of Wisconsin-Oshkosh
    A.A.S., Madison Area Technical College

General Education/Foundation

DIANE CAREY, D.C.
    D.C., Life University
    B.A., Northeastern University

ADAM MACKAY
    M.S., University of Wisconsin-Stevens Point
    B.S., University of Wisconsin-Stevens Point

SUSAN OLSON, RN
    M.S.N., Edgewood College
    B.S.N., University of Wisconsin-Madison
    Diploma, Madison General School of Nursing

KATHERINE SOLLER
    Ph.D., Central Michigan University
    B.S., Central Michigan University

KATHY WITZIG
    M.S., University of Wisconsin-Platteville
    B.S., University of Wisconsin-Platteville

Exercise Science

JILL JENKS, CPT
    M.Ed., Olivet Nazarene University
    B.S., University of Wisconsin-Madison
    B.S., University of Wisconsin-Eau Claire

DAVID WALKER, CPT
    B.S., Portland State University

Information Technology

MARY JO BLACK
    M.Ed., University of Wisconsin-Platteville
    B.A., University of Wisconsin-Oshkosh
    A.A.S., Madison Area Technical College

LEO CROSS
    M.S., University of Wisconsin-Whitewater
    B.B.A., University of Wisconsin-Whitewater

Massage Therapy

LINDSEY LEONARDSON, LMT
B.S., University of Wisconsin-Whitewater
A.A.S., Madison Area Technical College
Certificate, Blue Sky School of Massage

KYRA PRIBBENOW, LMT
A.A.S., Globe University

JOHN ROBERTS, CAc, LMT
M.S., Touro College
B.A., Bennington College
Diploma, The Swedish Institute

AMANDA SCHUMACHER, LMT
M.B.A., Globe University
B.S., University of Wisconsin-Madison
Certificate, Lakeside School of Massage Therapy

Medical Assistant/Administration

DIANE CAREY, D.C.
D.C., Life University
B.A., Northeastern University

JANET COWELL, CMA
B.S., National-Lewis University
A.A.S., Harper College
Certificate, Harper College

MICHAEL MCKNIGHT, CMA
B.S., Franklin University
Diploma, Madison Area Technical College

SUSAN OLSON, RN
M.S.N., Edgewood College
B.S.N., University of Wisconsin-Madison
Diploma, Madison General School of Nursing

KRISTEN TRANMAL, CIA, CICA, CISA, CPC
M.B.A., University of Phoenix
B.S., Millikin University

Professional Development

NATALIE BUSSE
M.B.A., Globe University
B.B.A., University of Wisconsin – Whitewater

KATIE SHERWOOD
M.L.I.S., University of Illinois Urbana-Champaign
B.A., DePaul University

CARL STEWART
M.A., Missouri State University

Veterinary Technology

SARAH HEALY, CVT
A.A.S., Madison College

KAREN HERSHBERGER-BRAKER, DVM
D.V.M., University of Wisconsin-Madison
Ph.D., Harvard University
B.S., Indiana University

BECKY HINZ, CVT
A.A.S., Argosy University

LESLEE LARSON, DVM
D.V.M., University of Wisconsin-Madison
M.B.A., Globe University
B.S., University of Wisconsin-Whitewater

ANDREW LOCKMAN, CVT
A.A.S., Globe University

JANE LUND, Resident DVM
D.V.M., M.S., University of Wisconsin-Madison
B.S., University of Wisconsin- Stevens Point

GAIL OESTREICHER, CVT
A.A.S., Madison Area Technical College

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

AMELIA COHOES, Campus Librarian
>   M.A., University of Wisconsin-Milwaukee
>   B.A., University of Minnesota

NADVIA DAVIS, Admissions Representative
>   B.A., Gustavus Adolfus College

JAMES DECKER, Campus Director
>   B.A., University of St. Thomas

LAURIE DRESOW, Financial Aid Manager
>   A.A.S., Minnesota School of Business

KATIE LASOVICH, Administrative Assistant.

ANGIE NORBECK, Business Management Program Chair
>   M.B.A., Augsburg College
>   B.S., Metropolitan State University
>   A.A.S., Century College

ANDREA OLSON, Graduate Program Administrator
>   Ph.D., M.Ed, University of Minnesota-Twin Cities
>   B.A., Metropolitan State University

ALEX THOMAS, International Admissions Representative
>   M.B.A., Minnesota School of Business
>   B.S., Saint Olaf College

RACHEL PAULSON, Dean of Students
>   M.B.A., Minnesota School of Business

MITCHELL WARD, Director of Admissions

FACULTY

Accounting

RON MYSZKOWSKI
>   M.A., University of St. Thomas
>   B.S., University of Michigan

ROBERT RAVELING, CPA
>   M.B.A., B.S., University of Wisconsin-River Falls

Business

ANGULO, PATRICIA
>   Ed.D., M.A., Hamline Univeristy
>   B.A., Metropolitan State University

KRISTOPHER J. BLANCHARD
>   Ph.D., Capella University
>   M.B.A., B.S., Indiana State University

JOHN JORDAN
>   MBA, University of Phoenix
>   B.S. University of Minnesota

NICHOLAS ODHIAMBO
>   MBA, MSM, Globe University
>   B.S., Kenyatta University

FRANK PLACHECKI
>   Ph.D., M.A.,B.A., University of Minnesota

JULIO PULIDO
>   PhD, Federal University of Rio de Janeiro
>   MBA, Xavier University
>   B.S., Federal University of Bahia

THOMAS STOLTZ
>   M.A., Jones International University
>   B.A., Hamline University

DAVE WEHLING
>   M.B.A., University of St. Thomas
>   B.S., University of Wisconsin-River Falls

Paralegal

ADAM SPEES
>   J.D., William Mitchell College of Law
>   B.A., University of Minnesota – Twin Cities

Technology

PATRICIA LIND
>   B.S., Bemidji State University

CORPORATE OFFICERS

TERRY L. MYHRE, President, Treasurer

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

BOBBI BRICKER, Campus Director, Dean of Education
 M.B.A., Minnesota School of Business
 M.A., University of Phoenix
 B.A., Minnesota State University Moorhead

ERIK BLOCK, Associate Dean of Education
M.F.A., B.A., Minnesota State University, Moorhead

JONATHAN FOSS, Director of Career Services
 M.S., St. Cloud University
 B.S., North Dakota State University

TOBIAS MULVIHILL, Massage Therapy Program Chair
 Diploma, Minnesota School of Business

KRIS STANTJER, Campus Librarian
 M.B.A., North Dakota State University
 B.A., University of Minnesota, Morris

FACULTY

Accounting

KENNETH QUICK
 M.B.A., Drake University, Des Moines, IA
 B.S., University of Minnesota, Morris

STACEY TRONSON
 J.D., Creighton University
 B.Acct., University of North Dakota

Business

SEINA FREIDIG
 M.B.A., University of Mary, ND
 B.S., University of North Dakota

STACEY TRONSON
 J.D., Creighton University
 B.Acct., University of North Dakota

KRIS STANTJER
 M.B.A., North Dakota State University
 B.A., University of Minnesota, Morris

General Education

JAMISON ENGLUND
 D.C., Northwestern Health Sciences University

JONATHAN FOSS
 M.S., St. Cloud University
 B.S., North Dakota State University

SEINA FREIDIG
 M.B.A., University of Mary, ND
 B.S., University of North Dakota

JOSHUA SCHIRMER
 M.F.A., B.A., Minnesota State University Moorhead

HARMONY VENBURG
 M.Ed., B.S., Minnesota State University Moorhead

Massage Therapy

ASHLEY BREITZMAN
 A.A.S., Minnesota School of Business

JAMISON ENGLUND
D.C., Northwestern Health Sciences University

TOBIAS MULVIHILL
 A.A.S., Massage Therapy, Globe University

Veterinary Technology

TERRI YEAGER, LVT, Vet Tech Program Chair
 B.S., North Dakota State University

NICOLE BAILEY
 B.S., Equine Science, North Dakota State University

TANYA BORUD
 D.V.M., Colorado State University
B.S., North Dakota State University

ANDREA PEARSON, CVT
 A.A.S., Minnesota School of Business

TERRI YEAGER, LVT
 B.S., North Dakota State University

GAIL YLINIEMI-WHITE, CVT, LVT
 B.S., A.A.S., North Dakota State University

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

ELIZABETH AUGUSTINE, Financial Aid Manager
    B.S., A.A.S., Minnesota School of Business

CAROL ANN LEROI, Admissions Representative
    B.S., State University of New York College at Buffalo

DAVID BRADFORD, Campus Librarian
    M.S., St. Catherine University
    B.A., Oregon State University

KARMIN JENSEN, Administrative Assistant/Enrollment Coordinator
    B.S., Northern State University

ANN KOLBREK, Director of Career Services
    M.A., The University of South Dakota
    B.A., The University of the South Dakota

ANGELA LIVINGSTON, Business Program Chair
    M.B.A., Colorado Technical University
    B.A., University of Sioux Falls
    A.A.S., Southeast Technical Institute

JARROD MEYERS, Dean of Education
    M.S., South Dakota State University
    B.A., A.A.S., The University of Akron

AIMEE MIRITELLO, Campus Director/Dean of Students
    M.S., Western Governors University
    B.S., University of Nevada, Las Vegas

MORGAN PORTRA, Admissions Representative
    B.S. Minnesota State University-Mankato

TINA SIMUNEK, Massage Therapy Program Chair
    B.S., South Dakota State University
    A.A.S., National American University

KIM SMITH, CVT, Veterinary Technology Program Chair
    A.A.S., National American University

KIRSTEN WICHERN, Academic Coordinator
    M.S., South Dakota State University
    B.A., Northern State University

AMY ZOBEL, CMA (AAMA), Medical Assistant Program Chair
    B.S., Globe University
    A.A.S., Mitchell Technical Institute
    Diploma, Southeast Technical Institute

FACULTY

Accounting

COURTNEY LENS, CPA
    M.Ed., B.A., University of Sioux Falls

Business

ANGELA LIVINGSTON
    M.B.A., Colorado Technical University
    B.A., University of Sioux Falls
    A.A.S., Southeast Technical Institute

Criminal Justice

JIM JENSEN
    B.S., University of South Dakota

General Education/Foundations

DAVID BRADFORD
    M.S., St. Catherine University
    B.A., Oregon State University

SHARLEN KRAUSE
    Ed.D., University of South Dakota
    M.A., University of South Dakota
    B.A., Mount Marty College

MARIBETH CUMMINGS
    M.L.A., B.S., Minnesota State University at Moorhead

ANN KOLBREK
    M.A., The University of South Dakota
    B.A., The University of the South

RENAE KRUSE, J.D.
    J.D., The University of South Dakota
    B.S., South Dakota State University

JACKIE LENT, MD
    M.D., Tulane University School of Medicine
    M.P.H.T.M, Tulane University School of Medicine
    M.P.H., University of Minnesota
    B.A., Augustana College

FRANK O'NEILL
    D.C., B.S., Northwestern Health Sciences University

ROSALEE TOERING
    M.S., Capella University
    B.S., Huron University/CTU
    B.A., South Dakota State University
    AAS, Southeast Technical Institute

MATT WENGE
    M.F.A., University of Central Florida
    B.A., Augustana College

KYLE WHITELY
    Ph.D. The University of South Dakota
    B.S., The University of South Dakota

Massage Therapy

JASON GARZA, LMT
    A.A.S., Globe University

TONI MORISTON, LMT
    A.A.S., Globe University

TINA SIMUNEK, LMT
    B.S., South Dakota State University
    A.A.S., National American University

Medical Assistant/Administration

ERICA ARENDS, CMA (AAMA)
    B.S., Globe University
    B.S., University of Minnesota – Morris
    A.A.S., Globe University

AMY ZOBEL, CMA (AAMA)
    B.S., Globe University
    A.A.S., Mitchell Technical Institute
    Diploma, Southeast Technical Institute

MELISSA KNUDSON, ARRT
    M.S.M, Globe University
    B.S., Presentation College

Professional Development

ANN KOLBREK
    M.A., The University of South Dakota
    B.A., The University of the South

JARROD MEYERS
    M.S., South Dakota State University
    B.A., A.A.S., The University of Akron

KIRSTEN WICHERN
    M.S., South Dakota State University
    B.A., Northern State University

Veterinary Technology

AUDREE CERMACK, CVT
    A.A.S., Globe University

EDWARD KREIDER, DVM
    D.V.M., B.S, University of Illinois at Urbana - Champaign

CARMEN PAULSON, DVM
    D.V.M., Colorado State University

KIM SMITH, CVT
    A.A.S., National American University

AUTUM WHITELY, CVT
    A.A.S., Globe University
    Diploma, Minnesota West Community & Technical College

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

BECKY BROWN, Director of Career Services
M.B.A., B.S., Marian University

KATHRYN BROWN-BUENNING, Associate Dean
B.S., University of Wisconsin-Stevens Point

JEFF CHRISTENSEN, Financial Aid Manager
B.A., Lakeland College

DEBORAH FELDBRUEGGE, Administrative Assistant
B.S., Globe University
A.A.S., Northcentral Technical College

PHILLIP HANDRICK, Business Program Chair
M.B.A., B.S., Columbia College

ROCKY KLITZKE, Regional Director
M.B.A, B.S., Globe University

CHRISTINA LAMMERDING, Admissions Representative
B.S., Eastern Washington University

STACEY LILLA, Dean of Education
M.S., Globe University
B.S., University of Wisconsin-Stevens Point

KERRY MILLER, CMA, Medical Assistant Program Chair
A.A.S., Globe University
Diploma, Nicolet College

BRENT OLSON, Criminal Justice Program Chair
B.S., University of Wisconsin-Oshkosh

ANDREA PALAS, Campus Director & Director of Admissions
M.S., Globe University
B.S., University of Wisconsin-Eau Claire

KATIE PALESH, Resource Specialist
B.S., A.A.S., Globe University

SARAH STEGER, CVT, Vet Technology Program Chair
B.A., University of Wisconsin-Parkside
A.A.S., Kirkwood Community College

MARISSA VELE, Administrative Assistant
A.A.S., Northcentral Technical College

CASEY WEBER, LMT, Massage Therapy Program Chair
B.S., University of Wisconsin – Stevens Point
Certificate, Windemere Institute of Healing Arts

JUDY WELCH, Admissions Representative
A.A.S., Rasmussen

FACULTY

Business

PHILLIP HANDRICK
M.B.A., B.S., Columbia College

Criminal Justice

BRENT OLSON
B.S., University of Wisconsin-Oshkosh

General Education/Foundations

JAMES BITNER
M.A., Saint Mary's University of Minnesota
M.Div., B.A., Point Loma Nazarene University

BECKY BROWN
M.B.A., B.S., Marian University

CHRIS CLIFFORD
D.C., B.S., Northwestern Health Sciences University

OLGA COTEY
M.A., B.A., Chelyabinsk Institute of Economics and Law

PHILLIP HANDRICK
M.B.A., B.S., Columbia College

STEVEN SPRASKY
M.S., B.S., University of Wisconsin-Stevens Point

Massage Therapy

MELISSA BAKER, LMT
Diploma, Fox Valley School of Massage

CASEY WEBER , LMT
B.S., University of Wisconsin – Stevens Point
Certificate, Windemere Institute of Healing Arts

WENDY WETTENGEL, LMT
M.B.A., B.S., Globe University
Diploma, Metro Business College

Medical Assistant/Administration

KERRY MILLER, CMA
A.A.S., Globe University
Diploma, Nicolet College

Veterinary Technology

ANNIE FALKOWSKI, CVT
A.A.S., Madison Area Technical College

KRIS HOFFMAN, DVM
D.V.M., B.S., University of Wisconsin, Madison

BRITTANY PEPOWSKI, DVM
A.A.S., Globe University

SARAH STEGER, CVT
B.A., University of Wisconsin-Parkside
A.A.S., Kirkwood Community College

DIANE TESSMER, CVT
A.A.S., Globe University

KIMBERLY WAITE-PAPPAS, CVT
A.A.S., Itasca Community College
A.A.S., Duluth Business University

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

OLATUNJI AKANBI, Information Technology Program Chair
M.S., Globe University
B.F.A., University of Louisiana

KELLEY ALIFFI, Dean of Education
M.A., Argosy University
Certificate, Atlanta School of Massage

MARIA BONGERS, Academic Coordinator
M.B.A., Minnesota School of Business
B.S., University of Minnesota

JENNA GOVERONSKI, Veterinary Technology Program Chair
B.S., University of Wisconsin, River Falls
A.A.S., Argosy University

THOMAS HAKKO, Business Program Chair
M.B.A., B.S., Cardinal Stritch University

MICHELLE HARTWICK, Administrative Manager

LESLIE HUNTER-LARSON, Campus Librarian
M.L.I.S., St. Catherine University
B.A., University of Minnesota-Twin Cities

PAUL KLEVANN, Mechanical Engineering Technology Program Chair
B.S., Iowa State University

RACHEL MORIN, Director of Career Services
M.A., University of Queensland
B.A., Finlandia University

ASHLEY NOEL, Admissions Representative
B.S., University of Wisconsin-Stout

LISA PALERMO, Campus Director
M.S.M., Globe University
B.S., Minnesota School of Business
A.A.S., Argosy University

REID PERRY, Exercise Science Program Chair
M.A., University of Minnesota-Twin Cities
B.A., University of Wisconsin-Eau Claire

MEGAN POWELL, Academic Coordinator
B.A., College of ST Catherine

DENISE RADCLIFFE, Massage Therapy Program Chair
M.S., Ohio University
B.S., Rio Grande University

STEPHANIE RUD, Medical Assistant Program Chair
A.A.S., Kaplan University

TIFFANY SIMMONS, Director of Admissions
B.S., Globe University

ADAM SMITH
A.A.S., Northwest Technical Institute

BROOKE TERVOLA, Community Manager
B.A., University of Saint Thomas

HOLLY WEBERG, Financial Aid Manager
M.B.A., Globe University
B.S., Minnesota School of Business

PETER YANG, Admissions Representative
M.B.A., Globe University
B.A., Central College

FACULTY

Accounting

MARK HANSON
M.B.A., B.S., University of Minnesota-Twin Cities

WILL ROBERTS
M.A., University of Minnesota-Twin Cities
B.A., University of Iowa

RON SEIFORD
M.B.A. Capella University
B.S., Arizona State University

RICHARD SOPELLE
Ph.D., North Central University
M.B.A., American Intercontinental University
B.S., Bemidji State University

Business

THOMAS HAKKO
M.B.A., B.S., Cardinal Stritch University

MARK HANSON
M.B.A., B.S., University of Minnesota-Twin Cities

WILL ROBERTS
M.A., University of Minnesota-Twin Cities
B.S., B.A., University of Iowa

KATHRYN SAMWAYS
J.D., William Mitchell College of Law
B.A., Graceland University

Drafting and Design

BRIAN FAY
Ph.D., University of Pittsburgh
M.S., University of Illinois – Urbana/Champaign
B.S., University of Illinois – Urbana/Champaign

JENNIFER KLEIN
M.A., The Ohio State University
B.A., University of Minnesota

PAUL KLEVANN
B.S., Iowa State University

ADAM SMITH
A.A.S., Northwest Technical Institute

NIK WELLER
A.A.S., Northwest Technical Institute
A.A.S., St. Cloud Technical College

MATT WILLMS
A.A.S., NTI School of Technology

Exercise Science

HOLLY GIGURE
B.S., St. Cloud State University

REID PERRY
M.A., University of Minnesota-Twin Cities
B.A., University of Wisconsin-Eau Claire

JOHN SCHIMON
M.S., University of Wisconsin-Lacrosse
B.S., Winona State University

General Education/Foundations

CRYSTAL BERNTSON
M.S., B.S., University of Wisconsin-River Falls

MATT DAVIS
MBA, Globe University
B.A., University of California, Riverside
A.A., Butte College
B.A., Hamline University

MARY GRADY
Ma.O.M., Northwestern Health Sciences University
M.B.A., Cardinal Stritch University
B.A., Alverno University

KRISTIE KELLIS
M.A., Alfred Adler Graduate School
B.A., University of Minnesota

REID PERRY
M.A., University of Minnesota-Twin Cities
B.A., University of Wisconsin-Eau Claire

WILL ROBERTS
M.A., University of Minnesota-Twin Cities
B.A., University of Iowa

JIM SCHOFIELD
M.A., Bethel University
B.S., University of Minnesota-Twin Cities

Massage Therapy

SHARON POLLOCK
M.S.Ed., B.Ed., University of Miami
Certificate, Saint Paul College

DENISE RADCLIFFE
M.S., Ohio University
B.S., Rio Grande University

Mechanical Engineering Technology

BRIAN FAY
Ph.D., University of Pittsburgh
M.S., University of Illinois – Urbana/Champaign
B.S., University of Illinois – Urbana/Champaign

JERRY FITZPATRICK
A.A., Alexandria Technical and Community College
A.A.S., Rochester Community & Technical College

JOSEPH HERNANDEZ
Ph.D., M.S., B.S., Michigan Technological University

PAUL KLEVANN
B.S., Iowa State University

LEO ROSENSTEIN
M. S., University of St. Thomas
B.M.E., University of Minnesota

ADAM SMITH
A.A.S., Northwest Technical Institute

MATT WILLMS
A.A.S., NTI School of Technology

Medical Assistant

JENELL CASAREZ
Diploma, Globe University
A.A., St. Paul Technical College

TORRI LATTIMORE
B.S., Minnesota School of Business
A.A.S., Minnesota School of Business
Diploma, Commonwealth Business College

STEPHANIE RUD, Medical Assistant Program Chair
A.A.S., Kaplan University

Paralegal

KATHRYN SAMWAYS
J.D., William Mitchell College of Law
B.A., Graceland University

Professional Development

BRENNA O'CONNOR
M.S., Globe University
M.S.E., B.S., University of Wisconsin-River Falls

Technology

TUNJI AKANBI
M.S., Globe University
B.F.A., University of Louisiana

RICHARD CHESSNOE
M.Ed., B.A., Certificate, University of Minnesota
Certificate, Brown College

SUSAN FURTNEY
B.S., University of Minnesota-Twin Cities
B.S., B.A., Lynchburg College

Veterinary Technology

NADIA DUKIC
> B.S., University of Wisconsin – River Falls
> A.A.S., Argosy University – Twin Cities

LESLIE EPSTEIN
> B.S., Cardinal Stritch University
> A.A.S., Medical Institute of Minnesota

ELIZABETH GERDES
> M.B.A., Globe University
> B.A., Grinnell College
> A.A.S., Medical Institute of Minnesota

JENNA GOVERONSKI
> B.S., University of Wisconsin, River Falls
> A.A.S., Argosy University

HEATHER HOLMGREN
> A.A.S., Ridgewater College

JULIE SCHINDLER, DVM
> D.V.M., B.S., B.S., University of Illinois at Urbana-Champaign

MARY THURY, DVM
> D.V.M., B.S., University of Minnesota

CORPORATE OFFICERS

TERRY L. MYHRE, President,

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

ROSHELLE AMUNDSON, Dean of Faculty
M.F.A., Goddard College
B.A., Metropolitan State University

DAWN BUNN, Medical Assisting Program Chair
Diploma, Minnesota School of Business

SUSAN COOPMANS, Veterinary Technology Program Chair, CVT
B.A., Bethel University
A.A.S., Medical Institute of Minnesota

DAVID ERICKSON, Business Program Chair
M.S.M., Minnesota School of Business
M.B.C., University of Saint Thomas
B.A., University of Minnesota-Twin Cities

JESSICA HAMRE, Admissions Representative
B.S., A.A.S., Minnesota School of Business

PATTY HORAZDOVSKY, Academic Coordinator
B.S., University of Minnesota-Twin Cities
A.A., Central Lakes College

JESSICA KARNIS, Administrative Assistant/Career Services Assistant
A.A.S., Minnesota School of Business

JULIE KRESH, Director of Career Services
M.A., Marquette University
B.A.S., B.A., University of Minnesota-Duluth

SHAUN LIS, Admissions Representative
B.A., University of Minnesota-Twin Cities

SUSAN MAGO, Campus/Regional Director
B.S., University of Minnesota-Twin Cities

CHARMAINE MERRITT, Financial Aid Manager
B.S., Metropolitan State University
A.A.S., Whatcom Community College

DEBRA NELSON, Front Desk Manager
Diploma, Minnesota School of Business

KELLY O'BRIEN, Director of Admissions
A.A.S., Saint Cloud State University

CATHERINE RICE, Accounting Program Chair
M.B.A., Walden University
B.A., College of Saint Benedict- Saint John's University

BONNI ROBILLIARD, DVM
D.V.M., B.S., University of Minnesota

KEN ROTHENBERGER, IT Program Chair
Ph.D., Capella University
M.A., B.A., Hamline University

FACULTY

Accounting

CATHERINE RICE
M.B.A., Walden University
B.A., College of Saint Benedict- Saint John's University

RICHARD SOPELLE
Ph.D., North Central University
M.B.A., American InterContinental University
B.S., Bemidji State University

Business

BRIAN DORR
M.B.A., M.A., College of Saint Scholastica
B.A., University of Minnesota

DAVID ERICKSON
M.S.M., Minnesota School of Business
M.B.C., University of Saint Thomas
B.A., University of Minnesota-Twin Cities

CATHERINE RICE
M.B.A., Walden University
B.A., College of Saint Benedict- Saint John's University

General Education/Foundations

PHILIP LEWENSTEIN
M.S., Northwestern University
B.A., University of Minnesota-Twin Cities

SURIYA NEGODA
M.S., B.S., Kazan State University
M.S., University of St. Thomas

CATHERINE RICE
M.B.A., Walden University
B.A., College of Saint Benedict- Saint John's University

TODD SPARKS
D.C., Northwestern Health Sciences University
M.B.A., Minnesota School of Business
A.S., North Iowa Area Community College

LENNON SUNDANCE
M.F.A., Hamline University
B.A., College of St. Catherine

Massage Therapy

CHELSEA FAGERSTROM
Diploma, Minnesota School of Business

DIANA OBERG, MBLE
A.A.S., Anthem College

Medical Assistant/Administration

DAWN BUNN, CMA
Diploma, Minnesota School of Business

ALICIA DILLEY, CMA
A.A.S., Rasmussen College

ALICIA LARSON, CMA
B.S., A.A.S., Globe University

Professional Development

DAVID ERICKSON
M.S.M., Minnesota School of Business
M.B.C., University of Saint Thomas
B.A., University of Minnesota–Twin Cities

JULIE KRESH
M.A., Marquette University
B.A.S., B.A., University of Minnesota–Duluth

Technology

TONY FITZGERALD
B.S., A.A.S, Globe University

KEN ROTHENBERGER
Ph.D., Capella University
M.A., B.A., Hamline University

Veterinary Technology

SUSAN COOPMANS, CVT
B.A., Bethel University
A.A.S., Medical Institute of Minnesota

TAMI DANGER
B.S., University of Wisconsin–River Falls
A.A.S., University of Minnesota–Waseca

DAWN HARVEGO
A.A.S., Argosy University

SARAH LEONARD
B.S., St. Cloud State University

JULIE OGLESBY, CVT
A.A.S., Minnesota School of Business

JEREMY PETERS, CVT
A.A.S., Argosy University

BONNI ROBILLIARD, DVM
D.V.M., B.S., University of Minnesota

JULIE SCHINDLER, DVM
D.V.M., B.S., B.S., University of Illinois at Urbana-Champagne

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

MICHELLE BARSNESS, Director of Career Services
> M.Ed., B.A., University of Minnesota-Twin Cities

KATHERINE CHAN, Academic Coordinator
> B.S., A.A.S., Minnesota School of Business

MOMOH DUDU, Accounting/Business Program Chair
> M.B.A., St. John's University
> B.A., Marymount Manhattan College

TYUON BRAZELL, Financial Aid Manager
> M.S., B.S., A.A.S. National American University

DIANA IGO, Campus Director
> M.A., Concordia University
> B.S., University of Wisconsin, River Falls
> A.A., Lakewood Community College

MEJREMA KORMAN, Administrative Assistant

JOHN LIEBRENZ, Admissions Representative
> B.A., Saint Cloud State University
> A.A., Willmar Community College
> B.A., Western Washington University

BRENT SCHAUER, Campus Librarian
> M.L.I.S., University of Wisconsin-Milwaukee
> B.A., University of Minnesota-Duluth

FACULTY

Accounting

MOMOH DUDU
> M.B.A., St. John's University
> B.A., Marymount Manhattan College

Business

MOMOH DUDU
> M.B.A., St. John's University
> B.A., Marymount Manhattan College

General Education/Foundations

ANN DEIMAN-THORNTON
> M.A., University of Saint Thomas
> B.A., Saint Catherine University

KRISTIE KELLIS
> M.A., Alfred Adler Graduate School
> B.A., University of Minnesota

CARISA RICHNER
> M.A., University of Saint Thomas
> B.A., University of Minnesota

WILL ROBERTS
> M.A., University of Minnesota – Twin Cities
> B.A., B.S., Bethel University

Paralegal

ADAM SPEES
> J.D., William Mitchell College of Law
> B.A., University of Minnesota – Twin Cities

Medical Assistant/Administration

KARA KALBUS
> D.C., B.S., Northwestern Health Sciences University

ALICIA LARSON, CMA (AAMA)
> M.B.A., B.S., A.A.S., Globe University

Professional Development

MICHELLE BARSNESS
> M.Ed., B.A., University of Minnesota-Twin Cities

Technology

SAAH KPAKAR
> M.B.A., Saint Mary's University
> B.S., University of Minnesota – Twin Cities
> B.S., University of Liberia

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

MICHELLE CHAMPAGNE, Executive Admissions Representative
  B.S., University of Minnesota-Duluth

TIM ELLIOTT, Director of Admissions
  M.B.A., Capella University
  B.A., Augsburg College

CYNTHIA JOHNSON, Administrative Assistant

SHEENA MUELLER, Veterinary Technology Program Chair
  A.A.S., Minnesota School of Business

MEGHAN PAULSON, Dean of Students
  M.B.A, Globe University
  B.A., Saint Cloud State University

TOM POLINCEUSZ, Information Technology Program Chair
  M.B.A., B.S., Saint Cloud State University

NICOLE RASMUSSEN, Director of Career Services
  M.S., Bemidji State University
  B.S., Bemidji State University

NEIL VIG, Campus Librarian
  M.L.I.S., University of North Texas
  B.A., University of North Dakota

MEG STEPHENSON, Campus Director
  M.Ed, University of Minnesota
  B.S., Iowa State University

THOMAS STOLZ, Business Program Chair
  M.A., Jones International University
  B.A., Hamline University

KEVIN ORTLOFF, Accounting Program Chair
  M.S. University of Houston-Clear Lake
  B.S. United States Coast Guard Academy

LAURIE TERNES, Administrative Assistant
  B.S., Richard Stockton College, NJ

SMITH, LISA, CMA (AAMA) Program Chair
  B.S., A.A.S., Minnesota School of Business
  Diploma, Lakeland Medical and Dental Academy

MEGAN YOUNGS, Dean of Faculty
  M.B.A., Minnesota School of Business
  B.S., University of Wisconsin-River Falls
  A.A.S., Ridgewater College

FACULTY

Accounting

WENDY LAROCK
  B.A., Saint Cloud State University

KEVIN ORTLOFF
  M.S. University of Houston-Clear Lake
  B.S. United States Coast Guard Academy

Business

THOMAS STOLZ
  M.A., Jones International University
  B.A., Hamline University

TIM TROCKE
  M.B.A., Minnesota School of Business
  B.A., University of Minnesota-Duluth

JOSEPH BAZAN, Legal Studies
  J.D., The John Marshall Law School
  B.A., Michigan State University

TOM MINOR
  M.B.A., B.S.M.E., Illinois Institute of Technology

BRIAN STEWART
  M.B.A., Argosy University

Criminal Justice

TIM TROCKE
  M.B.A., Minnesota School of Business
  B.A., University of Minnesota-Duluth

General Education/Foundations

DANIEL RODDIN
  M.A., Western Governors University
  B.S., Stony Brook University

TODD SPARKS
  D.C., Northwestern Health Sciences University
  M.B.A., Minnesota School of Business
  A.S., North Iowa Area Community College

SCOTT WISGERHOF
  M.A., St. Mary's University of Minnesota
  M.F.A., Hamline University
  B.A., University of Northern Iowa

Massage Therapy

GINA WOLF-FALCON
  A.A.S., Minnesota School of Business

TODD SPARKS
  D.C., Northwestern Health Sciences University
  M.B.A., Minnesota School of Business
  A.S., North Iowa Area Community College

CHELSEA FAGERSTROM
  Diploma, Minnesota School of Business

DIANA OBERG
  A.A.S., High Tech Institute

Medical Assistant/Administration

DAWN BUNN, CMA
  Diploma, Minnesota School of Business

AMY PEARSON
  A.A.S., Minnesota School of Business

MICHELLE SCOTT, CMA (AAMA)
  Diploma, Lakeland Medical and Dental Academy

SMITH, LISA, CMA (AAMA)
  B.S., A.A.S., Minnesota School of Business
  Diploma, Lakeland Medical and Dental Academy

Professional Development

NICOLE RASMUSSEN, Director of Career Services
    M.S., Bemidji State University
    B.S., Bemidji State University

JIM COOK
    M.S., California State University
     Northwestern College
    B.S., University of Idaho

Technology

TOM POLINCEUSZ, Information Technology
    M.B.A., B.S., Saint Cloud State University

MARK KROSKA
    M.B.A, Saint Cloud State University
    B.A., A.A., Saint Cloud State University

Veterinary Technology

SHEENA MUELLER, C.V.T, Veterinary Technology
    A.A.S., Minnesota School of Business

LOIS HARMON, D.V.M. Resident Veterinarian
    B.S., University of Minnesota

MELISSA FLEIGLE, C.V.T. Veterinary Technology
    A.A.S., Medical Institute of Minnesota

KAREN MOESCHL-TORRES D.V.M.
    D.V.M., University of Florida
    B.S., University of Florida

TAMI DANGER
    B.S., University of Wisconsin-River Falls
    A.A.S., University of Minnesota-Waseca

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

JOEL BISSER, Dean of Education
> M.A.Ed Hamline University
> B.A., Winona State University

LISA FOLCH, Associate Dean of Education/Business Program Chair
> JD, University of St. Thomas
> MBA, University of St. Thomas
> BA, University of St. Thomas

HEATHER BOUTIN, Administrative Assistant
> B.S., Springfield College

VIKKI CLAYTON, Academic Coordinator
> B.S., Minnesota School of Business

THERESE CLEMENTS, Massage Therapy Program Chair
> B.A., St. Olaf College
> Certificate, Atlanta School of Massage Therapy

CARIE ALLEN, Information Technology Program Chair
> MS, University of Minnesota
> BA, University of St. Thomas

CYNTHIA McCann, Financial Aid Manager
> B.S. Minnesota School of Business

KRYSTENE NHOTSAVANG, Medical Assistant Program Chair
> Diploma, Herzig
> BA, University of Minnesota

MICHAEL LEWIS, Criminal Justice Program Chair
> M.S., Bellevue University
> B.A., Metropolitan State University
> A.A.S., North Hennepin Community College

LINNEA MARTINSON, Admissions Representative
> B.A., Gustavus Adolphus College

MARYBETH MEISNER, Director of Career Services
> B.S., Huron University

NICOLE NIEMAN, CVT, Veterinary Technology Program Chair
> A.A.S., Argosy University

TODD PHILLIPS, Accounting Program Chair
> J.D, William Mitchell College of Law
> B.S. St. Cloud State University

JENNIFER PULLIN, Campus Director
> B.S., Globe University
> A.A.S., Dakota County Technical College

MADELINE RUDAWSKI, Campus Librarian
> M.L.I.S., St. Catherine University
> BA, Hamline University

FACULTY

Accounting

RITA OLSON,
> B.S., Southwest Minnesota State University

TODD PHILLIPS
> J.D., William Mitchell College of Law
> B.S. St. Cloud State University

Business

NIELS ANDERSEN
> M.A. Webster University
> B.S. Valparaiso University

LISA FOLCH
> JD, University of St. Thomas
> MBA, University of St. Thomas
> BA, University of St. Thomas

MARK HANSON
> M.B.A., B.S., University of Minnesota- Twin Cities

RITA OLSON,
> B.S., Southwest Minnesota State University

LESLIE RYKKEN
> M.B.A., Minnesota School of Business
> BA, Bemidji State University

Criminal Justice

MICHAEL LEWIS
> M.S., Bellevue University
> B.A., Metropolitan State University
> A.A.S., North Hennepin Community College

General Education/Foundations

JOEL BISSER
> M.A.Ed Hamline University
> B.A., Winona State University

LANCE HASELTINE
> M.D., University of Minnesota School of Medicine
> B.A., Bethel University

MARY MEISNER
> B.S., Huron University

JAMES MOORE
> M.A., B.S., University of Saint Thomas
> B.A., University of Nebraska Lincoln

NICHOLAS TEWS
> MFA, Minneapolis College of Art and Design
> BA, Jamestown College

Health Care Management

KYLE SVEE
> M.H.S.A., University of Michigan

Information Technology

SUSAN FURTNEY
  B.S., University of Minnesota-Twin Cities
  B.S., B.A., Lynchburg College

Massage Therapy

THERESE CLEMENTS
  B.A., St. Olaf College
  Certificate, Atlanta School of Massage Therapy

Medical Assistant/Administration

KRYSTENE NHOTSAVANG, Medical Assistant Program Chair
  Diploma, Herzig
  BA, University of Minnesota

JAMIE GILL-SANCHEZ,
  B.A., Argosy University
  A.A.S., Argosy University
  A.A.S., Brown College

CHERISE PUGH
  A.A.S., Rasmussen College

STEPHANIE KING
  BS, Rasmussen College
  AAS, Everest Institute

Professional Development

JOEL BISSER
  M.AEd., Hamline University
  B.A., Winona State University

JAMES MOORE
  M.A., B.S., University of Saint Thomas
  B.A., University of Nebraska Lincoln

Veterinary Technology

JENNIFER BENSON
  A.A.S. , Argosy University

NICOLE NIEMAN
  A.A.S., Argosy University

CHRISTINE HARDMAN
  A.A.S., Argosy University

CHRISTY HUTCHINS
  B.S., University of Minnesota
  D.V.M, University of Minnesota College of Veterinary Medicine

ZACHARY MINNICH
  A.A.S., Minnesota School of Business

JACKIE Menken
  A.A.S., Medical Institute of Minnesota

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

SUSAN COOPMANS, Veterinary Technology Program Chair, CVT
B.A., Bethel University
A.A.S., Medical Institute of Minnesota

LOUGHREE DeWITTE, Administrative Assistant
A.A.S, Minnesota School of Business

ELIZABETH FISCHER, Financial Aid Manager
B.S., St. Cloud State University

TIRAY JOHNSON, Business/Accounting Program Chair
B.S., Iowa State University
M.B.A., Cleveland State University
MAFM, Keller Graduate School

KELLY KLEPPEN, Director of Career Services
B.A., Minneapolis College of Art and Design

KATHERINE CHAN, Academic Coordinator
B.S., A.A.S., Minnesota School of Business

MEGHAN PAULSON, Dean of Students
M.B.A., Globe University
B.A., St. Cloud State University

DIANA OBERG, Massage Therapy Program Chair
A.A.S., Anthem College

MICHELLE CHAMPAGNE, Adult Admissions Representative
B.S., University of Minnesota - Duluth

JOHN LIEBRENZ, Adult Admissions Representative
B.A., St. Cloud State University
A.A., Willmar Community College

BRENT SCHAUER, Campus Librarian

M.L.I.S., University of Wisconsin–Milwaukee
B.S., University Minnesota – Duluth
B.S., Winona State University

ELAINE VANDENBURGH, Campus Director
M.B.A., ITT Technical Institute
B.S., University of Minnesota

WHITNEY WOELFE, Resident Veterinarian
D.V.M., University of Minnesota
B.A., Concordia College

FACULTY

Accounting/Business

PATRICIA ANGULO
Ed.D, M.A., Hamline University
B.A., Northwestern College

TIRAY JOHNSON
B.S., Iowa State University
M.B.A., Cleveland State University
MAFM, Keller Graduate School

SAAH KPAKAR
M.B.A., M.S., St. Mary's University
B.Sc., University of Minnesota – Twin Cities
B.B.A., University of Liberia

General Education/Foundations

ANN DEIMAN-THORNTON
Ed.L.D, St. Mary's University;
M.A., University of St. Thomas;
B.A., University of St. Catherine

LANCE HASELTINE
M.D., University of Minnesota
M.A., B.A., Bethel University

AMY HARMS HOAD
M.S., Capella University
M.S., Mankato State University
B.A., University of South Dakota

KRISTIE KELLIS
B.A., University of Minnesota
M.S., Adler Graduate School

SURIYA NEGODA
M.S., University of St. Thomas
M.S., Kazan State University, Russia

MICHELLE BLOCK
M.A., California State University

TODD SPARKS
M.B.A., Globe University
D.C., Northwestern Health Sciences University
A.S., North Iowa Area Community College

Massage Therapy

GINA FALCON
A.A.S., Minnesota School of Business

DIANA OBERG, MBLE
A.A.S., Anthem College

Professional Development

KELLY KLEPPEN
    M.B.A., Globe University
    B.A., Minneapolis College of Art and Design

Veterinary Technology

LYN BILLINGS, CVT
    B.S., Globe University
    A.A.S., Medical Institute of Minnesota

SUSAN COOPMANS, CVT
    B.A., Bethel University
    A.A.S., Medical Institute of Minnesota

ANN GEBO, CVT
    B.A., University of St. Thomas
    A.A.S., Minnesota School of Business

SARAH LEONARD
    B.S., St. Cloud State University

JEREMY PETERS, CVT
    A.A.S., Argosy University

WHITNEY WOELFLE, DVM
    D.V.M., University of Minnesota
    B.A., Concordia College

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

ELIZABATH ASHANTIVA, Director of Career Services
    M.A., Indiana University
    B.A., Boise State University

CAROL BARTA, Financial Aid Manager
    A.A.S., Minnesota School of Business

PETER BORDER, Game and Application Development Program Chair
    Ph.D., University of Michigan
    B.A., Princeton University

REBECCA GOODROAD
    B.S., A.A.S., Globe University/Minnesota School of Business

RICHARD GRIEMAN, Information Technology Program Chair
    M.B.A., B.A., University of Minnesota-Twin Cities

RICHARD GROSSMAN, IMGD & Digital Video Program Chair
    M.S.M., Globe University
    B.A., Concordia College-St. Paul

HEATHER HAKANSON, Nursing Project & Clinical Coordinator, Nursing Department
    B.A., Purdue University

ANDREA FOLEY, Financial Aid Manager
    B.A., University of Wisconsin-Milwaukee

JASON KRIEGEL, Business Program Chair
    M.Ed., University of Minnesota-Twin Cities
    M.B.A., American Intercontinental University
    B.S., Belview University

BARB LEIRAN, Paralegal Program Chair
    JD., William Mitchell College of Law
    B.S., University of Minnesota- Crookston

KAREN MILLER, Admissions Representative
    B.S., Minnesota State University-Mankato

TODD PHILLIPS, CPA, Accounting Program Chair
    JD, William Mitchell College of Law
    B.S., St. Cloud State University

MICHAEL POSTER, Director of Admissions

JANIEL PREUSS, RN Nursing Project Coordinator
    M.S., Cardinal Stritch University
    B.S., University of Saint Francis
    A.D., Inver Hills Community College
    Diploma, Faribault School of Practical Nursing

JOHN PULLEY
    M.B.A., Minnesota School of Business
    B.S., St. Cloud State University

CAROL ROOS, Campus Librarian

M.L.I.S., Dominican University
    B.A., University of Minnesota-Twin Cities

KENDRA SAAL, RN, Dean of Nursing
    M.S.N., University of Phoenix
    B.S.N., Lakeview College of Nursing

PATRICK SHAY, Dean of Students
    B.S., Globe University/Minnesota School of Business

KARLEEN SIMMONS, Admissions Representative
    A.A.S., Minnesota School of Business
    Diploma, Control Data Institute

TAYLOR SMITH
    A.A.S., Minnesota School of Business

KYLE SVEE, Health Care Management Program Chair
    M.S., University of Michigan
    B.A., Gustavus Adolphus College

NATALIE WASHNIESKI
    BS, University of Wisconsin- La Crosse

DIANA WELTER, Associate Director of Career Services
    M.A., Bethel University
    B.A., University of North Dakota

MIRIAM WILLIAMS, Campus Director
    M.Ed., Kent State University
    B.A., A.A., Bay Path College

FACULTY

Accounting

RICHARD HELLER
    B.S., B.A., A.A.B.. University of Florida

RITA OLSON
    B.S., Southwest Minnesota State University

TODD PHILLIPS, CPA, JD
    J.D., Williams Mitchell College of Law
    B.S., St. Cloud State University

Business

RICHARD GRIEMAN
    M.B.A., B.A., University of Minnesota-Twin Cities

KRISTINE HUETHER
    J.D., Hamline University
    M.B.A., B.S., University of Saint Thomas

JASON KRIEGEL
    M.Ed., University of Minnesota-Twin Cities
    M.B.A., American Intercontinental University
    B.S., Belview University

THOMAS STOLTZ
    M.A., Jones International University
    B.S., Hamline University

General Education

PETER BORDER
    Ph.D., University of Michigan
    B.A., Princeton University

ERIK LINCK
    M.D., B.S., University of Minnesota-Twin Cities

NELL MORNINGSTAR
>M.F.A., Hamline University
>B.A., Metropolitan State University

WILL ROBERTS
>Ph.D., University of Minnesota
>M.A., University of Minnesota
>B.S., University of Iowa

Health Care Management

FLOSDORF, ANDREW
>M.P.H. University of Michigan
>B.A. Swarthmore College

SVEE, KYLE
>M.S., University of Michigan
>B.A., Gustavus Adolphus College

Legal / Office Administration

MARY EICHHORN-HICKS
>J.D., William Mitchell College of Law
>M.A., University of Minnesota- Twin Cities
>B.A., Macalester College

BARBARA LEIRAN
>JD., William Mitchell College of Law
>B.S., University of Minnesota- Crookston

Mental Health

MIRIAM WILLIAMS
>M.Ed., Kent State University
>B.A., A.A., Bay Path College

Nursing

FAITH BROMAN
>MAHS, College of St. Catherine
>B.A., Luther College

JODY CHRASTEK, RN
>M.S., University of Minnesota-Twin Cities
>B.S., Metropolitan State University

CHRISTINE FARRIS
>M.S.N., University of California
>B.A.N., St. Catherine University

JAMES FRIEDMAN

SUSAN HUEHN
>M.S.N., Walden University
>B.S.N., St. Olaf College

ANNA KAM, RN
>M.S., University of Washington
>B.S., Bethel University

ERIK LINCK
>M.D., B.S., University of Minnesota-Twin Cities

JANIEL PREUSS, RN
>M.S.N., Cardinal Stritch University
>B.S., University of St. Francis

JANET ROUNSVILLE, RN
>M.S.N., B.S.N., South Dakota State University
>A.D., University of Pittsburg-Bradford

KENDRA SAAL, RN
>M.S.N., University of Phoenix
>B.S.N., Lakeview College of Nursing

PEGGY STEVEN, RN
>M.S.N., Western Governor's University
>B.S.N., Minnesota State University- Mankato

AMY SUSAG-MAYNARD, RN
>M.S., University of Minnesota-Twin Cities
>B.S., Minnesota State University-Mankato

MEGAN WENTZ, RN
>M.S.N., Walden University
>B.A., St. Olaf College
>B.S.N., St. Olaf College

Professional Development

CAROL JAEGER
>M.S., B.A., A.A., University of North Dakota

DIANA WELTER
>M.A., Bethel University
>B.A., University of North Dakota
>M.Ed., University of Minnesota-Twin Cities
>M.B.A., American Intercontinental University
>B.S., Belview University

Technology

CHAD ANDERSON
>B.S., Biola University

RICHARD BOLD
>Ph.D., University of Minnesota-Twin Cities
>B.A., Seattle Pacific University
>Diploma, Control Data Institute

PETER BORDER
>Ph.D., University of Michigan
>B.A., Princeton University

RICHARD CHESSNOE
>M.Ed., B.A., Certificate, University of Minnesota-Twin Cities
>Certificate, Brown College

QUINCY FOSTER
>M.S., Saint Mary's University
>B.S., Rockhurst University

ASHLEY GODBOLD, Full-time Instructor
>M.S., College of Charleston
>B.S., Francis Marion University
>B.S., Art Institute of Pittsburg

RICHARD GRIEMAN
>M.B.A., B.A., University of Minnesota-Twin Cities

WAYNE JOHNSON
>MEB, Full Sail University
>B.S., A.A.S., Globe University/Minnesota School of Business

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

CHELSEA BISSELL, Administrative Assistant
    B.S., University of North Carolina - Charlotte

CHRIS COOK, Financial Aid Manager
    B.B.A., Viterbo University

ELISSA BURGSTALER, Veterinary Technology Program Chair
    A.A.S., Ridgewater College

AMALIA FOSTER, Business Program Chair
    M.B.A., Minnesota School of Business
    M.S., Clayton College of Natural Health
    B.S., A.A.S., Brigham Young University

KIM ILLG, Lead Instructor Health Care Management
    B.S., Minnesota State University – Mankato
    A.A., Rochester Community College

JANE LOECHER, Massage Therapy Program Chair
    Diploma, Minnesota School of Business

CATHERINE MORRIS, Resident Veterinarian
    D.V.M., University of Minnesota
    B.S., University of Wisconsin – River Falls

CHARLES MARTINSON, Director of Career Services
    M.B.A., New York Institute of Technology-Old Westbury
    B.S., South Dakota State University

STEPHANIE O'MALLEY, Medical Assistant Program Chair
    A.A.S., Diploma, Anoka Technical College

SARAH PETERSON, Administrative Assistant
    A.A.S., Minnesota School of Business

SHAN POLLITT, Campus Director
    M.B.A., Minnesota School of Business
    B.S., Western Illinois University

REE NAE ROBERGE-GREENE, Dean of Education
    M.Ed., B.A., University of Wisconsin-La Crosse

LAURA THOMAS, Admissions Representative
    B.A., Winona State University
    A.A., Rochester Community and Technical College

MAGGIE WEIDEMANN, Admissions Representative
    B.A., Wartburg College

ROD WRIGHT, Information Technology Program Chair
    M.S., Capella University
    B.A., Concordia University Saint Paul

FACULTY

Accounting

CHARLES MARTINSON
    M.B.A., New York Institute of Technology-Old Westbury
    B.S., South Dakota State University

ZAID YAHYA
    M.S., University Utara of Malaysia
    B.S., University of Mosul

Business

AMALIA FOSTER
    M.B.A., Minnesota School of Business
    M.S., Clayton College of Natural Health
    B.S., A.A.S., Brigham Young University

KIMBERLY ILLG
    B.S., Minnesota State University – Mankato
    A.A., Rochester Community College

DENNIS LAWLER
    M.A., University of Wisconsin – Madison
    M.S., B.S., Minnesota State University
    B.S. University of Minnesota

CHARLES MARTINSON
    M.B.A., New York Institute of Technology-Old Westbury
    B.S., South Dakota State University

CHARLES O'CONNELL
    B.A., Upper Iowa University

ALLAN WITZ
    J.D., M.L., Hamline University
    M.L, B.A., University of Cape Town
    B.L., Rhodes University

General Education

CAROL BERTEOTTI
    M.A., University of Michigan
    B.A., University of Illinois

AMALIA FOSTER
    M.B.A., Minnesota School of Business
    M.S., Clayton College of Natural Health
    B.S., A.A.S., Brigham Young University

NATHAN FOSTER
    M.S., Iowa State University
    B.S., A.A.S., Brigham Young University

CATHERINE MORRIS
    D.V.M., University of Minnesota
    B.S., University of Wisconsin – River Falls

REE NAE ROBERGE-GREENE
    M.Ed., B.A., University of Wisconsin-La Crosse

KEN SELL
    M.S., California State University
    B.A., Pennsylvania State University

Massage Therapy

JANE LOECHER
  Diploma, Minnesota School of Business

MAUREEN PELISSERO
  A.A.S., Minnesota School of Business

Medical Assistant/Administration

STEPHANIE O'MALLEY
  A.A.S., Diploma, Anoka Technical College

KEN SELL
  M.S., California State University
  B.A., Pennsylvania State University

Health Care Management

KIMBERLY ILLG
  B.S., Minnesota State University – Mankato
  A.A., Rochester Community College

Professional Development

CAROL BERTEOTTI
  M.A., University of Michigan
  B.A., University of Illinois

AMALIA FOSTER
  M.B.A., Minnesota School of Business
  M.S., Clayton College of Natural Health
  B.S., A.A.S., Brigham Young University

CHARLES MARTINSON
  M.B.A., New York Institute of Technology-Old Westbury
  B.S., South Dakota State University

Technology

THOMAS COCHRAN
  M.S., Cardinal Stritch University
  B.A., St. Ambrose University

DARRELL COSTELLO
  Phd, North Central University
  M.B.A, B.A., B.S., Winona State University

SUSAN FURTNEY
  B.S., University of Minnesota – Twin Cities
  B.S., B.A., Lynchburg College

TERRY GLIDDEN
  M.B.A., Minnesota School of Business
  B.S., Minnesota State University-Mankato

SAM LOESCH
  B.S., Minnesota School of Business

ROD WRIGHT
  M.S., Capella University
  B.A., Concordia University Saint Paul

Veterinary Technology

ELISSA BURGSTALER, Veterinary Technology Program Chair
  A.A.S., Ridgewater College

CATHERINE MORRIS
  D.V.M., University of Minnesota
  B.S., University of Wisconsin – River Falls

MICHELLE SCHMIDT, CVT
  B.S., University of Phoenix
  A.A.S., Ridgewater College

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

JAMES BECK, Campus Director
 B.S., Minnesota School of Business
 A.A.S., Brown College

DEB BERGLUND, CMA, CPC, Health Care Management Executive Program Chair
 M.S.M., B.S., Minnesota School of Business
 A.A.S., Minneapolis Community College
 Diploma, Medical Institute of Medical and Dental

NOUPHAY COLBERG, Academic and Financial Aid Support
 B.S., Minnesota School of Business
 A.A.S., Saint Cloud State University
 Diploma, Interstate Business College

KRISTINA GEORGE, Career Services Coordinator
 M.S., Saint Cloud State University
 B.A., College of Saint Benedict

ERIC HANSON, Financial Aid Manager
 B.A., Saint Cloud State University

MICHELLE HANSON, Massage Therapy Program Chair
 A.A.S., Minnesota School of Business

RONALDA KANKAALA, Associate Director of Admissions
 B.S., University of Wisconsin – Superior
 A.A.S, Fond du Lac Tribal and Community College

BARB MEEMKEN, Academic Assistant
 A.A.S., Minnesota School of Business
 A.A.S., St. Cloud Technical and Community College

KEVIN ORTLOFF, Accounting Program Chair
 M.S. University of Houston-Clear Lake
 B.S. United States Coast Guard Academy

JESSICA OSTENDORF, Veterinary Technology Program Chair
 A.A.S., Argosy University

TOM POLINCEUSZ, Information Technology Executive Program Chair
 M.B.A., B.S., Saint Cloud State University

JOANN SCHENDZIELOS, Administrative Assistant

LISA SMITH, Medical Assistant Program Chair
 B.S., A.A.S., Minnesota School of Business
 Diploma, Lakeland Medical and Dental Academy

SHANNON TEMPLIN, Director of Career Services
 M.S.M., Globe University
 B.A., College of Saint Scholastica

NEIL VIG, Campus Librarian
 M.L.I.S., University of North Texas
 B.A., University of North Dakota

CARRIE WINTER, Dean of Students
 B.S., Minnesota State University Moorhead

MEGAN YOUNGS, Dean of Faculty
 M.S.M., Minnesota School of Business
 M.B.A., Minnesota School of Business
 B.S., University of Wisconsin-River Falls
 A.A.S., Ridgewater College

DAVID ANDERSON, Business Program Chair
 D.C., Northwestern Chiropractic College
 M.B.A., Minnesota School of Business

TIFFANY GNIRK
 B.S., St. Cloud State University

FACULTY

Accounting

KEVIN ORTLOFF
 M.S. University of Houston-Clear Lake
 B.S. United States Coast Guard Academy

Business

TOM MINOR
 M.B.A., B.S.M.E., Illinois Institute of Technology

DAVID ANDERSON, DC
 D.C., Northwestern Chiropractic College
 M.B.A., Minnesota School of Business

CYNTHIA SCHULTZ
 M.A., B.S., Minnesota State University-Mankato

KAREN HOFFMAN
 M.B.A., Metropolitan State University
 B.S., College of St. Francis

Criminal Justice

TIM TROCKE
 M.B.A., Minnesota School of Business
 B.A., University of Minnesota-Duluth

General Education/Foundations

DAVID ANDERSON, DC
 D.C., Northwestern Chiropractic College
 M.B.A., Minnesota School of Business

KRISTINA GEORGE, Career Services Coordinator
 M.S., Saint Cloud State University
 B.A., College of Saint Benedict

HEIDI NERUD
 M.S., B.S., B.S., University of Wisconsin-River Falls

CYNTHIA SCHULTZ
 M.A., B.S., Minnesota State University-Mankato

JIM COOK
 M.S., California State University
 B.A., Northwestern College
 B.S., University of Idaho

KAREN WENZ
 M.A., St. Cloud State University
 B.A., St. Cloud State University

Health Care Management

DEB BERGLUND, CMA (AAMA), CPC
    M.S.M., B.S., Minnesota School of Business
    A.A.S., Minneapolis Community College
    Diploma, Medical Institute of Medical and Dental

Massage Therapy

MICHELLE HANSON, CMT
    A.A.S., Minnesota School of Business

GINA WOLF-FALCON, CMT
    A.A.S., Minnesota School of Business

DAVID ANDERSON, DC
    D.C., Northwestern Chiropractic College
    M.B.A., Minnesota School of Business

Medical Assistant/Administration

LISA SMITH, CMA (AAMA)
    B.S., A.A.S., Minnesota School of Business
    Diploma, Lakeland Medical and Dental Academy

DEB BERGLUND, CMA (AAMA), CPC
    M.S.M., B.S., Minnesota School of Business
    A.A.S., Minneapolis Community College
    Diploma, Medical Institute of Medical and Dental

Professional Development

KRISTINA GEORGE, Career Services Coordinator
    M.S., Saint Cloud State University
    B.A., College of Saint Benedict

SHANNON TEMPLIN
    M.S.M., Globe University
    B.A., College of Saint Scholastica

KEVIN ORTLOFF
    M.S. University of Houston-Clear Lake
    B.S. United States Coast Guard Academy

Technology

TOM POLINCEUSZ
    M.B.A., B.S., Saint Cloud State University

MARK KROSKA
    M.B.A, Saint Cloud State University
    B.A., A.A., Saint Cloud State University

Veterinary Technology

MICHELLE BOOTH, CVT
    B.S., Minnesota School of Business
    A.A.S., Medical Institute of Minnesota

LORI JOHNSON, CVT
    B.S., Minnesota School of Business
    A.A.S., University of Minnesota-Waseca

JESSICA OSTENDORF, CVT
    A.A.S., Argosy University

LOIS HARMON
    D.V.M., B.S., University of Minnesota

KATHY JORGENSEN-MASSMANN, DVM, MPH, DAVCPM
    D.V.M., M.P.H., University of Minnesota – Twin Cities
    B.A., North Dakota State University
    A.A., Fergus Falls Community College

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ADMINISTRATION

REY BAYLEN, Admissions Representative

DREY BENTJEN, Admissions Representative
>
> B.S., Minnesota School of Business

TRENT BRAGER, Campus Librarian
>
> MLIS, St. Catherine University
>
> BS, University of Wisconsin River Falls
>
> Certificate in Mobile App Development, Minnesota School of Business

CHARLES BUEHLER, Campus Director
>
> MTS, Harvard Divinity School
>
> B.A., Augustana College

MEREDITH BUTULIS, Program Chair – Health Fitness Specialist
>
> DPT., Northeastern University
>
> M.S., B.S., Boston University

IOANA CONSTANTIN, Program Chair – Information Technology
>
> M.S., B.S., University of Bucharest – Politenica
>
> B.B., Academy of Economic Studies – Bucharest

BRIAN CRAIG, Program Chair - Paralegal
>
> J.D., University of Idaho
>
> B.A., Brigham Young University

JESSICA DIETRICH, Administrative Assistant
>
> A.A.S., B.S., Minnesota School of Business

BRIANNA DIETZ, Academic Coordinator
>
> B.A., St. Mary's University in Minnesota

BENJAMIN DOEHNE, Financial Aid Administrator
>
> B.S., University of Wisconsin-River Falls

MOIRA DONOVAN, Associate Dean of Faculty
>
> M.A., St. Cloud State University
>
> B.A., Metropolitan State University

JOSH ERICKSON, Admissions Representative
>
> MBA, Benedictine University
>
> B.S., Rasmussen College

SHANA HARRISON, Financial Aid Administrator
>
> A.A.S., Minnesota School of Business

STEPHANIE HEALD-FISHER, Executive Program Chair
>
> Ph.D., Capella University
>
> M.B.A., University of Wisconsin- Whitewater
>
> B.A., Alverno College

VALANA HILLARD, Financial Aid Administrator

CASSIE JENSEN, Community Manager

RICK JOHNSON, Admissions Representative

AMBER KNAPP, Director of Admissions
>
> M.S., B.A., University of Minnesota

LAURA LEE, Program Chair - Accounting
>
> M.B.A., Upper Iowa University
>
> B.B.A., Brenau University

ZACHARY LIFTO, Director of Financial Aid

KRISTA LUNDBERG, Academic Coordinator
>
> B.S., University of Northwestern – St. Paul

SHELBY MENDOZA, Admissions Representative
>
> B.A., Central College

JARED NELSON, Admissions Representative
>
> M.B.A., Globe University
>
> B.A., University of St. Thomas

JEN HOE NG, Financial Aid Administrator
>
> B.S., Minot State University

KRISTEN O'CONNELL, Executive Dean of Education
>
> Ed.D., Walden University
>
> M.B.A., Minnesota School of Business
>
> B.A., Gustavus Adolphus College

AMY O'SHEA, Associate Librarian
>
> MLIS, University of Wisconsin – Madison
>
> B.S., Portland State University
>
> AA, Portland Community College

VIRGINIA PRUITT, Admissions Representative
>
> B.S., Metropolitan State University

AMBER REEVES, Associate Dean of Students
>
> M.S., B.S., Saint Cloud State University

NAKEYA RICHARDSON, Associate Director of Admissions

SCOTT RUDEEN, Program Chair – Criminal Justice
>
> M.M.A., B.S., Metropolitan State University

BRANDON RYANS, Program Chair–Healthcare Management
>
> DHEd., A.T. Still University
>
> MHA, A.T. Still University
>
> B.S., University of Central Florida

MICHAEL SCHWARZ, Associate Director of Career Services
>
> B.A. Saint Johns University

CHRISTOPHER SIKICH, Admissions Call Support
>
> B.S., University of Minnesota

ANGELA SIMPSON, Admissions Representative
>
> A.A.S, Globe University

JOHN SKOY, Associate Dean of Faculty
>
> M.B.A., Minnesota School of Business
>
> B.S., Minnesota State University–Mankato

JOSEPH TESCHENDORF, Admissions Representative
>
> A.A., Normandale Community College

LORINDA TOTT, Admissions Representative
>
> B.A, University of Minnesota

PAUL VAN BRUNT, Admissions Call Support

LYNSY VAN DRASEK, Associate Dean of Students
>
> A.A.S, Argosy Univiersity

FACULTY

Accounting

ELLEN AIGNER
M.B.A., B.S., Cardinal Stritch University

DAVE ALLDREDGE
M.B.A., B.A., Boise State University

JULIE BASSETT
M.B.A., B.S., Southeastern Louisiana University

BEVERLY KILE
B.S.B., University of Minnesota-Carlson School of Management-Twin Cities

ERIC KNIGHT
M.S., University of North Texas
B.S., Louisiana State University

LAURA LEE
M.B.A., Upper Iowa University
B.B.A., Brenau University

LUCY WILSON
J.D., St. Johns University School of Law, New York
M.S., Clarkson University, Potsdam, NY
B.S., State University of New York, Plattsburgh

Business

SHELLY BAKER
Ph.D., Northcentral University
M.S.M., B.S., Colorado Technical University

JESSICA BLAISDELL,
M.S., Winona State University
B.S. Winona State University

SYLVIA BLAKE
M.B.A., Charleston Southern University
B.S., Limestone College

DIANE BLOCK
M.B.A., Avila University
B.S., Park University

SHERI CARLSON
M.B.A., B.S., University of Minnesota-Twin Cities

GREG COUGHLIN
Ph.D., Capella University
M.B.A., B.S., Strayer University
A.A., Ann Arundel Community College

JEFFREY DAVIS
M.B.A., Touro University
B.A., Cornell University

DEREK DAY
M.B.A., Lakeland College
B.A., Lakeland College
A.A., ITT Technical Institute

JOY DES MARAIS
M.A., B.A., College of Saint Catherine

LINDA DES JARDINES
Ph.D., M.S., University of Georgia
B.S., Augusta College

KRISTINE EBENT
M.B.C., University of Saint Thomas
B.A., Concordia College

WARREN ECK
M.B.A., University of Minnesota
B.S., Northwestern College

LACEY FINLEY
M.S., B.F.A., Emporia State University
M.B.A., University of Phoenix

JOHN FORSYTHE
M.B.A., University of Utah
B.S., Brigham Young University

LAURIE HAJ ASHAB
M.S., Thomas College
B.S., University of Maine at Machias
A.A.S., Kennebec Valley Community College

MEGGAN HANSEN
M.S., Utah State University
B.S., University of Utah
A.S., Salt Lake Community College

STEPHANIE HEALD-FISHER
Ph.D., Capella University
M.B.A., University of Wisconsin-Whitewater
B.A., Alverno College

ANDREW IACONA
M.B.A., University of Phoenix
B.S., University of Utah

CRAIG JOHNSON
M.M., University of Mary
B.A., Minot State University
PHR, Certification Institute, Society for HR Management

JACKIE KIDDER
M.B.A., Strayer University
B.H.S., Armstrong Atlantic State University

JOHN LUKE
MBA, University of Phoenix
B.A., Grand View University

JACINDA MILLER
M.S., Capella University
B.S., The University of Arizona

ELMER CRAIG MORRIS
M.S., Cardinal Stritch University
B.A., University of Saint Thomas

BRENNA O'CONNOR
M.S.E., B.S., University of Wisconsin-River Falls

KEVIN RUDEEN
M.A., Hamline University
B.S., Saint Cloud State University

MELONIE SEBRING
M.A., Saint Mary's University of Minnesota
B.S., Kansas State University

WINSOME SMIKLE
M.B.A., University of Phoenix
B.A., Rollins University
A.A., Valencia Community College

JON STAMBAUGH
M.B.A., Metropolitan State University
B.S., University of Wisconsin-Superior

AMY THENOR
M.B.A., Upper Iowa University
B.S., University of Maryland – University College

Criminal Justice

MEGAN COLE
MA, Concordia University
BA, Concordia College

BRIAN CONVERY
M.A., B.A., University of Saint Thomas

SARA MORRELL
M.S., B.A., Saint Cloud State University

THERESE RAU
M.A., Saint Mary's University of Minnesota
B.A., University of Minnesota-Twin Cities

CHAD ROSA
M.A., University of Saint Thomas
B.S., Metropolitan State University
A.A., Inver Hills Community College

SCOTT RUDEEN
M.M.A, B.S., Metropolitan State University

General Education

KATHERINE ADAMS
M.S., Winona State University
B.A., St. Olaf College

LANE ANDREW
Ph. D., University of Northern Colorado
M.S., University of Denver
B.S., University of Colorado

ALI BOLOORIAN
M.S., University of California-Santa Cruz
B.S., B.A., University of California-Irvine

AIMEE CALLAHAN
Ed.D, University of Wyoming
MA, University of Wyoming
MA, University of Wyoming
BA, University of Wyoming

ANTOINETTE DAVIS
M.A., Wayne State University
B.A., Oakwood College
A.A., Lake Michigan College

AMY ERICKSON
M.A., University of Minnesota - Twin Cities
B.A., University of Wisconsin – Madison

RENEE FORD
M.S., University of Wisconsin-Superior
B.S., University of Minnesota-Duluth

SARAH FOSLIEN
M.B.C., University of St. Thomas
B.B.A., University of Minnesota - Duluth

CHRISTINE HILGER
M.A., B.A., University of Texas at Dallas

JENA KLEIN
M.S., B.S., Saint Cloud State University

HEATHER KREBS
M.A., University of Nevada, Reno
B.A., University of Colorado - Boulder

MARK LAWLER
M.S., Northern Arizona University
B.A., State University of New York College, College at Oneonta
A.A., Onondaga Community College

PHILIP LEWENSTEIN
M.S., Northwestern University
B.A., University of Minnesota – Twin Cities

SCOTT LILLESTRAND
M.Ed., Saint Mary's University of Minnesota
B.S., Minnesota State University-Mankato

CARL LINDGREN
M.A., Rutgers, the State University of New Jersey
B.A., Saint John's University

RICHARD MANIK
M.M., Boston University
B.M., Duquesne University

KERRY MILDON
Ph.D., M.A., University of Iowa
M.F.A., B.A., University of Minnesota-Twin Cities

LUIS MILLAN-MATEOS
M.Ed., University of Minnesota-Twin Cities
B.A., Concordia College

HEIDI NERUD
MS, University of Wisconsin – River Falls
BS, University of Wisconsin – River Falls

AMANDA NEUMAN
M.A., Central Michigan University
B.A., Saginaw Valley State University
A.A., Delta College

JAYNELLE NIXON
M.L.A., Baker University
B.A., Rockhurst University

LINDA ORLANDO
M.F.A., National University
B.S., City University
B.U.S., The University of Maine

JAY OSLAKOVIC
M.S., University of Phoenix
M.B.A., Northern Illinois University
M.S., B.S., Florida Institute of Technology

SAM OSTERHOUT
M.F.A., Hamline University
B.A., University of Kansas

SHELBY PAHL
MBA, Minnesota School of Business
BS, Minnesota School of Business
AAS, Minnesota School of Business

JOEL PHILLIPS
M.B.A., University of St. Thomas
B.S., University of Wisconsin-Milwaukee

JULIE PHILLIPS
Ph.D., Capella University
M.S., Capella University
B.S., Park University

JENNIFER POLLARD
M.A., Argosy Unviversity
B.A., Saint Catherine University

DANIEL RODDIN
MA, University of Western Governors
BS, University at Stony Brook

ELISE ROBERTS
M.B.A., Saint Ambrose University
M.A., State University of New York College - Oneonta
B.S.S., Cornell College

MELISSA RYAN
M.A., Roosevelt University
B.A., Saint Cloud State University

MICHAEL SCHWARZ
B.A. Saint Johns University

HEATHER SORRELL
M.A., Saint Mary's University of Minnesota
B.S., University of Wisconsin-River Falls

KRISTINE SOMERVILLE
M.A., Roosevelt University
B.A., Augustana College

STEVE STROMME
M.A., Saint Cloud State University
B.A., Saint John's University

HEATHER THOMTON-STOCKMAN
M.A., University of Minnesota-Twin Cities
B.A., Concordia College

MARY VERRILL
Certificate, University of St. Thomas
M.A., University of Wisconsin-Madison
B.A., Viterbo College

Health Care Management

BRANDON RYANS
DHEd., A.T. Still University
MHA, A.T. Still University
B.S., University of Central Florida

HEATHER GRABLE
M.S., Indiana Wesleyan University
B.S., Franklin University
A.A.S., Ivy Tech Community College

JAMIE MARXHAUSEN
M.P.H., Walden University
B.S., University of Minnesota - Duluth

Health Fitness

DAVID ANDERSON
Chiropractic, Northwestern Health Sciences University
Pre-Chiropractic, North Dakota State University

MEREDITH BUTULIS
DPT., Northeastern University
M.S., B.S., Boston University

KIRK LEWIS
M.S., B.A., St. Cloud State University

MEGAN LEYBA
MS, Minnesota School of Business-Online
BS, Saint Mary's University of Minnesota

JEROME LOVRIEN
MHA, University of Minnesota
BS, Dakota State University

CARYN MYHRE
Allied Health-Dietetic, Indiana University
B.S., University of Minnesota-Twin Cities

MICHAEL NELSON
M.S., Michigan Technological University
B.A., The College of Saint Scholastica

MICHAEL THOMAS
M.S., University of Central Missouri
B.S., Missouri State University

TODD SPARKS
D.C., Northwestern Health Sciences University
A.A.S., North Iowa Area Community College

Legal/Office Administration

BRIAN CRAIG
J.D., The University of Idaho
B.A., Brigham Young University

GREGORY JOSEPH
J.D., William Mitchell College of Law
B.A., Gustavus Adolphus College

RENAE KRUSE
J.D., University of South Dakota
B.S., South Dakota State University

KIRSTIN LEIGHTON-LUCAS
J.D., Washington College of Law, The American University
B.A., John Hopkins University

CATHERINE NESET
J.D., The University of North Dakota School of Law
B.A., University of Minnesota-Morris

ANN SARAZIN
J.D., William Mitchell College of Law
M.Ed., Bowling Green State University
B.S., University of Wisconsin-Madison

HOLLY TAPPER
J.D., University of Iowa
M.B.A., University of Iowa
B.A., University of Iowa

Technology

FAROOQ AFZAL
M.S., Capella University
B.S., NED University of Engineering and Technology

RICHARD BURROUGHS
PhD, Florida International University
B.S., Syracuse University

JARED CARTER
M.S., University of Advancing Technology
B.S., University of Advancing Technology
B.S., ITT Technical Institute

IOANA CONSTANTIN
M.S., B.S., University of Bucharest - Politehnica
B.B., Academy of Economic Studies-Bucharest

KATHY FRASER
M.S., University of Minnesota – Twin Cities
B.S., National American University PAUL MANCINI
M.S., University of Phoenix
B.S., Western International University

VINCENT TRAN
M.S., B.S., Florida Atlantic University

ROBERT VASILE
M.S., University of North Carolina at Charlotte
B.S., Concord University

CORPORATE OFFICERS

TERRY L. MYHRE, President

KATHRYN M. MYHRE, Vice President, Secretary

JEFF MYHRE, Chief Executive Officer

ACADEMICS

MARIA LEONARD, Project Director – Curriculum Director
    M.B.A., Minnesota School of Business
    B.S. Globe University

KATRINA NECKUTY-FODNESS, Project Director – Curriculum Development
    M.A., University of Nevada, Reno
    B.A., Bemidji State University

KELLY SCHMIDT, Curriculum Manager
    M.A., B.S., North Dakota State University

REGINA STOWER, Registrar
    M.B.A. Globe University
    B.A., Luther College

SHANA WEISS, Academic Dean
    Ph.D., Capella University
    M.B.A., Minnesota School of Business
    M.A., University of Minnesota-Twin Cities
    M.A., The College of Saint Scholastica

ADMISSIONS

LUKE ARNOLD, Admissions Support Center Representative
    B. S., Globe University

SETH BRUMM, Admissions Support Center Representative
    B.S., University of Wisconsin – Stevens Point

JILL CHIDDY, Director of Enrollment Services
    M.B.A., Globe University
    B.A., State University of New York at Albany

SHELLEY FELICILDA, Out of Area Admissions Representative
    A.A.S., Brown College

BRANDI SALAS, Admissions Support Representative

SETH TESDALL, Executive Director of Enrollment Services
    M.B.A., B.S., University of Illinois at Urbana- Champaign

YOLANDA VALLE, Admissions Support Representative

KRISTY VERHAEST, Network Admissions Report and Support Specialist
    B.S., Bemidji State University

FINANCE

JILL BAKALICH, Corporate Accounts Payable Manager
    B.S., University of Wisconsin-Stout

KIM BENDER, Corporate Student Accounts Manager
    B.S., Minnesota School of Business

CHRISTINA BURROW, Corporate Student Accounts Manager
    B.S., Minnesota School of Business

HOLLY BUTTERFIELD, Corporate Purchasing Coordinator
    M.B.S., B.S., Globe University
    A.A.S., Utah Career College

ROGER CHAMPAGNE, Corporate Student Accounts Manager

JAMES EVANS, Corporate Student Accounts Manager

BECKY FELIPE, Accounts Payable Specialist
    A.A.S. Minneapolis Business College

MICHAEL GUSTAFSON, Corporate Finance Director
    B.S., University of Minnesota - Minneapolis

DARLENE HENSCH, Corporate Student Accounts Manager
    A.A.S., Minnesota School of Business

BRENDA JANIKOWSKI-RHINES, Corporate Financial Aid Manager
    Diploma, Minnesota School of Business

NIKOLE KAREL, Administrative Assistant Corporate Finance
    B.S., Columbia Southern University
    A.A.S., AIB College of Business

MICHAEL KILSDONK, Accounts Receivable
    B.S., Globe University

JULIE KRINKE, Corporate Director of Student Accounts
    A.A.S., Diploma, Globe University

SHAO LEE, Corporate Financial Aid Manager
    B.A., University of Wisconsin-Eau Claire

KENNETH J. McCARTHY, CPA, Chief Financial Officer
    B.S., Saint Cloud State University

JACLYN OSCARSON, Corporate Financial Aid Manager
    A.A.S., Minnesota School of Business

KELSEY PERSON, Corporate Financial Aid Manager
    B.S., University of Wisconsin-Stout

KRISTY PLOEGER, Corporate Director of Purchasing
    B.A., University of Wisconsin-Eau Claire
    B.S., Globe University

KELLY RUNNING, Director of Student Finance
    B.S, A.A.S., Minnesota School of Business

CANDACE SEIDL, CPA, Controller
    B.S., St. Cloud State University
    B.S., University of Minnesota, Crookston

JOHN SPAETH, Corporate Financial Aid Manager
    A.A.S., Wisconsin Indianhead Technical College

DAVID THOM, Corporate Financial Aid Manager
    M.B.A., Globe University
    M.A., B.A., University of St. Thomas

SARA WARMBIER, Associate Director of Student Finance

KATIE WILDENAUER, Corporate Payroll Coordinator
    B.S. Globe University

GENERAL SUPPORT

PAM TUMA, Travel and Event Coordinator
    A.A.S., Minnesota School of Business

BETH VOSS, Travel and Event Manager
    Diploma, Globe College

GOVERNMENT AND COMMUNITY RELATIONS

MINDY MYHRE, Director of Community Service and Charitable Giving
  B.S., University of Minnesota-Twin Cities

HUMAN RESOURCES

MILISSA BECKER, SHRM-CP, Human Resource Generalist
  M.S., Kansas State University
  B.S., Minnesota State University-Mankato

BETSY CONWAY, PHR, SHRM-CP, Director of Human Resources
  M.B.A., Globe University
  B.A., College of Saint Catherine

WENDY PARKER, Benefits Manager
  B.S., Minnesota State University-Mankato

MINH VAN TRAN THI, Human Resources Information Systems Specialist
  B.S., B.S., A.A.S., Minnesota School of Business

MARKETING

GABE HOLMES, Enrollment Services Manager

CASSIE HARTMAN,
  B.S., St. Cloud State University

MICHELLE KNOLL, Senior Copywriter
  B.A. University of St. Thomas

MATTHEW R. MAAS, Director of Photography
  A.A.S., Globe University
  Diploma, Electronics Austin VoTech

TROY SHANNON, Digital Specialist

REBECCA FREKING, Project Manager
  B.A., University of Minnesota – Twin Cities

OPERATIONS

JODI BOISJOLIE-ROSEN, Corporate Manager of Career Services
  M.B.A., Globe University
  B.S., A.A.S., Minnesota School of Business

JEANNE HERRMANN, Chief Operating Officer
  M.B.A., Minnesota School of Business
  B.A., Hamline University

NATE HERRMANN, Regional Director
  M.B.A., Globe University
  B.S., Globe University

MIKE HUGHES, Director of Military Student Services
  A.A.S., Globe University

ROCKY KLITZKE, Regional Director
  B.S., Saint Cloud State University

LYNN LUNDQUIST, Manager of Compliance and Student Services
  M.S., Globe University
  B.S., Purdue University

SUSAN MAGO, Regional Director
  B.S., University of Minnesota-Twin Cities

ANDREA OLSON, Director of Research and Development
  Ph.D., M.Ed., University of Minnesota-Twin Cities
  B.A., Metropolitan State University

MITCHELL PETERSON, Director of Institutional Quality and Effectiveness
  Ph.D., M.S., Florida Institute of Technology
  B.A., University of Saint Thomas

DAVE TRACY, Senior Director of Admissions Training
  B.A., University of Northern Iowa

REAL ESTATE

MIKE ASLUP, Assistant Facilities Manager Applied Technical Center

BRIAN HERRMANN, Facilities Manager

MIKE MYHRE, Real Estate Manager
  B.S., University of Saint Thomas

DOUGLAS TRUDEAU, Painter/Maintenance Technician

GLOBE UNIVERSITY

Appleton
5045 West Grande Market Drive
Grand Chute, WI 54913
920-364-1100

Eau Claire
4955 Bullis Farm Road
Eau Claire, WI 54701
715-855-6600

Green Bay
2620 Development Drive
Bellevue, WI 54311
920-264-1600

La Crosse
2651 Midwest Drive
Onalaska, WI 54650
608-779-2600

Madison East
4901 Eastpark Boulevard
Madison, WI 53718
608-216-9400

Madison West
1345 Deming Way
Middleton, WI 53562
608-830-6900

Moorhead
2777 34th Street South
Moorhead, MN 56560
218-422-1000

Minneapolis Downtown
80 South 8th Street, Suite 51
Minneapolis, MN 55402
612-455-3000

Sioux Falls
5101 South Broadband Lane
Sioux Falls, SD 57108
605-977-0705

Wausau
1480 County Road Xx
Rothschild, WI 54474
715-301-1300

Woodbury
8089 Globe Drive
Woodbury, MN 55125
651-730-5100

MINNESOTA SCHOOL OF BUSINESS

Blaine
3680 Pheasant Ridge Drive NE
Blaine, MN 55449
763-225-8000

Brooklyn Center
5910 Shingle Creek Parkway
Brooklyn Center, MN 55430
763-566-7777

Elk River
11500 193rd Avenue NW
Elk River, MN 55330
763-367-7000

Lakeville
17685 Juniper Path
Lakeville, MN 55044
952-892-9000

Plymouth
1455 County Road 101 North
Plymouth, MN 55447
763-476-2000

Richfield
1401 West 76th Street
Richfield, MN 55423
612-861-2000

Rochester
2521 Pennington Drive NW
Rochester, MN 55901
507-536-9500

St. Cloud
1201 2nd Street South
Waite Park, MN 56387
320-257-2000

CORPORATE OFFICES

8089 Globe Drive, Suite 300
Woodbury, MN 55125
651-332-8000 **|** 877-325-8080

Globe *University* &
Minnesota School of Business

JANUARY 25, 2017 ADDENDUM TO GLOBE UNIVERSITY / MINNESOTA SCHOOL OF BUSINESS STUDENT CATALOG V. 41: Effective May 5, 2016

Page 6:
- **Under REGISTRATIONS replace paragraph with** Minnesota School of Business and 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 – 651-642-0567
- **Under ACCREDITATION** second paragraph remove Woodbury campus.

DECEMBER 27, 2016 ADDENDUM TO GLOBE UNIVERSITY / MINNESOTA SCHOOL OF BUSINESS STUDENT CATALOG V. 41: Effective May 5, 2016

Page 25: After GEN WORKFORCE SCHOLARSHIP add MN Pathways Scholarship

Globe University and Minnesota School of Business are committed to you completing your education. Without access to federal financial aid, some of our students may be unable to complete. As a way to give back to our students who complete their Globe or Minnesota School of Business degree, the *MN Pathway Scholarship* was created. The scholarship is for continuing students in undergraduate degree programs at a Minnesota campus or a Minnesota resident enrolled in an Online program.

Award Amounts:
- Registered for 14+ credits, $75 per credit
- Registered for 12-13 credits, $140 per credit
- Registered for 1-11 credits, $210 per credit

Eligibility Guidelines:
- Be enrolled in a Minnesota campus based degree program or be a Minnesota resident enrolled in an Online program through Globe or MSB.
- Be continuously enrolled since 11/14/2016
- Maintain satisfactory academic progress
- Not be in arrears with financial aid or have an outstanding balance with the Schools.
- Have successfully completed at least 80% of program requirements with a CGPA of 2.0 or greater
- Cannot be used in conjunction with any other institutional scholarships
- Any excess balance on a student's account, after applying all available funding sources, will be returned to this scholarship first

Page 44: Under PROGRAM SPECIFIC GRADUATION REQUIREMENTS remove all keyboarding graduation requirements except for Paralegal.

NOVEMBER 21, 2016 ADDENDUM TO GLOBE UNIVERSITY / MINNESOTA SCHOOL OF BUSINESS STUDENT CATALOG V. 41: Effective May 5, 2016

Page 7: Under HISTORY – MINNESOTA SCHOOL OF BUSINESS second paragraph add The Brooklyn Center and Elk River campus closed as of September 30, 2016.

Page 17: Under ARTICULATION AGREEMENTS add: Argosy University, Herzing University, National American University, Saint Mary's University of Minnesota, Northwestern Health Sciences University.

Page 144: Under VT182 IMAGING change prerequisite to Prerequisite: VT155, VT156.

Page 145: Under VT268 DENTISTRY change prerequisite to Prerequisite: VT252.

AUGUST 5, 2016 ADDENDUM TO GLOBE UNIVERSITY / MINNESOTA SCHOOL OF BUSINESS STUDENT CATALOG V. 41: Effective May 5, 2016

Page 6: Under ACCREDITATION
- Second paragraph remove the following campuses: Green Bay, Brooklyn Center, Lakeville, and Madison West
- Third paragraph remove the following campuses: Elk River, Lakeville, Plymouth, Green Bay, and Madison West

Page 7: Under HISTORY – GLOBE UNIVERSITY second paragraph add The Green Bay and Madison West campuses closed as of June 30, 2016.

Page 8 Under HISTORY –MINNESOTA SCHOOL OF BUSINESS second paragraph add The Lakeville campus closed as of June 30, 2016.

Page 50:

- **Under BACHELOR OF SCIENCE DEGREE PROGRAM** add Software Application Development to RO
- **Under ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS** remove Veterinary Technology from RO
- **Under ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS** change Internet Marketing to Digital Marketing
- **Under CERTIFICATE PROGRAMS** change Internet Marketing to Digital Marketing

Page 77: **Under AREAS OF CONCENTRATION** replace Networking and Security concentration and courses with:

Networking and Cybersecurity

IT350	Strategies for Cybersecurity	4
IT425	Network Security Services	4
IT450	Cybersecurity Advanced Topics	4

Page 100: **Change ASSOCIATE IN APPLIED SCIENCE IN INTERNET MARKETING** to Associate of Applied Science in Digital Marketing.

Page 113: **Change CERTIFICATE IN INTERNET MARKETING** to Certificate in Digital Marketing

Pages 132-133: Under INFORMATION TECHNOLOGY add:

IT350 Strategies for Cybersecurity, 4 Credits Prerequisite: IT315. This course provides a comprehensive, trustworthy framework of practices for assuring information security. Students will learn how the various roles and functions within cybersecurity practice can be combined and leveraged to produce a secure organization. The content of the course is based on the Department of Homeland Security's Essential Body of Knowledge (EBK) for IT Security.

IT450 Cybersecurity Advanced Topics, 4 Credits Prerequisite: IT350. In this course, students explore advance topics in the cybersecurity. Topics include securing the IT systems operations and maintenance function, network and telecommunications security, legal and regulatory compliance and the risk management and strategic management competency. Additionally, students analyze system and application security and participate in practical exercises to detect and respond to cybersecurity threats and incidents.

JUNE 17, 2016 ADDENDUM TO GLOBE UNIVERSITY / MINNESOTA SCHOOL OF BUSINESS STUDENT CATALOG V. 41: Effective May 5, 2016

Page 4: Under FALL QUARTER 2016 replace Christmas (College and Office Closed) dates with December 24 and December 26.

Page 11: **Under PROGRAM SPECIFIC REQUIREMENTS add:** Project Management, **An** eligible applicant must have earned an associate degree or higher in business administration, information technology, or a business related field. Individual degrees in relevant disciplines may be considered based on evaluation by, and approval of the program chair or academic dean.

Page 50:

- **Under BACHELOR OF SCIENCE DEGREE PROGRAM** remove Criminal Justice from EC, GB, GOL, LC, ME, MOL, WA
- **Under BACHELOR OF SCIENCE DEGREE PROGRAM** add Information Technology to ME
- **Under ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS** remove Criminal Justice from EC, GB, LC, ME, WA
- **Under ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS add** Medical Coding and Billing for MOL, RF, BL, RO and STC
- **Under CERTIFICATE PROGRAMS add** Medical Coding and Billing for MOL, RF, BL, RO, and STC
- **Under CERTIFICATE PROGRAMS add** Project Management for MOL, RF, BL, RO and STC

Page 80: **Under NOTES add** For additional information on program objectives and student outcomes visit *http://www.globeuniversity.edu/degrees-and-programs/student-outcomes-and-program-information.*

Page 91: **Under CORE REQUIREMENTS replace**

- AR105 with AR106 Materials and Methods, 4 Credits
- AR205 with AR2016 Materials and Methods II, 4 Credits
- AR245 with AR246 Commercial Building Codes and Estimating, 4 Credits
- AR255 with AR256 Building Systems

Page 98: **AFTER CM330 TECHINCAL WRITING add** (required)

After Page 103 add: **Associate in Applied Science in Medical Coding and Billing, 90 CREDIT HOURS**

OBJECTIVES

The Medical Coding and Billing program will provide students with the medical and administrative knowledge and skills necessary to gain entry-level employment as a medical coder. Through lecture, hands-on training, classroom experience and an externship, students will learn medical insurance coding, billing, and reimbursement procedures, accounts receivable/payable, scheduling, and other medical office procedures. Graduates may choose to sit for coding certification exams offered through the American Association of Professional Coders and the National Centers for Competency Testing.

January 27, 2017   Addendum to the Globe University / Minnesota School of Business Student Catalog V.41   Page 2 of 6

Locations: Globe University – Appleton, Eau Claire, Green Bay, La Crosse, Madison East, Madison West, Minneapolis, Moorhead, Sioux Falls, Wausau, Woodbury
Minnesota School of Business – Blaine, Brooklyn Center, Elk River, Lakeville, Plymouth, Richfield, Rochester, St. Cloud
For faculty/staff addendum click on the campus location.

The goal of this program is to prepare graduates who are able to

1. Demonstrate an understanding of medical terminology and anatomy and physiology.
2. Demonstrate ability to enter patient information into computer databases.
3. Apply appropriate procedure codes using the Current Procedural Terminology (CPT) and Healthcare Common Procedural Coding System (HCPCS) code sets.
4. Apply appropriate diagnosis codes using the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM).
5. Demonstrate an understanding of the internal and external auditing process.
6. Communicate professionally with patients, insurance companies, and medical facilities.
7. Demonstrate the ability to properly file insurance claims with third-party payers.
8. Demonstrate an understanding of HIPAA and HITECH regulations.

CORE REQUIREMENTS

Class #	Class Name	Credits	Class #	Class Name	Credits
BS170	Customer Service Strategies	3	MA100	Medical Terminology	4
CB260	Advanced Coding II	4	MA153	Human Disease	4
CB270	Advanced Coding III	4	MA176	Medical Office Skills	4
CB280	Advanced Coding IV	4	MA255	Advanced Coding	4
CB290	CPC Review and Exam Preparation	3	PD160	Professional Communication I	4
CB297	Externship	4	PD200	Professional Communication II	4
HM105	Public Health	4	PD225	Applied Ethics	4
HM110	US Health Systems	4	PD260	Career Capstone	2
			Total Core Minimum Credit Requirement		**60**

GENERAL EDUCATION REQUIREMENT

A student pursuing an associate degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics, and social science.

Class #	Class Name	Credits	Class #	Class Name	Credits
COMMUNICATIONS			NS140	Anatomy and Physiology I (required)	4
CM111	Speech Communications	4	NS150	Anatomy and Physiology II (required)	4
CM121	Composition (required)	4	NS216	College Algebra II	4
CM200	Intercultural Communications	4	NS259	Pre-Calculus	4
CM210	Creative Writing	4	NS260	Calculus	4
CM320	Writing and Research	4	NS266	Physics I***	4
CM330	Technical Writing	4	NS267	Physics II***	4
HUMANITIES			NS305	Statistics	4
HU100	Introduction to Humanities	4	NS320	Introduction to Decision Systems	4
HU121	Film in Society	4	**SOCIAL SCIENCE**		
HU130	Spanish I	4	SS103	Global Citizenship	2
HU145	Global Influences on American Music	4	SS116	Introduction to Psychology	4
HU150	Introduction to Literature	4	SS140	Interpersonal Relations	4
HU230	Spanish II	4	SS150	Principles of Economics	4
HU315	World Literature	4	SS205	Sociology	4
NATURAL SCIENCE and MATHEMATICS			SS210	Developmental Psychology	4
NS105	Biology	4	SS311	Human Behavior	4
NS111	Environmental Issues	4	SS360	Abnormal Psychology	4
NS116	College Algebra I (required)	4			
NS126	Chemistry Today*	4	**Total General Education Minimum Credit Requirement**		**30**
NS135	Microbiology	4	**Total Program Minimum Credit Requirement**		**90**

NOTES

»≫ Students may be required to complete NS070 Algebra 116 Lab as a co-requisite to NS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.

»≫ *Offered only at the Richfield, MN campus.

»≫ ***Offered only at the Woodbury, MN campus.

After Page 113: add Certificate Program, Medical Coding and Billing, 37 Credits

OBJECTIVES

The Medical Coding and Billing program will provide students with the medical and administrative knowledge and skills necessary to gain entry-level employment as a medical coder. Through lecture, hands-on training, classroom experience and an externship,

January 27, 2017   Addendum to the Globe University / Minnesota School of Business Student Catalog V.41   Page 3 of 6

Locations: Globe University – Appleton, Eau Claire, Green Bay, La Crosse, Madison East, Madison West, Minneapolis, Moorhead, Sioux Falls, Wausau, Woodbury
Minnesota School of Business – Blaine, Brooklyn Center, Elk River, Lakeville, Plymouth, Richfield, Rochester, St. Cloud
For faculty/staff addendum click on the campus location.

students will learn medical insurance coding, billing, and reimbursement procedures, accounts receivable/payable, scheduling, and other medical office procedures. Graduates may choose to sit for coding certification exams offered through the American Association of Professional Coders and the National Centers for Competency Testing.

The goal of this program is to prepare graduates who are able to:
1. Demonstrate an understanding of medical terminology and anatomy and physiology.
2. Demonstrate ability to enter patient information into computer databases.
3. Apply appropriate procedure codes using the Current Procedural Terminology (CPT) and Healthcare Common Procedural Coding System (HCPCS) code sets.
4. Apply appropriate diagnosis codes using the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM).
5. Demonstrate an understanding of the internal and external auditing process.
6. Communicate professionally with patients, insurance companies, and medical facilities.

CORE REQUIREMENTS

Class #	Class Name	Credits
MA100	Medical Terminology	4
MA176	Medical Office Skills	4
MA255	Advanced Coding	4
CB260	Advanced Coding II	4
CB270	Advanced Coding III	4
CB280	Advanced Coding IV	4
CB290	CPC Review and Exam Preparation	3
NS140	Anatomy & Physiology I	4
NS150	Anatomy & Physiology II	4
PD260	Career Capstone	2
Total Core Minimum Credit Requirement		**37**

After Page 116 add: Certificate Program, Project Management, 36 Credit Hours

OBJECTIVES

Through the Project Management Certificate program, business and operations managers will learn to apply current project management concepts, tools, and theories that are critical to solving complex management and production problems. This certificate will provide students with a strong foundation in both the knowledge and interpersonal aspects of being an effective project manager. The coursework will emphasize practical applications related to building and motivating project teams, managing risk and change, managing and resolving conflicts, and navigating project completion. Graduates of our Project Management Certificate program will have enhanced their ability to effectively direct projects at various phases and to manage projects designed to implement new and innovative processes or products. With an AA degree, this certificate, and additional studying, individuals could sit for the Certified Associate in Project Management (CAPM).

The goal of this program is to prepare graduates who are able to:
1. Construct metrics to assess the success of a project.
2. Identify the human resource requirements to successfully complete a project.
3. Discuss the importance of balancing time, cost, and scope—the constraints that limit all projects.
4. Explain the uses of Waterfall, Agile, Scrum, and MS Project
5. Describe how to apply project quality management tools and techniques.
6. Apply human resource management theories, tools, and techniques to project management.
7. Demonstrate effective communication skills as a member of a project team.
8. Apply risk assessment and management techniques to a project.
9. Explain scope, work breakdown, costing and sequencing of task.
10. Demonstrate leadership and ability to manage stakeholder relationships.

CORE REQUIREMENTS

Class #	Class Name	Credits
BS311	Organizational Behavior	4
BS340	Leadership and Management	4
BS350	Business Analysis Techniques	4
BS380	Project Management	4
PM310	Project Management Planning	4
PM320	Project Management Tools and Models	4
PM330	Project Cost Planning and Management	4
PM340	Project Management Scope, Time, and Risk	4
PM350	Leadership Communications	4

Total Core Minimum Credit Requirement   36

Notes: Entrance Requirements specific to the certificate: An eligible applicant must have earned an associate degree or higher in business administration, information technology, or a business related field. Individual degrees in relevant disciplines may be considered based on evaluation by, and approval of the program chair or academic dean.

After Page 116 add: Certificate Program, Technical Support Specialist, 41 Credit Hours

OBJECTIVES

The objective of the Technical Support Specialist Certificate Program is to provide students with the skills and knowledge to enter the workforce as entry-level, Service Desk technicians, computer technicians, user support specialists or similar positions. Required coursework builds a base of skills with hardware, operating systems, security, customer service, productivity software, and networking. Professional development coursework in communication and ethics enhances students' analytical and communication skills. Coursework in this program prepares students for various industry-specific, certification exams.

The goal of this program is to prepare graduates who are able to:

1. Develop skills to install, configure, troubleshoot, maintain and generally administer a popular operating system.
2. Identify security risks and provide strategies to reduce those risks.
3. Develop strategies to make ethical decisions in information technology.
4. Develop appropriate written and verbal communication skills.
5. Apply best practices to customer service concepts
6. Develop an understanding of the career requirements for information technology professions and work toward multiple professional certifications.

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
CL131	MS Office Applications I	3
IT155	Computer Essentials	4
IT205	Operating Systems I	4
IT255	Operating Systems II	4
IT315	Information Security	4
IT330	IT Service Management	4
NT242	Data and Networks	4
NT272	Network Administration and Security	4
PD160	Professional Communications I	4
PD225	Applied Ethics	4
PD260	Career Capstone	2
Total Program Minimum Credit Requirement		41

Page 122: After BS440 ENTREPRENEURSHIP add CODING AND BILLING heading and

CB260 Advanced Coding II, 4 Credits Prerequisite or Concurrent: MA255. This course will build on the basic ICD-10-CM and IDC-10-PCS coding concepts learned in MA255. You will abstract information from more complex case sets. You will locate proper ICD-10 codes for the appropriate diagnosis in the case studies.

CB270 Advanced Coding III, 4 Credits Prerequisite: MA255. Private and public insurance programs are covered in this course. You are instructed how to complete insurance forms, abstract information from patient case histories, find necessary codes for accurate reimbursement, and review payments. You will learn how to locate CPT codes for the appropriate office visit, material, medication, procedures, etc. for billing purposes.

CB280 Advanced Coding IV, 4 Credits Prerequisite: MA255. Surgery and anesthesia procedure coding are covered in this class. You will learn how to locate CPT codes for the appropriate surgical procedure and anesthesia.

CB290 CPC Review and Exam Preparation, 3 Credits Prerequisite: CB260, CB270, CB280. Review of anatomy and physiology, CPT, HCPCS, ICD-10, and CPC exam preparation and test taking strategies are covered in this class. You will learn how to prepare for the CPC exam.

Page 142: After PD350 PRACTICUM add PROJECT MANAGEMENT heading and

PM310 Project Management Planning. 4 Credits Prerequisite: BS380. This course covers the terminology of project management and the PMI project knowledge areas and process in context. It also covers Project Integration Management and the six processes associated with it. This course introduces the student to the basic concepts of project planning, critical path method, and network analysis.

PM320 Project Management Tools and Models 4 Credits. Prerequisite: BS380. This course provides an overview of project management tools and models to effectively plan, manage, and control projects based on the standards of the Project Management Institute (PMI). Using industry standard project management (PM) tools, students are shown how to establish reliable project schedules, create a project

work breakdown structure, implement project tracking techniques, and create effective strategies to control the project scope, schedule, and resources.

PM330 Project Cost Planning and Management 4 Credits. Prerequisite: BS380. This course provides students with working knowledge of the identification, planning, explanation, and management of a project budget. The course also covers preferred processes from the PMI integration, cost, scope and risk knowledge areas. This course will address the development of a project cost estimate, project budget, and the project budget baseline.

PM340 Project Management Scope, Time, and Risk 4 Credits. Prerequisite: BS380. This course covers the processes, inputs, tools, techniques, outputs, purposes, activities and elements of the Risk, Time and Scope PMI knowledge areas. Students will learn how project scope, schedule, and risk management provide the basics for defining and managing the scope of the project and minimizing the risk associated.

PM350 Leadership Communications 4 Credits Prerequisite: BS380. This course provides students with working knowledge on how to develop a human resource plan, acquire the project team, develop the project team, and manage the project team. The development of project communication management through processes required to ensure timely and appropriate generation, collection, distribution, storage, retrieval, and ultimate disposition of project information is covered. Students learn how to identify who stakeholders will be, plan stakeholder management, manage stakeholder engagement, and control stakeholder engagement.

Page 144: After VETERINARY LABORATORY: HEMATOLOGY course description add VT218 Veterinary Laboratory: Parasitology, 4 Credits. Prerequisite or Concurrent: VT213. This course acquaints students with specimen collection and laboratory procedures for parasitology, urinalysis, and bacteriology. Students will learn to obtain laboratory samples for diagnostic purposes, properly handle and store those samples as well as perform diagnostic testing. This course emphasizes the study of the internal and external parasitic organisms encountered in veterinary medicine, including life cycles, identification procedures, control methods and public health implications.