A MESSAGE FROM THE PRESIDENT

Welcome!

I want to welcome you to our great school. This is an exciting time in your life, as you take an important step toward a lifetime of career success.

We also step forward and continue to evolve in response to the needs of students in a dynamic workplace. Our mission and values, however, will never change. We care deeply about your future and are here to help you achieve personal, educational and professional success.

At Broadview University, education extends beyond the classroom. We will help you set your course for the future. Service learning and applied learning are core elements of our academic programs, and we encourage you to participate in student organizations and community service projects. Through these experiences, you will develop valuable professional relationships and acquire practical experience. As a graduate, you will have a competitive edge in the employment market.

We look forward to seeing you on campus and online.

Terry Myhre
PRESIDENT
### ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

- **Accounting** ................................................................. 74
- **Business Administration** ........................................... 75
- **Criminal Justice** .......................................................... 76
- **Exercise Science** ........................................................ 77
- **Graphic Design** ........................................................... 78
- **Information Technology** ............................................. 79
- **Massage Therapy** ...................................................... 80
- **Medical Assistant** ...................................................... 81
- **Paralegal** ................................................................. 82
- **Professional Audio Engineering** .................................. 83
- **Veterinary Technology** ............................................... 84

### CERTIFICATE PROGRAMS

- **Massage Therapy** ..................................................... 85

### DIPLOMA PROGRAM

- **Medical Assistant** ..................................................... 86

### COURSE DESCRIPTIONS

- **87**

### ADMINISTRATION AND FACULTY LISTINGS

- **114**

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

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

[www.broadviewuniversity.edu](http://www.broadviewuniversity.edu)
CALENDAR

FALL QUARTER 2017 (12 WEEKS)

1st 6 week classes (A) .............................................................................................................................................................................October 2 – November 10
2nd 6 week classes (B) ............................................................................................................................................................................. November 13 – December 22
12 week classes .............................................................................................................................................................................October 2 – December 22

HOLIDAYS

Thanksgiving (College and Office Closed) ............................................................................................................................................. November 23 – November 24
Christmas (College and Office Closed) ............................................................................................................................................. December 25
New Year's Day (College and Office Closed) ...................................................................................................................................... January 1

WINTER QUARTER 2018 (12 WEEKS)

1st 6 week classes ............................................................................................................................................................................. January 2 – February 9
2nd 6 week classes ............................................................................................................................................................................. February 12 – March 23
12 week classes ............................................................................................................................................................................. January 2 – March 23

HOLIDAYS

Martin Luther King Jr. Day (College and Office closed) ......................................................................................................................... January 15
Presidents Day (College and Office closed) ..................................................................................................................................... February 19
Quarter Break (Office open) .............................................................................................................................................................. March 26 – March 30

SPRING QUARTER 2018 (12 WEEKS)

1st 6 week classes ............................................................................................................................................................................. April 2 – May 11
2nd 6 week classes ............................................................................................................................................................................. May 14 – June 22
12 week classes ............................................................................................................................................................................. April 2 – June 22

HOLIDAYS

Memorial Day (College and Office Closed) ...................................................................................................................................... May 28
Quarter Break (Office open) .............................................................................................................................................................. June 25 – June 29

SUMMER QUARTER 2018 (12 WEEKS)

1st 6 week classes ............................................................................................................................................................................. July 2 – August 10
2nd 6 week classes ............................................................................................................................................................................. August 13 – September 21
12 week classes ............................................................................................................................................................................. July 2 – September 21

HOLIDAYS

Independence Day (College and Office Closed) ................................................................................................................................... July 4
Labor Day (College and Office Closed) .......................................................................................................................................... September 3
Quarter Break (Office open) .............................................................................................................................................................. September 24 – 28

FALL QUARTER 2018 (12 WEEKS)

1st 6 week classes ............................................................................................................................................................................. October 1 – November 9
2nd 6 week classes ............................................................................................................................................................................. November 12 – December 21
12 week classes ............................................................................................................................................................................. October 1 – December 21

HOLIDAYS

Thanksgiving (College and Office Closed) ............................................................................................................................................. November 22 – November 23
Christmas (College and Office Closed) ............................................................................................................................................. December 24 – December 25
Quarter Break (Office Open) ............................................................................................................................................................. December 24 – January 4
New Year's Day (College and Office Closed) ..................................................................................................................................... January 1

Note: First-quarter students at BVU may register any time before the start of the third business day of the quarter.
Accreditation and Approvals‡

ACCREDITATION

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

The Veterinary Technology Associate of Applied Science degree programs at the Appleton, Eau Claire, La Crosse, Madison, Sioux Fall, and West Jordan campuses are accredited by the American Veterinary Medical Association (AVMA) as programs for educating veterinary technicians. Web site: www.avma.org.

Broadview University Medical Assistant Associate of Applied Science degree program at the Madison, Wausau, Sioux Falls and West Jordan campuses are accredited by the Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314 North, Falls Church, VA22043, Phone: 703-917-9503.

Approvals

Many of the programs contained in this catalog are approved by the South Dakota Department of Military and Veterans Affairs – State Approval Agency, Utah State Approving 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. West Jordan campuses are approved for participation in Utah with the Workforce Investment Act.

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

†Evidence of each institution’s accreditations and approvals is on display at the campus.

MEMBERSHIPS

American Animal Hospital Association 5
American Association for Paralegal Education 5, 9
American College of Sports Medicine 5
American Council on Exercise 5
Associated Bodywork and Massage Professionals 4, 5, 9
Association of Veterinary Technician Educators 5, 9
Association of Private Sector Colleges and Universities9
Better Business Bureau 4, 5, 9
Collegiate DECA 5, 9
Coulee Region Veterinary Medical Association 3
Dakota Association for College Admission Counseling 1
Eau Claire Chamber of Commerce 4
Fox Cities Chamber of Commerce 3
Gold’s Gym, Inc., West Jordan 5
India Chamber of Commerce 9
IDEA Health and Fitness Association 5
La Crosse Area Chamber of Commerce 3
Legal Assistant Association of Utah 5
Madison Area Chamber of Commerce 6
National Association of Colleges and Employers 9
National Federation of Paralegal Associations 9
Onalaska Business Association 3
Microsoft IT Academy Program, 1-3, 4, 5, 6, 8
National Association for Legal Professionals 5
National Association of Legal Assistants 3
National Federation of Paralegal Associations 5
National League for Nursing 5
National Organization for Associate Degree Nursing 5
North American Veterinary Technician Association 5
Rocky Mountain Association of Student Financial Aid Administrators 5
South Salt Lake Animal Services 3
Sioux Empire Society for Human Resources9
Sioux Falls Chamber of Commerce7
South Dakota Association of Student Financial Aid Administrators 7
South Dakota Career Planning and Placement Association 7
Sun Prairie Chamber of Commerce 8
Utah Organization of Nurse Leaders 5
West Jordan Animal Services 5
West Jordan Chamber of Commerce 5
Wisconsin Association of Colleges and Employers 1-3, 5, 6, 8

1 Appleton campus
2 Eau Claire campus
3 La Crosse campus
4 Broadview Entertainment Arts University campus
5 West Jordan campus
6 Madison campus
7 Sioux Falls campus
8 Wausau campus
9 All Broadview University campuses in Wisconsin and South Dakota

PHILOSOPHY, MISSION STATEMENT
AND OBJECTIVES, OWNERSHIP AND
GOVERNANCE

Philosophy

Broadview University 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 graduates.
Mission
We will demonstrate we care by preparing career-focused, community-minded graduates for the global workforce.

Strategic Objectives

<table>
<thead>
<tr>
<th>We Care About</th>
<th>We Are Committed To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Success</td>
<td>Attracting students and delivering relevant, quality educational experiences that engage students and lead them to graduation and career success.</td>
</tr>
<tr>
<td>Employee Success</td>
<td>A dynamic environment that recognizes performance and provides growth opportunities.</td>
</tr>
<tr>
<td>Investment Success</td>
<td>Providing a quality education that leads to a strong return on investment for all stakeholders.</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Being the premier provider of career education by exceeding the expectations of our Students, Employers, and Employees.</td>
</tr>
<tr>
<td>Communication</td>
<td>Engaging in and managing effective communication.</td>
</tr>
<tr>
<td>Compliance</td>
<td>Maintaining a culture of compliance.</td>
</tr>
<tr>
<td>Community Engagement</td>
<td>Building communities through education</td>
</tr>
</tbody>
</table>

Ownership and Governance
Broadview University is owned by Broadview Institute, Inc., a Privately-traded corporation. Terry Myhre is the President and Jeff Myhre is the CEO of Broadview Institute, Inc.

POLICY STATEMENT
Broadview University has established internal policies in accordance with standard educational practice and 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
Broadview University, originally established as the Bryman School, founded its downtown Salt Lake City location in 1977. From its initial focus on medical assisting, the school has expanded and added new programs to reflect the changing job market and meet students’ needs. In 1995, the school began awarding associate degrees, which are now offered in multiple fields. Broadview University moved the downtown campus to its current location in West Jordan in 2000.

In June 2010, Broadview University changed its name from Utah Career College to better reflect the educational opportunities provided to its students. In addition to a wide range of diploma, associate of applied science and bachelor of science degree programs offered, Broadview University added four bachelor of fine arts degree programs in entertainment arts and its first graduate degree program, a master of science in management.

A new Broadview University campus opened in Salt Lake City in October 2010. In winter 2011, the Salt Lake City campus changed its name to Broadview Entertainment Arts University specializing in media art and production programs.

Broadview University stepped in to administer a teach-out of former Globe University campuses in Wisconsin in January of 2017. This allowed students a seamless pathway to graduation and the ability to remain under common curriculum and attend the former locations of Globe. In order to continue serving the student and employer needs of the Madison, Wisconsin community, Broadview University sought and received approval to maintain a branch campus and established itself as a Wisconsin career college in October of 2017.

Broadview Online offers courses in business, health and wellness, and technology to support the residential campuses as well as offers fully online programs for students attending via distance education.

Physical Facility Descriptions
Each Broadview 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.

Broadview 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.

The Broadview Entertainment Arts University campus is located in a 46,692 square foot building space within the existing I-80 Corporate Center at 240 East Morris Avenue. Included are classrooms including lecture rooms, computer labs, stage, theatre, and two studios; library; student commons area with vending machines; administrative offices; and student and employee lounges.

Broadview 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.

Broadview 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.

Broadview University-Madison East campus is located at 4901 Eastpark Boulevard in Madison, Wisconsin. The branch opened in January 2010. Madison campus consists of 15,000 square feet leased space in one 30,000 square foot building with two floors. The first floor houses the administrative offices, student services offices, classrooms, student lounge with vending machines and the veterinary technology program. The second floor houses classrooms, medical labs and the massage lab.
Admissions Information

Broadview University offers an equal opportunity 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 Broadview University should be addressed to the Admissions Office:

Broadview Entertainment Arts University, 240 East Morris Avenue, Salt Lake City, Utah 84115, Phone: 801-300-4300

Broadview University – Madison, 4907 Eastpark Blvd, Madison, WI 53718, Phone: 608-216-9400

Broadview University – West Jordan, 1902 West 7800 South, West Jordan, Utah 84088, Phone: 801-304-4224.

E-mail: admissions@broadviewuniversity.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 start 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

Broadview Education Consortium, including Broadview University, 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 includes entering upon Broadview Education Consortium property, using any Broadview Education Consortium facility, or attending any Broadview Education Consortium Broadview Education Consortium event.

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

ADMISSION REQUIREMENTS

Broadview University admits only students who have high school diplomas or the equivalent (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 of 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 graduate 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. A student with a diploma or associate degree from Broadview University, Globe University/Minnesota School of Business, The Institute of Production and Recording, Duluth Business University or Northwestern Technical Institute who enrolls or re-enrolls at Broadview University is exempt from the diploma, associate of applied science, or bachelor's degree program required admission standards. All applicants must provide proof of 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.

ADMISSION STANDARDS

Program Requirements

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

a) Achieve minimum score on the Accuplacer test administered at BVU as indicated for the selected program:

<table>
<thead>
<tr>
<th>Programs</th>
<th>Reading Comprehension</th>
<th>Sentence Skills</th>
<th>Arithmetic</th>
</tr>
</thead>
<tbody>
<tr>
<td>All certificate, diploma, associate degree, and bachelor's degree programs</td>
<td>45</td>
<td>45</td>
<td>25</td>
</tr>
</tbody>
</table>

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 1060. If SAT was taken prior to March 2006, provide documentation of a minimum composite SAT score of 990.

e) If a student took the CPA exam through Broadview University (BVU), Globe University/Minnesota School of Business (GU/MSB), 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 (remedial) 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.

Successful completion of foundational requirements does not exempt a student from meeting the program admission requirements.

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

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 degree and Massage Therapy diploma programs at BVU requires that students meet or exceed the following qualifications of study specific to massage therapy technique courses:

In order to obtain and develop technical skill 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 kneeling, gliding, compressing, grasping, pushing, pulling, shaking, lifting, rubbing, holding, stretching, tapping, and twisting tissues 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.

Master’s Programs
See Graduate Degree Programs section of this catalog.

Medical Assistant
Many employers have hiring requirements that prohibit any person convicted of a felony from being employed in a clinical setting. Therefore, BVU will not accept a student with a disclosed felony conviction for enrollment in the AAS Medical Assistant degree and Medical Assistant diploma programs. 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 academic program.

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.

Veterinary Technology
Broadview University 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.

TRANSFER OF CREDIT POLICY
The evaluation of transfer credit from other institutions to Broadview University 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 BVU in light of the student’s educational goals.
» The requirement that a minimum of 25 percent of total program credits must be completed at BVU in all certificate, diploma, associate of applied science and bachelor’s degree programs.
» The minimum requirements for graduate programs are listed in the graduate section of the 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 Broadview University 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, Broadview University 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). If information is not available through this 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 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 BVU in all programs. Remaining 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 BVU may be awarded in the appropriate general education area. For example, four credits successfully earned in American History (not currently offered at BVU) 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 analytic 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. 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 Broadview University course offering.

Curriculum Changes That Change Credit and/or Content
Courses previously taken at BVU 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.
Courses that do not transfer
BVU does not transfer in CMA (certified medical assistant) review or clinical training. BVU 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. 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 of applied science degree through a Broadview Education Consortium member school if the following conditions are met:

» The student has completed a minimum of three quarter-hour credits in each area of the Broadview Education Consortium 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.

Students who have 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 through a Broadview Education Consortium member school if the following conditions are met:

» The student has completed a minimum of three quarter-hour credits in each area of the Broadview Education Consortium 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 though a Broadview Education Consortium member school if the following conditions are met:

» Student has completed a minimum of six quarter-hour credits in each area of the Broadview Education Consortium 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 BVU 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 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 BVU, 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 Bachelor's 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 network dean or dean of education/students, 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
Broadview University will determine if learning received outside of the traditional college classroom prior to enrollment at BVU is equivalent to academic curriculum and eligible for college credit. BVU 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 BVU 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 BVU with additional information if necessary for proper evaluation.

PROFESSIONAL WORK EXPERIENCE
Broadview University 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 BVU 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
Broadview University offers master's degrees and career-focused bachelor's degrees, associate of applied science degrees, and diplomas. The purpose of these degree and diploma 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 BVU credits. Credit transfer is always determined at the sole discretion of the receiving institution. BVU cannot provide information on whether outside institutions will accept BVU credits. A student interested in transferring to another college or university should check with that institution prior to enrolling at BVU. It is not the mission or the intent of BVU to act as a transfer institution.

ARTICULATION AGREEMENTS
Broadview University has articulation agreements with the following schools:

- University of Phoenix (Utah campuses only)
- Kaplan
- National American University

Articulation agreements indicate that a student can take credits earned at BVU 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 Broadview University, Globe University, Minnesota School of Business, 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 Broadview Education Consortium, which is largely comprised of Broadview University corporate division personnel. 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 online virtual learning environment, CampusConnect, and delivered by the Broadview University online division (main/home campus is West Jordan, Utah). 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 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 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

Broadview University participates in the administration of most federal Title IV student financial aid programs including Federal Pell Grants, Federal Supplementary Educational Opportunity Grants, Federal Stafford Subsidized/Unsubsidized Student Loans, and Federal Parent Loans to Undergraduate Students.

Programs of study are approved by the state-approving agency for Veterans' Education Benefits (see Accreditations and Approvals section of this catalog).

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

CANCELLATION AND REFUND POLICY

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. 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.

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 for said books. The cost of unreturned books or books not suitable for resale may be added to the cost of tuition and deducted from the tuition refund.

4. Broadview University 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.

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

6. 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.

7. 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.

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

9. 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.

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.

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 ceased attendance. The Return to 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 of determination.

The amount of Title IV funds earned by a student is based on the calendar days from the 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 amount 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 grants or loan assistance

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

1. Non-federal alternative loans
2. 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.
**GENERAL INFORMATION**

**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.

Broadview University 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 (if filed)
  - Copy of student's federal 1040 official tax transcript (if filed)
  - W-2 forms for non-tax filers and if separation of income is necessary
  - 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.

- **Independent Applicant**
  - Independent Verification Worksheet
  - Copy of student's federal 1040, 1040A, or 1040EZ official tax transcript (if filed)
  - If married, copy of spouse's and student's federal 1040, 1040A, or 1040EZ official tax transcript (if filed)
  - If a student didn’t use the IRS data retrieval process or used the process but changed data after it was retrieved, the student 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**

**MILITARY ACTIVE DUTY/RETIRED SCHOLARSHIP**

Broadview University 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 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 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.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 BVU 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**

Broadview University 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-Montgomery GI-Bill, Chapter 31- Vocational Rehabilitation, 1606-REAP, 1607-Selected Reserve, VEAP, and Federal Tuition Assistance
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 BVU 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**

Broadview University 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.

Students must provide a copy of your DD214 and/or orders of being awarded the Purple Heart. If a dependent, the student must provide his/her military ID card. A student can only receive the Purple Heart 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.

Application materials must be submitted to the financial aid office.

**BUSINESS ALLIANCE SCHOLARSHIP**

Broadview University 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 BVU’s mission. In order to form strong partnerships for building a globally competitive workforce, BVU offers the Business Alliance Scholarship. Eligible students are currently employed by businesses that have taken the necessary steps to become approved BVU Business Alliance partners and who are enrolled in a BVU 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:**
- 1 – 4 credits per quarter earns $200 scholarship per quarter
- 5 – 8 credits per quarter earns $375 scholarship per quarter
- 9 – 15 credits per quarter earns $500 scholarship per quarter
- 16 or more credits per quarter earns $625 scholarship per quarter.

**PEACE/POLICE OFFICER SCHOLARSHIP**

Broadview University 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 BEC 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

Broadview University 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.

<table>
<thead>
<tr>
<th>Relevant Program</th>
<th>Professional Exam</th>
<th>Qualifying Course</th>
<th>Maximum Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS Accounting</td>
<td>Certified Management Accountant (CMA) – Part 1</td>
<td>AC450</td>
<td>$350</td>
</tr>
<tr>
<td>All Accounting Programs</td>
<td>Other certifications as approved by the Accounting Chair and academic dean</td>
<td></td>
<td>$300</td>
</tr>
<tr>
<td>BS / AAS Information Technology</td>
<td>CompTIA A+ Exam 220-802</td>
<td>IT205</td>
<td>$188</td>
</tr>
<tr>
<td></td>
<td>CompTIA Cloud Essentials Exam CLO-001</td>
<td>IT340</td>
<td>$200</td>
</tr>
<tr>
<td></td>
<td>CompTIA A+ Exam 220-801</td>
<td>IT155</td>
<td>$188</td>
</tr>
<tr>
<td></td>
<td>CompTIA Network + N10-005</td>
<td>NT242</td>
<td>$269</td>
</tr>
<tr>
<td></td>
<td>CompTIA Security + SYO-301</td>
<td>IT315</td>
<td>$293</td>
</tr>
<tr>
<td></td>
<td>Microsoft – MCSA - Windows Server 2012 Active Directory Configuration, Exam 410</td>
<td>IT255</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td>Microsoft –MSCA-Windows Server 2012 Network Infrastructure Configuration, Exam 411</td>
<td>NT272</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td>Microsoft – MCSA – Widows Server 2012 Application Configuration, Exam 412</td>
<td>IT333</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td>CCNA: Cisco Certified Network Associate(CND1 and CND2)</td>
<td>NT322 and NT362</td>
<td>$295 (each)</td>
</tr>
<tr>
<td></td>
<td>Oracle Database 11g: SQL Fundamentals I, Exam 120-051</td>
<td>DB211/DB311</td>
<td>$125</td>
</tr>
<tr>
<td></td>
<td>Microsoft – MCSA – Administering Microsoft SQL Server 2012 Databases Exam 70-462</td>
<td>DB321</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td>The Foundation ITIL BH0-012 (ITIL Foundations 3.0 EX0-101)</td>
<td>IT330</td>
<td>$299</td>
</tr>
<tr>
<td></td>
<td>CompTIA Linux + Powered by LP1</td>
<td>IT335</td>
<td>$185</td>
</tr>
<tr>
<td></td>
<td>Systems Security Certified Professional (SSCP)</td>
<td>IT425</td>
<td>$300</td>
</tr>
<tr>
<td></td>
<td>MOS: Microsoft SharePoint 2010 Exam 77-686: SharePoint 2010</td>
<td>WD334</td>
<td>$160</td>
</tr>
<tr>
<td></td>
<td>Other certifications as approved by the IT Chair and academic dean</td>
<td></td>
<td>$300</td>
</tr>
</tbody>
</table>

**AAS Veterinary Technology**

<table>
<thead>
<tr>
<th>Program</th>
<th>Exam/CORE</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterinary Technician National Examination (VTNE)</td>
<td>VT297</td>
<td>$310</td>
</tr>
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</table>

**AAS / Diploma Massage Therapy**

<table>
<thead>
<tr>
<th>Program</th>
<th>Exam/CORE</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage and Bodywork Licensing Exam (MBLEX)</td>
<td>MS274</td>
<td>$200</td>
</tr>
</tbody>
</table>

**AAS / Diploma Medical Administrative Assistant**

<table>
<thead>
<tr>
<th>Program</th>
<th>Exam/CORE</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Professional Coder (CPC) Apprentice Status</td>
<td>MA271 or MA272 or MA260</td>
<td>$350</td>
</tr>
</tbody>
</table>

**AAS / Diploma Medical Assistant**

<table>
<thead>
<tr>
<th>Program</th>
<th>Exam/CORE</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Medical Assistant (CMA (AAMA))</td>
<td>MA285 or MA286</td>
<td>$125</td>
</tr>
<tr>
<td>American Registry of Radiologic Technologists (ARRT) Limited Scope of Practice in Radiography Exam</td>
<td>MA227</td>
<td>$140</td>
</tr>
<tr>
<td>Certified Professional Coder (CPC) Apprentice Status</td>
<td>MA271 or MA272</td>
<td>$350</td>
</tr>
</tbody>
</table>

**Guidelines**

1. The applicant must be:
   - A current student in good standing 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 of 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 Broadview Education Consortium 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. Award 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 BVU faculty committee based on:

1. Scholarship
2. A personal statement of career goals (500 words or less) that addresses the following:
   a. Specific career goals
   b. How the certification will enhance the student's career
   c. How the student will use the experience and knowledge gained from BVU in his/her careers
   d. 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.broadviewuniversity.edu/.

STA SCHOLARSHIP
Award Amount: Up to the direct cost of tuition and fees or $1,500 maximum per quarter and a $24,000 maximum per lifetime.

Eligibility and Award Guidelines

1. Student must be eligible for and have exhausted the quarterly maximum borrowing under the Sta Loan in order to receive the scholarship in any given quarter.
2. Applicants must be enrolled in a degree seeking undergraduate program.
3. Students must be enrolled and charged for 12 or more credits in order to be awarded the scholarship.
4. Student must maintain satisfactory academic progress 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 Broadview University.
6. If you qualify for this scholarship, 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.
7. The award will be forfeited if attendance is discontinued or interrupted.
8. There are no exceptions or appeals for this scholarship.

Tuition & Fees

Broadview Entertainment Arts University Tuition & Fees
Undergraduate Tuition Effective July 1, 2017 – July 1, 2018
Undergraduate courses Tuition Rate Effective January 1, 2016

- Students attending 14 credits or more will be charged a tuition rate of $325 per credit**.
- Students attending between 12 and 13 credits will be charged a tuition rate of $375 per credit.
- Students attending between 1 and 11 credits will be charged a tuition rate of $435 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 BVU students during the first quarter of enrollment.

Broadview University – West Jordan, Eau Claire, Appleton, Madison, Wausau Tuition & Fees.

Undergraduate Tuition Effective October 1, 2017 to July 1, 2018

Graduate Tuition Effective October 1, 2017 to July 1, 2018
Graduate Tuition Rate Effective October 1, 2017

- $350 per credit
- Course Fees: Fees vary from $100 to $650 per course.
- Per the Tuition Cap benefit in the course catalog, all credits over 16 are free of tuition charges.

Graduate Courses (500-level and above) Tuition Rate
- $625 per credit
- Course Fees: $100 per course

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

OTHER TUITION AND FEES

- 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.
- If a student repeats a course, he or she will be charged the tuition and fees in place at the time of the repeat.
- Students will be charged for overdue, lost or damaged library materials.

When applicable, student charges will include the appropriate sales tax payable based upon statutory rates. BVU offers a 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. Broadview Entertainment Art University tuition cap is calculated based on below:

- First, for the number of credits at $435 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.

**B.F.A. Visual Design**

Tuition:
- Students attending 14 credits or more will be charged a tuition rate of $325 per credit**.
- Students attending between 12 and 13 credits will be charged a tuition rate of $375 per credit.
- Students attending between 1 and 11 credits will be charged a tuition rate of $435 per credit.

180 credit minimum (2420 clock hours) Total cost: $58,500

Full-time Students (12 QUARTERS, 36 MONTHS) Approximate resource fees (will vary depending on elective choices): $4,575

Part-time Students (24 Quarters, 72 MONTHS)

**A.A.S. Professional Audio Engineering**

Tuition:
- Students attending 14 credits or more will be charged a tuition rate of $325 per credit**.
- Students attending between 12 and 13 credits will be charged a tuition rate of $375 per credit.
- Students attending between 1 and 11 credits will be charged a tuition rate of $435 per credit.

90 credit minimum (1210 clock hours) Total cost: $29,250

Full-time Students (6 QUARTERS, 18 MONTHS) Approximate resource fees (will vary depending on elective choices): $2,250

Part-time Students (8 Quarters, 24 MONTHS)

**Diploma in Medical Assistant**

Tuition: $350 per credit

54 credit minimum (820 clock hours) Total cost: $18,900

Full-time Students (4 QUARTERS, 12 MONTHS) Approximate resource fees (will vary depending on elective choices): $1,600

Part-time Students (8 Quarters, 24 MONTHS)

**Certificate in Massage Therapy**

Tuition: $350 per credit

42 credit minimum (670 clock hours) Total cost: $14,700

Full-time Students (3 QUARTERS, 9 MONTHS)

Approximate resource fees (will vary depending on elective choices):

Part-time Students (6 Quarters, 18 MONTHS)

Massage Therapy students may elect to purchase a massage table and/or chair from the school; a charge of $250 to $400 will be applied to the accounts of students who make this election.

**A.A.S. Massage Therapy**

Tuition: $350 per credit

90 credit minimum (1250 clock hours) Total cost: $31,500

Full-time Students (6 QUARTERS, 18 MONTHS) Approximate resource fees (will vary depending on elective choices): $2,840

Part-time Students (12 Quarters, 36 MONTHS)

Massage Therapy students may elect to purchase a massage table and/or chair from the school; a charge of $250 to $400 will be applied to the accounts of students who make this election.

**A.A.S. Medical Assistant**

Tuition: $350 per credit

91 credit minimum (1250 clock hours) Total cost: $31,850

Full-time Students (6 QUARTERS, 18 MONTHS) Approximate resource fees (will vary depending on elective choices): $2,565

Part-time Students (12 Quarters, 36 MONTHS)

**A.A.S. Veterinary Technology**

Tuition: $350 per credit

94 credit minimum (1400 clock hours) Total cost: $32,900

Full-time Students (7 QUARTERS, 21 MONTHS) Approximate resource fees (will vary depending on elective choices): $2,350

Part-time Students (14 Quarters, 42 MONTHS)

**Master in Management**

Tuition: $625 per credit^A

54 credit minimum (820 clock hours) Total cost: $33,750

Full-time Students (6 QUARTERS, 18 MONTHS) Approximate resource fees (will vary depending on elective choices): $1400

Part-time Students (14 Quarters, 42 MONTHS)
**Master in Business Administration**
Tuition: $625 per credit
54 credit minimum (640 clock hours) Total cost: $33,750
Full-time Students (6 QUARTERS, 18 MONTHS)
Approximate resource fees (will vary depending on elective choices): $1400
Part-time Students (14 Quarters, 42 MONTHS)

**B.S. Accounting**
Tuition: $350 per credit
182 credit minimum (2070 clock hours) Total cost: $63,700
Full-time Students (12 QUARTERS, 36 MONTHS)
Approximate resource fees (will vary depending on elective choices): $4,789
Part-time Students (24 Quarters, 72 MONTHS)

**B.S. Business Administration**
Tuition: $350 per credit
180 credit minimum (1960 clock hours) Total cost: $63,000
Full-time Students (12 QUARTERS, 36 MONTHS)
Approximate resource fees (will vary depending on elective choices): $4,650
Part-time Students (24 Quarters, 72 MONTHS)

**B.S. Exercise Science**
Tuition: $350 per credit
180 credit minimum (2170 clock hours) Total cost: $63,000
Full-time Students (12 QUARTERS, 36 MONTHS)
Approximate resource fees (will vary depending on elective choices): $4,950
Part-time Students (24 Quarters, 72 MONTHS)

**B.S. Health Care Management**
Tuition: $350 per credit
180 credit minimum (1895 clock hours) Total cost: $63,000
Full-time Students (12 QUARTERS, 36 MONTHS)
Approximate resource fees (will vary depending on elective choices): $4,875
Part-time Students (24 Quarters, 72 MONTHS)

**B.S. Information Technology**
Tuition: $350 per credit
180 credit minimum (2100 clock hours) Total cost: $63,000
Full-time Students (12 QUARTERS, 36 MONTHS)
Approximate resource fees (will vary depending on elective choices): $5,325
Part-time Students (24 Quarters, 72 MONTHS)
Information Technology students enrolled in the IT155 course will be charged a $400 fee to cover the cost of computer components used in the Build-a-PC project; the charge will be applied to accounts of students enrolled in the IT155 course.

**B.S. Paralegal**
Tuition: $350 per credit
185 credit minimum (2200 clock hours) Total cost: $64,750
Full-time Students (12 QUARTERS, 36 MONTHS)
Approximate resource fees (will vary depending on elective choices): $4,625
Part-time Students (24 Quarters, 72 MONTHS)

**B.S. Software Application Development**
Tuition: $350 per credit
180 credit minimum (2080 clock hours) Total cost: $63,000
Full-time Students (12 QUARTERS, 36 MONTHS)
Approximate resource fees (will vary depending on elective choices): $5,175
Part-time Students (24 Quarters, 72 MONTHS)

**A.A.S. Business Administration**
Tuition: $350 per credit
92 credit minimum (1000 clock hours) Total cost: $32,200
Full-time Students (6 QUARTERS, 18 MONTHS)
Approximate resource fees (will vary depending on elective choices): $2,375
Part-time Students (12 Quarters, 36 MONTHS)

**A.A.S. Accounting**
Tuition: $350 per credit
90 credit minimum (1050 clock hours) Total cost: $31,500
Full-time Students (6 QUARTERS, 18 MONTHS)
Approximate resource fees (will vary depending on elective choices): $2,375
Part-time Students (12 Quarters, 36 MONTHS)
GENERAL INFORMATION

A.A.S. Exercise Science
Tuition: $350 per credit
92 credit minimum (1180 clock hours) Total cost: $32,200
Full-time Students (7 QUARTERS, 21 MONTHS)
Approximate resource fees (will vary depending on elective choices): $2,600
Part-time Students (14 Quarters, 42 MONTHS)

A.A.S. Information Technology
Tuition: $350 per credit
90 credit minimum (1090 clock hours) Total cost: $31,500
Full-time Students (6 QUARTERS, 18 MONTHS)
Approximate resource fees (will vary depending on elective choices): $3,225
Part-time Students (12 Quarters, 36 MONTHS)
Information Technology students enrolled in the IT155 course will be charged a $400 fee to cover the cost of computer components used in the Build-a-PC project; the charge will be applied to accounts of students enrolled in the IT155 course.

A.A.S. Paralegal
Tuition: $350 per credit
98 credit minimum (1250 clock hours) Total cost: $34,300
Full-time Students (6 QUARTERS, 18 MONTHS)
Approximate resource fees (will vary depending on elective choices): $2,575
Part-time Students (12 Quarters, 36 MONTHS)
Tuition and lab fees are reviewed annually and changes are made effective each summer (July/August) term. Revised tuition rates are typically published in the school catalog and/or catalog addendum six months in advance of the effective date.
Students are responsible for paying their quarter program cost. Most students use a combination of financial aid and make payments.
Quarter payments are due twice a quarter and due dates are arranged through student accounts departments. There are no additional fees for making two payments.

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)
» Student Education Loan Fund (SELF)

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 Code
» Broadview University: 011166
Separate applications may be required.
### PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GIFT AID</strong></td>
<td></td>
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</tr>
<tr>
<td>FEDERAL PELL GRANT PROGRAM</td>
<td>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.</td>
<td>$194 to $5,815</td>
<td>Free Application for Federal Student Aid (FASFA) form</td>
</tr>
<tr>
<td>FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)</td>
<td>Grant is based on financial need and is awarded by the institution. Notification is made approximately four weeks after start date.</td>
<td>$400 to $200</td>
<td>FASFA form</td>
</tr>
<tr>
<td><strong>LOANS</strong></td>
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</tr>
<tr>
<td>FEDERAL DIRECT LOAN/SUBSIDIZED AND UNSUBSIDIZED*</td>
<td>Long-term, low interest loan (current rate is 3.76% 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.</td>
<td>1st year up to $5,500</td>
<td>FASFA form, Master Promissory Note, and Entrance Counseling</td>
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<td></td>
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<td>2nd year up to $6,500</td>
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<tr>
<td></td>
<td></td>
<td>3rd/4th year up to $7,500</td>
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</tr>
<tr>
<td>FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)*</td>
<td>Long-term, low interest loan (current rate is 6.31%*) for parents of dependent undergraduates. See website for current updates to rates and benefits.</td>
<td>Up to cost of attendance less all of other financial aid resources.</td>
<td>FASFA form and Federal PLUS Master Promissory Note processed through school and private lender</td>
</tr>
<tr>
<td>ALTERNATIVE LOAN PROGRAMS: SEE FINANCIAL AID OFFICE</td>
<td>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.</td>
<td>Up to tuition, fees, and book costs</td>
<td>Applications processed through the school</td>
</tr>
<tr>
<td>STUDENT ACCESS (StA) PROGRAM</td>
<td>STA is an alternative 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 and fees. The disbursement must be match 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.</td>
<td>$100 minimum up to $1,000 per quarter and a maximum of $16,000 per lifetime.</td>
<td>Applications processed through the school</td>
</tr>
</tbody>
</table>

*New borrower rates effective 7/1/16 – previous borrowers must see a financial aid manager.

Financial aid is awarded and credited on a quarterly basis at Broadview University. 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.

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.

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**GENERAL INFORMATION**

**BROADVIEWUNIVERSITY.EDU**

**2017 STUDENT CATALOG**

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22
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.

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 Friday, and (as required) Saturday.

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

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

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.

DISCLOSURES
Paralegal Disclosure

Paralegals may not provide legal services directly to the public except as permitted by law.

EXTERNSHIP/ INTERNSHIP/CLINICAL SITES
A site for a Massage Therapy, Medical Assistant, Exercise Science, 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 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
Broadview University 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.

General education courses provide students with the communication, problem-solving, and analytical skills needed to perform many different jobs and provide solutions to our most important issues today. In a world where change is constant, there is a perpetual need to learn new skills, acquire knowledge and gain qualifications on platforms that are relevant in today’s technologically-driven marketplace. As such, general education courses at Broadview University are primarily offered in an online format. Students will connect online and network with classmates from a wide range of backgrounds, programs, and locations. Please note that not all courses are available in all locations or in both online and on-campus formats.

An associate of 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.
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**
Broadview University has established the following policies 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 campus administrator/director. 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 or campus administrator.

3. An appeal or grievance not resolved to the student’s satisfaction at that level may be submitted in writing to the VP of Operations for resolution.

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

Broadview University students in Utah may address concerns to:
Utah Division of Consumer Protection, 160 East 300 South, P.O. Box 146704, Salt Lake City, Utah 84114-6704, Phone 801-530-6601.

For copies of the complaint forms visit www.dcp.utah.gov.

Wisconsin Students
Wisconsin Education Approval Board
30 West Mifflin Street, 9th Floor
Madison, WI 53703,
608-264-8477

South Dakota Department of Education
700 Governors Drive
Pierre SD 57501
605-773-3134

**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, Broadview University does not provide health care or counseling services to its students.

**HEALTH INSURANCE**
Participating 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 or campus administrator 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 Broadview 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 desk with 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:

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

All first-time online students must successfully complete the Online Orientation within CampusConnect before starting their first online class. This orientation will teach students how to use all of the online learning tools within CampusConnect, BVU’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 online orientation will be facilitated in CampusConnect by a centralized instructor who is available to assist students with completing the training successfully and preparing them to begin their first online class. Students also have an individual on campus who can assist with online questions.

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 different days per week each week of the quarter.
NON-DISCRIMINATION POLICY

Broadview Education Consortium 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, Broadview University 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:

Human Resources
Globe University
8089 Globe Drive – Third Floor
Woodbury, Minnesota 55125
Phone: 651-332-8000
Email: anorbeck@broadviewuniversity.edu

Angie Norbeck, Director of Student Services
Broadview University – Online Division
8089 Globe Drive – Third Floor
Woodbury, Minnesota 55125
Phone: 651-332-8000
Email: anorbeck@broadviewuniversity.edu

Mark Sorenson, Dean of Education
Broadview Entertainment Arts University
240 East Morris Avenue
Salt Lake City, Utah 84115
Phone: 801-300-4300
Email: msorenson@broadviewuniversity.edu

Crystal DeWeerd, Campus Administrator
Broadview University-West Jordan
1902 West 7800 South
West Jordan, Utah 84088
Phone: 801-304-4224
Email: cdeweerd@broadviewuniversity.edu

Joan Nyamhondoro, Dean of Education
Broadview University-Madison
4901 Eastpark Blvd
Madison, Wisconsin
Phone: 608-216-9400
Email: jnyamhondoro@broadviewuniversity.edu

Jenny Schroth, Campus Administrator
Broadview University-Appleton
5045 West Grande Market Drive
Grand Chute, Wisconsin
Phone: 920-364-1101
Email: jschroth@broadviewuniversity.edu

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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, or call 1-800-421-3481.

The OCR office for Utah:
Denver Office
Office for Civil Rights
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: 303-844-5695; TDD: 877-521-2172
Fax: 303-844-4303
Email: OCR.Denver@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 Broadview University may return and audit any previously completed course. A graduate who wishes to exercise this option should contact the dean of education/ or campus administrator 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

Authorization of Legally Binding Contact
It is important for each student to be satisfied with the School's services. Part of achieving this satisfaction requires the quick and amicable resolution of any dispute between a Student and the School. The best way this can be accomplished is through informal discussion between the parties or by using the School's internal dispute resolution procedures. If a dispute cannot be resolved through these informal methods, these disputes will ultimately be resolved through a process called binding arbitration.

Except as otherwise provided in Utah or Idaho code, rule, or regulation, all disputes and claims of any kind or nature whatsoever, whether arising under common law, statutory law, or equity (including, but not limited to, all torts, whether for negligence, misrepresentation, false advertisement, or fraud; all contract disputes, whether concerning express or implied terms; and all claims for deceptive trade practices and the reasonableness or lawfulness of any act) hereof or hereafter arising out of or directly or indirectly related to i) the Enrollment Application, and/or any amendments or addenda thereto, or the breach, invalidity, or termination thereof; ii) any previous or subsequent agreement between the parties thereto; and/or iii) any relationship, transaction, or dealing between the Student and the School, will be subject to and resolved by binding arbitration.

Governing Law
Any arbitration shall be governed by the laws of the State of Utah or State of Idaho depending on the home campus of the student.

All arbitration proceedings must be instituted within twelve (12) months from the date of the incident giving rise to the dispute. Failure to institute an arbitration proceeding within such period will constitute an absolute bar and waiver to the institution of any proceeding with respect to such dispute. No arbitration hereunder will include (by consolidation, joinder, or otherwise) any third party, nor may any arbitration hereunder be part of, or constitute, a class action.

To commence the arbitration, the party seeking arbitration shall give notice by certified or registered mail, return receipt requested and obtained, or by service as authorized for the commencement of a civil action. For Utah students, the arbitration shall be governed by the Utah Uniform Arbitration Act, Utah Code §§ 78B-11-101, et seq., and be conducted in accordance with the Rules of Commercial Arbitration of the American Arbitration Association except as may be modified herein. For Idaho students, the arbitration shall be governed by the Idaho Uniform Arbitration Act, Idaho Code §§ 7-901, et seq., and be conducted in accordance with the Rules of Commercial Arbitration of the American Arbitration Association except as may be modified herein. The Arbitrator may not, for any reason, award punitive damages, exemplary damages, attorney's fee (except as expressly specified below), or any costs associated with the Arbitration proceeding. The Student and the School shall each be responsible for their own costs and expenses related to the arbitration proceeding.

The fee paid to the arbitrator shall be paid one-half by each party. Liability for damages arising from a claim brought by the Student against a School shall be limited to the sum of money the Student actually paid to the School for tuition, fees, and books. All arbitration proceedings and awards will be kept confidential.

If either party commences any action in a court, whether to vacate or modify an arbitration award, to avoid or preempt arbitration, or appeal the award of an arbitrator, the commencing party shall immediately upon demand, pay all costs and expenses, including attorney's fees, incurred by the other party in defending such action.

If any portion of this Dispute Resolution section, or its application, is determined to be invalid or unenforceable, the remainder of this section shall be unimpaired and remain in full force and effect.

Notwithstanding the above, a Student always has the right to contact the State office of higher education, the accrediting agency regulating the school, or the federal department of education to request assistance in resolving a dispute. See contact information in this college catalog for more information.

No arbitration award or decision can be contrary to or inconsistent with any higher education statutes of Utah, Idaho, and/or Title IV Financial Aid rules.

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 or campus administrator. A student who wishes to withdraw from a program must notify the dean of education or campus administrator in advance of withdrawal. A student who wishes to re-enter a program must contact the academic services department for an appointment.

SEXUAL HARASSMENT/SEXUAL ASSAULT

Broadview University 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 Utah Antidiscrimination Act, 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 or campus administrator 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

Broadview University 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 or campus administrator and, if appropriate, 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. That
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 administrator 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 $5.00 for each official transcript.

Transcripts issued by Broadview University will include the student's coursework completed at Broadview University and any additional coursework completed at Globe University, Minnesota School of Business, 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 Broadview University website. The program web pages can be accessed by using the following link: http://www.broadviewuniversity.edu/outcomes
Perfect attendance for online courses is defined as meeting the online classes for the entire length of the quarter. 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. Broadview University 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 participate (post discussion boards, complete quizzes, test, or assignments) 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 different days a 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 BVU. In addition, 20 percent of the required contact hours missed from a course may lead to an inability to complete required course material. This may result in failure of the course(s) and may lead to discontinuation of enrollment at BVU. 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 student who achieves perfect attendance in a given quarter will receive 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 award 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 discount.

Students may, with the approval of their instructor, request to make-up a missed class. The make-up experience or assignment must meet the educational objectives for the class missed and completed BVU attendance make-up forms must be submitted to the campus staff before the attendance can be adjusted. Students and instructors are encouraged to take advantage of this option after the first absence in any given lecture or lab, thus avoiding the likelihood of being withdrawn from a course. Further, once a student reaches the point of having missed more than 20 percent of a course, he/she may not petition to make-up an absence.

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 or campus administrator 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 or campus administrator 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 BVU 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 or dean of education or campus administrator. Broadview University 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 Broadview Education Consortium 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 Broadview Education Consortium 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 graduate 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 BVU 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.

**GRADING**

The purpose of training at BVU 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 (0.0): 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 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.
GENERAL INFORMATION

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 or campus administrator. 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 credit for this course by successfully demonstrating proficiency through advanced standing.

PL  Prior Learning (0): 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 BVU.

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 (0): 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 (0): 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 GRADING 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) with a grade of C or better.

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

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. A candidate for graduation must be free of indebtedness to the school.

Program Specific Graduation Requirements

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.

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.

HONORS

In order to stress the importance of academic performance, the institution awards academic honors 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

Broadview University 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 coursework 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 or campus administrator.

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, externship, and practicum.

Students should expect required assignments outside of the classroom hours identified on this syllabus. This time is used to prepare for class, to reinforce material already presented, and to advance skills. For each lecture hour, two hours of outside work is expected.

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
BVU 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 or campus administrator. 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

BVU 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, BVU 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 (CMFT%) is calculated as:
   \[
   \text{Completion Rate} = \frac{\text{all successfully completed credits}^*}{\text{all attempted credits}}
   \]
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.
**GENERAL INFORMATION**

**HOW COURSES ARE COUNTED**

Successful completion of a course of study requires a grade of A, B, C, D or PS. Grades of F, D*, I, W, FL, and FD 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 Broadview University 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 Broadview University courses**

Courses with grades of D*, FD 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 PS count as credits attempted and completed. The course does not count towards the CGPA.

Courses with a grade of 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 F. 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 or campus administrator. A grade of D* will be changed to a D for courses that will count towards a program outside of Medical Assistant and Veterinary Technology. A grade of D will be changed to a D* for courses that will count towards Medical Assistant and Veterinary Assistant programs (see Grading and Program Specific Grading Requirements sections).

**Additional Degrees**

If a student earns a credential at BVU 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). 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 Medical Assistant and Veterinary Technology. A grade of D will be changed to a D* for courses that will count towards 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 foundations 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.

<table>
<thead>
<tr>
<th>Certificate Programs</th>
<th>Formal Evaluation Point (Total number of credits attempted)</th>
<th>Required Minimum CGPA</th>
<th>Required Minimum Completion Rate CMFT%</th>
<th>Result if Standard Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-7 credits attempted</td>
<td>1.00 40% Warning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-15 credits attempted</td>
<td>1.25 50% Warning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16-23 credits attempted</td>
<td>1.50 60% Warning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 and above credits attempted</td>
<td>2.00 67% Expulsion</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diploma Programs Under 60 Credits</th>
<th>Formal Evaluation Point (Total number of credits attempted)</th>
<th>Required Minimum CGPA</th>
<th>Required Minimum Completion Rate CMFT%</th>
<th>Result if Standard Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-11 credits attempted</td>
<td>1.00 40% Warning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22 credits attempted</td>
<td>1.25 50% Warning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23-31 credits attempted</td>
<td>1.50 60% Warning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32 and above credits attempted</td>
<td>2.00 67% Expulsion</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diploma Programs 60 Credits or Higher</th>
<th>Formal Evaluation Point (Total number of credits attempted)</th>
<th>Required Minimum CGPA</th>
<th>Required Minimum Completion Rate CMFT%</th>
<th>Result if Standard Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-11 credits attempted</td>
<td>1.00 40% Warning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-23 credits attempted</td>
<td>1.25 50% Warning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24-35 credits attempted</td>
<td>1.50 60% Warning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36 and above credits attempted</td>
<td>2.00 67% Expulsion</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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. A student will only be allowed one quarter on warning status. At the end of this paragraph: A student who does not meet the minimum requirements by the next evaluation point will be expelled.

**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/campus administrator 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 for one quarter 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, or feels that there are mitigating circumstances may appeal in writing to the dean of education or campus administrator. The appeal must be filed within two weeks after the student is placed on warning or financial aid expulsion. A campus and corporate appeals 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 or campus administrator. 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.
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 benefit 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 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; 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 part-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:

  » Broadview Entertainment Arts University, 240 East Morris Avenue, Salt Lake City, UT 84115

  » Broadview University - Appleton, 5045 West Grande Market Drive, Grand Chute, WI 54913

  » Broadview University - Eau Claire, 4955 Bullis Farm Road, Eau Claire, WI 54701

  » Broadview University - La Crosse, 2651 Midwest Drive, Onalaska, WI 54650

  » Broadview University - Madison, 4901 Eastpark Blvd, Madison, WI 53718

  » Broadview University - Sioux Falls, 5101 Broadband Lane, Sioux Falls, South Dakota 57108

  » Broadview University - Wausau, 1480 County Rd Xx, Rothschild, WI 54474

  » Broadview University-West Jordan, 1902 West 7800 South, West Jordan, UT 84088

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

**MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE PROGRAM ENTRANCE REQUIREMENTS**

An MBA program applicant must provide the following documentation prior to acceptance into the program:

1. An official undergraduate/graduate transcript, which demonstrates completion of a baccalaureate degree; a documented international transcript may be considered equivalent based on evaluation by, and approval of, academic services department personnel.
2. A current professional résumé.
3. A completed Goals and Objectives Questionnaire.
4. Two professional letters of recommendation.
5. An international applicant must provide an attestation of English proficiency completed as part of the student's undergraduate degree documentation.

Upon receipt of the documents listed above, the program administrator (or designee) will conduct an interview to determine the applicant's acceptance into the program. The program administrator (or designee) will complete a Student Evaluation Form as an objective assessment to determine whether the applicant will be accepted into the MBA program. The MBA applicant must receive at least the minimum score on the Student Evaluation Form. A copy of this form is available from the admissions department staff.

After the interview, one of the following actions will take place:

» The interviewer will recommend acceptance and the registration process will be completed.
» The applicant will be encouraged to take the GMAT exam to improve the applicant's eligibility for acceptance into the program.
» As a condition of an international applicant's acceptance into the program, the student may be required to provide an official copy of the Test of English as a Foreign Language (TOEFL) report with a minimum score of 500 (paper), 173 (computer) or 79 (Internet); or a comparable International English Language Testing System (IELTS) score on the IELTS – Academic version.

Based on individual circumstances, the program administrator may grant conditional acceptance to the MBA program. Any student admitted conditionally will need to meet all conditions prior to the last day of the student’s first quarter in the program. If the student does not meet the conditions prior to the last day of the first quarter, the student will be withdrawn from the program. Candidates seeking entrance into our master's programs may not apply more than once per quarter.

**MASTER OF SCIENCE IN MANAGEMENT (MS) DEGREE PROGRAM ENTRANCE REQUIREMENTS**

An MS in Management program applicant must provide the following documentation prior to acceptance into the program:

1. An official undergraduate/graduate transcript, which demonstrates completion of a baccalaureate degree as required for the selected emphasis; a documented international transcript may be considered equivalent based on evaluation by, and approval of, academic services department personnel.

<table>
<thead>
<tr>
<th>MS in Management Emphasis</th>
<th>Required baccalaureate degree and major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Management</td>
<td>Bachelor of Science degree in Health Care Administration/Management, Nursing, or relevant technical/professional health care discipline</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Bachelor of Science degree in Information Technology (IT), Computer Science, IT Engineering, or relevant technical/professional IT discipline</td>
</tr>
<tr>
<td>Managerial Leadership</td>
<td>Bachelor of Science degree in Business Administration, Management, or relevant business/management discipline</td>
</tr>
</tbody>
</table>

2. A current professional résumé.
3. Two professional letters of recommendation which discuss the professional experiences or academic strengths of the applicant in his/her selected area of emphasis.
4. A completed Goals and Objectives Questionnaire.
5. An international applicant must provide an attestation of English proficiency completed as part of the student's undergraduate degree documentation.

Upon receipt of the documents listed above, the program administrator (or designee) will conduct an interview to determine the applicant's acceptance into the program. The program administrator (or designee) will complete a Student Evaluation Form as an objective assessment to determine whether the applicant will be accepted into the MS in Management program. The MS in Management applicant must receive at least the minimum score on the Student Evaluation Form. A copy of this form is available from the admissions department staff.

After the interview, one of the following actions will take place:

» The interviewer will recommend acceptance and the registration process will be completed.
» The applicant will be encouraged to take specific undergraduate coursework or to gain professional experience before reapplying for admission into the program.
As a condition of an international applicant's acceptance into the program, the student will be required to provide an official copy of the Test of English as a Foreign Language (TOEFL) report with a minimum score of 500 (paper), 173 (computer) or 79 (Internet); or a comparable International English Language Testing System (IELTS) score on the IELTS – Academic version.

Based on individual circumstances, the program administrator may grant conditional acceptance to the MS in Management program. Any student admitted conditionally will need to meet all conditions prior to the last day of the student's first quarter in the program. If the student does not meet the conditions prior to the last day of the first quarter, the student will be withdrawn from the program. Candidates seeking entrance into our master's programs may not apply more than once per quarter.

GRADUATE DEGREE PROGRAM
SATISFACTORY ACADEMIC PROGRESS POLICY

BVU Graduate Students
Federal regulations require BVU to monitor the academic progress of all students towards the completion of their programs. Students' complete academic records are considered, regardless of whether financial aid was received each quarter. This monitoring process is called Satisfactory Academic Progress (SAP).

Academic progress is evaluated each quarter of enrollment using three factors: grade point average, percentage of attempted credit hours completed, and maximum credits of eligibility in which to complete a program. A student's failure to maintain SAP will result in cancellation of the student's eligibility to receive funds from Federal Title IV, institution-based scholarships or other financial aid.

SAP Requirements
1. Achieve the Cumulative Grade Point Average (CGPA) required at each evaluation point.
2. Cumulative Maximum Time Frame Completion Rate (CMTF%): Complete and pass the minimum percentage of cumulative credit hours attempted that is required at each evaluation point. CMTF% is calculated as follows:

\[
\frac{\text{all successfully completed credits}^*}{\text{all attempted credits}^*}
\]

*Credit of applicable courses to current program of enrollment will be considered in the above equation.

3. Complete all degree requirements within 150 percent of the minimum number of credits required to graduate. A student who has attempted 150 percent of the minimum credits required to graduate is no longer eligible for financial aid or eligible to receive the original academic credential for which the student enrolled.

4. A graduate student is required to complete all 500-level courses within five years of the start date of the student's first program course. An additional two years are available for the student to complete the required 600-level courses. The total maximum time frame in chronological terms is seven years.

Definitions
Successful completion of a course requires a grade of A, B, or C. A grade of D, F, I, or W does not constitute successful completion of a course. In the case of a class taken more than once, the last grade received will count towards the CGPA and the credits for both attempts will be counted toward credits completed for the completion rate. See below for more detailed information of the effect of grades on SAP.

Course Withdrawals
Credits for all courses from which the student has withdrawn after the drop deadline will be counted in the cumulative credits attempted. All dropped courses receiving a grade of W will be counted in credits attempted, but not earned.
Incomplete Courses
Credits for all incomplete courses will be counted as credits attempted, but not earned in the quarter of enrollment. Incomplete grades must be completed by the last day of late registration of the subsequent quarter (unless special approval is received from the dean of education or campus administrator). An incomplete grade not completed by the deadline will be changed to an F and will be included in the cumulative grade point average. The final grade awarded for the course will be included in the calculation of the cumulative grade point average.

Course Repeats
Credits for all repeated courses will be included in credits attempted for the purpose of determining the satisfactory progress evaluation checkpoint. A student may only repeat an unsuccessful (failed or dropped) course two times, for a maximum of three attempts per course allowed. The last grade received will replace any previous course grade in the calculation of the cumulative grade point average.

Non-Punitive Grades
Transfer credit (TR) from other institutions will count towards credits attempted and credits earned. Advanced standing (P), prior learning (PL), audit (AD) and work experience (WE) credits do not impact SAP in either CGPA or credits attempted or earned. The total number of credits awarded will be subtracted from the total program credits in calculating 1.5 times the program length.

Non-Credit/Remedial Courses
A student in a non-degree seeking status will not be measured by this policy; however, once the student enrolls as a degree-seeking student and starts the first course toward the degree, the maximum program length of five years will begin.

Evaluation Points and Standards
Students are evaluated quarterly. Through the initial 49 percent of the program, a student must achieve a minimum cumulative grade point average of 2.8 and minimum cumulative maximum time frame of 60 percent or be placed on warning. When a student meets the 50 percent mark of attempted credits for program completion, the student must achieve a cumulative grade point average of 3.0 and cumulative maximum time frame of 67 percent or be expelled.

<table>
<thead>
<tr>
<th>Formal Evaluation Point</th>
<th>Required Minimum CGPA</th>
<th>Required Minimum CMTF%</th>
<th>Result if Standard Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly evaluations through 49% of program completion</td>
<td>2.8</td>
<td>60%</td>
<td>Warning*</td>
</tr>
<tr>
<td>50%</td>
<td>3.0</td>
<td>67%</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

*Please see paragraph titled “Warning” for further information on conditions required for warning.

Academic Alert
Prior to 50 percent of program completion, a student will be placed on Academic Alert at the end of any quarter in which the student fails to meet either a 3.0 CGPA or 67 CMTF%.

The student will receive written notification within ten business days of the end of the quarter that the student has been placed on academic alert. The academic alert notice will also inform the student what GPA must be achieved and the number of credits that must be successfully completed in order to meet the minimum CGPA and CMTF% required at the next evaluation point. During the quarter the student is placed on academic alert, the student will be able to receive financial aid.

Warning
A student not achieving the required minimum CGPA (2.8) or CMTF% (60 percent) at a quarterly evaluation point up to 50 percent of program completion will be placed on Academic Warning. A student on warning is eligible for financial aid.

Warning notices will be distributed within ten business days of the end of the quarter. The warning notice will inform a student what GPA must be achieved and the number of credits that must be successfully completed by the end of the warning quarter in order to meet the minimum CGPA and CMTF% required at the next evaluation point. The student will be expected to meet with academic personnel to ensure the student understands the application of satisfactory academic progress standards. Additional support services will be discussed as necessary.

At the end of the warning quarter, if the student meets the minimum standards required by the next approaching evaluation point, the student will be making Satisfactory Academic Progress. If the student does not meet those minimum requirements by the end of the warning quarter the student will be expelled from school. The student will only be allowed one quarter on warning status.

Expulsion
A student will be expelled from school and financial aid if the student does not achieve the minimum CGPA or CMTF% at an evaluation point that requires expulsion (see Evaluation Points and Standards chart). Expulsion will also occur at the end of the second consecutive warning quarter if the student fails to meet the minimum CGPA or CMTF% required by the next evaluation point. Expulsion notices will be distributed within ten business days of the end of the quarter.

Financial Aid Expulsion - Extended Enrollment Status
An expelled student may enroll in an extended enrollment status for one quarter to retake courses or to practice skills at which the student was previously unsuccessful. A student in extended enrollment status will be charged the appropriate tuition and fees. The student will remain expelled from financial aid until meeting the minimum CGPA and CMTF% specified for the next evaluation point. The expulsion notice will also inform the student what GPA must be achieved and the number of credits that must be successfully completed in order to meet those minimum CGPA and CMTF% requirements. The student will also be expected to meet with academic personnel to ensure the student understands the application of satisfactory academic progress standards. Additional support services will be discussed as necessary.

Courses taken while a student is in extended enrollment status will count as credits attempted in the CMTF% calculation. Repeated courses will replace any previous course grade in the CGPA...
calculation. In no case can a student exceed the maximum time frame/maximum credits limit (150 percent of the program's length), either as regular student or in an extended enrollment status, and receive the original credential for which the student enrolled.

**Reinstatement**
If a student demonstrates during the quarter of extended enrollment status that the student is academically and motivationally prepared to continue in the program, the student will be reinstated as a regular student and placed on warning for one quarter, provided the student earned a minimum quarter GPA of 3.0 and completion rate of 67 percent during the extended enrollment. However, the student will remain expelled from financial aid until meeting the minimum CGPA and CMTF% required for the next evaluation point. A student will be dismissed from school if the student fails to demonstrate during the quarter of extended enrollment status that the student is academically and motivationally prepared to continue in the program and/or does not earn a minimum quarter GPA of 3.0 and completion rate of 67 percent during the extended enrollment quarter.

**APPEALS AND MITIGATING CIRCUMSTANCES**
A student who disagrees with the application of Satisfactory Academic Progress standards, or feels that there are mitigating circumstances may appeal in writing to the dean of education or campus administrator. The appeal must be filed within two weeks after the student is placed on warning or financial aid expulsion. A campus and corporate appeals 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. A student that fails to meet the conditions of their appeal will have their enrollment terminated.

**TRANSFER STUDENTS**
For those courses that apply and are accepted toward the student's program, only the credits associated with those courses will be transferred, not the grades. As such, the transferred credits will be counted in the CMTF% calculation. Credits at the Master's level are accepted or transferred only if a grade of B or higher was earned.

**GRADUATION REQUIREMENT**
In order to graduate, a student must attain an overall 3.0 cumulative grade point average and complete the program within 150 percent of the maximum time frame/maximum credits.
### Broadview University Current Program Offerings

This chart displays the BVU campuses where each program is currently enrolling students. 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.

Note: BOL is the online division of Broadview University – West Jordan.

**Campus Legend**
- MA = Madison East
- BEAU = Broadview Entertainment Arts University
- WJ = West Jordan
- BOL = BVU-Online Division

#### Master’s Degree Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>MA</th>
<th>BEAU</th>
<th>WJ</th>
<th>BOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Business Administration (MBA)</td>
<td></td>
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</tr>
<tr>
<td>Master of Business Administration (MBA) includes the following program options:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No emphasis</td>
<td></td>
<td>•</td>
<td></td>
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</tr>
<tr>
<td>Accounting emphasis</td>
<td></td>
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<tr>
<td>Human Resource emphasis</td>
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<tr>
<td>Marketing emphasis</td>
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<tr>
<td>Technology Management emphasis</td>
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<tr>
<td>Master of Science in Management</td>
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</tr>
<tr>
<td>Master of Science in Management includes the following emphases:</td>
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<tr>
<td>Health Care Management</td>
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<tr>
<td>Information Technology</td>
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<tr>
<td>Managerial Leadership</td>
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#### Bachelor of Fine Arts Degree Program

<table>
<thead>
<tr>
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<th>BOL</th>
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</thead>
<tbody>
<tr>
<td>Visual Design</td>
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<td>Visual Design includes the following specializations:</td>
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<tr>
<td>Comic and Sequential Art</td>
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<td></td>
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<tr>
<td>Digital Film</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Game Art</td>
<td></td>
<td></td>
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<tr>
<td>Graphic Design</td>
<td></td>
<td></td>
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<tr>
<td>Animation</td>
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</table>

#### Bachelor of Science Degree Programs

<table>
<thead>
<tr>
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<th>WJ</th>
<th>BOL</th>
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<tbody>
<tr>
<td>Business Administration</td>
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<tr>
<td>Health Care Management</td>
<td></td>
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<tr>
<td>Exercise Science</td>
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<tr>
<td>Paralegal</td>
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#### Associate of Applied Science Degree Programs

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<th>WJ</th>
<th>BOL</th>
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</thead>
<tbody>
<tr>
<td>Business Administration</td>
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<td></td>
</tr>
<tr>
<td>Exercise Science</td>
<td></td>
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<tr>
<td>Massage Therapy</td>
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<tr>
<td>Medical Assistant</td>
<td></td>
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<tr>
<td>Paralegal</td>
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<td></td>
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<td></td>
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<tr>
<td>Professional Audio Engineering</td>
<td></td>
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<td></td>
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<tr>
<td>Veterinary Technology</td>
<td></td>
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</table>

#### Diploma/Certificate Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>MA</th>
<th>BEAU</th>
<th>WJ</th>
<th>BOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage Therapy</td>
<td></td>
<td></td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Medical Assistant</td>
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</tbody>
</table>
Students may enroll to take this program online.

OBJECTIVES

The primary objective of the MBA degree program is to provide graduate education for local, regional, national, and international professionals who want to advance their positions by increasing their knowledge of management. A student can complete the MBA exclusively online and/or through on-campus opportunities. The curriculum prepares students to address the four primary managerial challenges of the twenty-first century: 1) ensuring fiscal stability, 2) maintaining meaningful communications, 3) upholding legal and government regulations, and 4) generating research to develop effective business solutions. The program prepares students for middle and upper management positions in a variety of industries, as well as for small business development and entrepreneurship and increases students’ abilities to interpret and create business strategies.

The MBA degree program at Broadview University is designed for working professionals who hold undergraduate degrees in various disciplines. MBA students apply business and leadership principles addressed in each course to their professional workplace/industry through a number of exercises and assignments incorporated in the curriculum. During the last two quarters of the six-quarter program, students focus on best management practices for their chosen industries and disciplines, including biotech industries, engineering, finance, health care services, information technology, and project management. This intrinsic aspect of the MBA program makes it uniquely suitable for professionals who want to advance their leadership and management positions within specific industries.

CAREER OPPORTUNITIES, Graduates from the Master of Business Administration will be prepared for entry-level employment in a variety of fields including, but not limited to: Operations Manager, General Manager (GM), Director of Operations, Plant Manager, Store Manager, Facilities Manager, Plant Superintendent, Vice President of Operations, Warehouse Manager, Chief Operating Officer (COO), Sales Manager, Vice President of Sales, Director of Sales, District Sales Manager, Regional Sales Manager, Sales Supervisor, General Manager, Sales and Marketing Vice President, Sales Representative, Store Manager, Office Manager, Administrative Coordinator, Administrative Officer, Administrator, Administrative Specialist, Administrator, Business Administrator, Business Manager, Management Analyst, Business Analyst, Administrative Analyst, Employment Programs Analyst, Program Management Analyst, Quality Control Analyst, Administration Assistant, Administrative Assistant, Clerk, Customer Service Representative, Office Assistant, Office Clerk, Office Coordinator, Receptionist, Secretary.

The goal of this program is to prepare graduates who are able to:
1. Synthesize financial data for decision-making and recommend strategies applicable for their workplace and industry.
2. Evaluate approaches used to communicate complex concepts, including those that impact teamwork and motivation.
3. Assess the legal and ethical challenges facing organizations today and choose strategies that uphold governmental regulations.
4. Generate and persuasively communicate research to develop effective business management solutions.
5. Integrate effective business concepts for management positions, small business ownership, and entrepreneurship in a global environment.

CORE REQUIREMENTS

(Graduate course descriptions begin on page 48 of this catalog.)

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MG510</td>
<td>Managerial Communications*</td>
<td>4</td>
</tr>
<tr>
<td>MG531</td>
<td>Team Work/Group Management Tools</td>
<td>4</td>
</tr>
<tr>
<td>MG601</td>
<td>Strategic Management</td>
<td>4</td>
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<tr>
<td>RS600</td>
<td>Research and Business Project Development</td>
<td>4</td>
</tr>
<tr>
<td>RS6511</td>
<td>Business Plan/Project**</td>
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</table>

Total Core Requirement Minimum Requirement 21

ELECTIVES/AREA OF EMPHASIS

Three MBA program options are available. Based on their area or areas of interest, students will choose one of the following options: no emphasis, accounting emphasis or human resource emphasis.

No Emphasis Electives

Students must select one course from each of the following seven groups to complete a minimum of 33 elective credits:***

Group 1 (Accounting/Finance):

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC505</td>
<td>Fiscal Resources: Impact on Management</td>
<td>5</td>
</tr>
<tr>
<td>AC510</td>
<td>Fiscal Resources Management I*</td>
<td>5</td>
</tr>
</tbody>
</table>

Group 2 (Information Management):

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC520</td>
<td>Management Control and Auditing*</td>
<td>4</td>
</tr>
<tr>
<td>FNS10</td>
<td>Financial Data/Statistics Management</td>
<td>4</td>
</tr>
<tr>
<td>IS510</td>
<td>Information Technology Systems Management*</td>
<td>4</td>
</tr>
<tr>
<td>LA510</td>
<td>Legal Information Management*</td>
<td>4</td>
</tr>
<tr>
<td>MG520</td>
<td>Marketing Strategies and Information Technology</td>
<td>4</td>
</tr>
</tbody>
</table>

Group 3 (Management Accounting):

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC530</td>
<td>Fiscal Resources Management II*</td>
<td>5</td>
</tr>
<tr>
<td>FNS20</td>
<td>Investment Portfolio: Forecasting and Accountability</td>
<td>5</td>
</tr>
<tr>
<td>MG545</td>
<td>Human Capital: Two-Sided Accountability*</td>
<td>5</td>
</tr>
<tr>
<td>FAS20</td>
<td>Public Policy: Administration and Accountability</td>
<td>5</td>
</tr>
<tr>
<td>TM520</td>
<td>Quality Control: Systems and Accountability</td>
<td>5</td>
</tr>
</tbody>
</table>

Group 4 (Community Responsibility):

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC551</td>
<td>Financial Reporting: Contemporary and Emerging Issues</td>
<td>4</td>
</tr>
<tr>
<td>MG551</td>
<td>Politics of Leadership in a Global Economy*</td>
<td>4</td>
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</tbody>
</table>

Group 5 (Operational Analyses):

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC533</td>
<td>Taxation and Business Decisions</td>
<td>5</td>
</tr>
<tr>
<td>MG553</td>
<td>Case Studies in Marketing Management</td>
<td>5</td>
</tr>
<tr>
<td>FNS53</td>
<td>Case Studies in Financial Analysis</td>
<td>5</td>
</tr>
<tr>
<td>PA553</td>
<td>Case Studies in Public Administration</td>
<td>5</td>
</tr>
<tr>
<td>TM576</td>
<td>Applications in Project Management**</td>
<td>5</td>
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</tbody>
</table>

Group 6 (Ethics and Regulation):

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IS577</td>
<td>Case Studies in IT Security Management and Ethics</td>
<td>5</td>
</tr>
<tr>
<td>MG552</td>
<td>Case Studies in Business Ethics and Law</td>
<td>5</td>
</tr>
<tr>
<td>MG567</td>
<td>Case Studies in Health Care Ethics</td>
<td>5</td>
</tr>
</tbody>
</table>

Group 7 (Human Resources):

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MG554</td>
<td>Case Studies in Human Resource Management</td>
<td>5</td>
</tr>
<tr>
<td>MG565</td>
<td>Case Studies in Health Care Personnel Management</td>
<td>5</td>
</tr>
<tr>
<td>MG575</td>
<td>Case Studies in IT Personnel Management</td>
<td>5</td>
</tr>
</tbody>
</table>

(Continued on next page)
ELECTIVES/AREA OF EMPHASIS (continued)

Emphases

Students seeking one of the emphasis options are required to take the following electives for a minimum total of 33 elective credits.

Accounting Emphasis Electives

Students seeking an emphasis in accounting must complete the following 33 elective credits:

- AC510 Fiscal Resources Management I* 5
- AC520 Management Control and Auditing* 4
- AC550 Fiscal Resources Management II* 5
- AC551 Financial Reporting: Contemporary and Emerging Issues 4
- AC553 Taxation and Business Decisions 5
- MG52 Case Studies in Business Ethics and Law 5
- MG53 Case Studies in Human Resource Management 5

Human Resource Emphasis Electives

Students seeking an emphasis in human resource must complete the following 33 elective credits:

- AC505 Fiscal Resources: Impact on Management 5
- LA510 Legal Information Management* 4
- MG545 Human Capital: Two-Sided Accountability* 5
- MG551 Politics of Leadership in a Global Economy* 4
- MG552 Case Studies in Business Ethics and Law 5
- MG553 Case Studies in Marketing Management 5
- MG554 Case Studies in Human Resource Management 5

Marketing Emphasis Electives

Students seeking an emphasis in human resource must complete the following 33 elective credits:

- AC505 Fiscal Resources: Impact on Management^ 5
- MG520 Marketing Strategies and Information Technology 4
- MG525 Sales and Account Management 5
- MG531 Politics of Leadership in a Global Economy^ 4
- MG532 Case Studies in Business Ethics and Law^ 5
- MG533 Case Studies in Marketing Management 5
- MG534 Case Studies in Human Resource Management^ 5

Total Elective/Emphasis Minimum Credit Requirement 33

Technology Management Emphasis Electives

Students seeking an emphasis in technology management must complete the following 33 elective credits:

- AC505 Fiscal Resources: Impact on Management^ 5
- IS510 Information Technology System Management* 4
- IS577 Case Studies in IT Security Management and Ethics 4
- MG551 Politics of Leadership in a Global Economy^ 4
- MG575 Case Studies in IT Personnel Management 5
- TM520 Quality Control: System and Accountability 5
- TM576 Application in Project Management** 5

Total Elective/Emphasis Minimum Credit Requirement 33

NOTES

» *A student may receive a grade of C in only two of the courses that are denoted by an asterisk (*) after the course name. In all other courses, the student must achieve a grade of B or better to graduate from the program.

» **RS651 is a practicum course in which the student, under the direction of the course instructor and workplace mentor (as appropriate), will develop the specific practicum activities by following the course objectives and evaluation methods as per the course syllabus.

» ***For example, a student with an interest in IT may elect to take all of the courses with an IT focus within the elective groups. Course prerequisites will affect the program sequence. Course recommendations will be made each quarter by the campus academic staff during the registration period; refer to the graduate studies course descriptions in the current catalog and addendum for a summary of each course and the prerequisite requirements.

MBA Program Admissions and Academic Policies

Applicants should carefully review all master's program admissions requirements, as well as transfer of credit, work experience, academic, and satisfactory academic progress (SAP) policies, for the MBA program as listed in the Graduate Degree Programs section of the current catalog and addendum.

‡Second Master's Degree Program Requirement

Students who choose to pursue a second master's degree from BVU, must complete RS657 Business Plan/Project: Secondary Implications. In this course, students are required to create a plan/project that is an extended investigation, application, or future implication of the plan/project they created in RS651. Possible explorations may include, but are not limited to, a summative analysis of their entrepreneurial venture, an investigation of a specific management approach introduced within their RS651 plan/project, a persuasive plan for gaining additional financial support for their business venture or department, a marketing plan for the introduction of a new product line or target market, and other appropriate proposals. Based on individual circumstances, the program administrator will consider petitions for developing a further investigation of a topic that is unrelated to the student's RS651 plan/project.
**OBJECTIVES**

The primary objective of the Master of Science in Management (MS in Management) degree program is to provide graduate education for local, regional, national, and international professionals who wish to advance their knowledge of management within specific industries and professions. The curriculum includes current case studies and applications, enabling students to develop effective, research-based management models, strategies and solutions. Program graduates will be prepared for management positions within their current professions.

The MS in Management degree program is designed for working professionals who hold undergraduate degrees and have industry experience in specific disciplines. Through a number of exercises and assignments, students apply business management principles in their workplaces and industries. Throughout the program, students focus on best management practices within their selected emphasis.

**CAREER OPPORTUNITIES**, Graduates from the Master of Science in Management will be prepared for entry-level employment in a variety of fields including, but not limited to: Operations Manager, General Manager (GM), Director of Operations, Plant Manager, Store Manager, Facilities Manager, Plant Superintendent, Vice President of Operations, Warehouse Manager, Chief Operating Officer (COO), Sales Manager, Vice President of Sales, Director of Sales, District Sales Manager, Regional Sales Manager, Sales Supervisor, General Manager, Sales and Marketing Vice President, Sales Representative, Store Manager, Office Manager, Administrative Coordinator, Administrative Officer, Administrative Manager, Administrative Specialist, Administrator, Business Administrator, Business Manager, Management Analyst, Business Analyst, Administrative Analyst, Employment Programs Analyst, Program Management Analyst, Quality Control Analyst, Administration Assistant, Administrative Assistant, Clerk, Customer Service Representative, Office Assistant, Office Clerk, Office Coordinator, Receptionist, Secretary.

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

1. Synthesize financial data for decision-making and recommend strategies applicable for their workplace and industry.
2. Evaluate approaches used to communicate complex concepts, including those that impact teamwork and motivation.
3. Assess the legal and ethical challenges facing organizations today and choose strategies that uphold governmental regulations.
4. Generate and persuasively communicate research to develop effective business management solutions.
5. Integrate effective operations management principles in a global environment, as well as in their specific workplaces and industries.

**CORE REQUIREMENTS**

(Graduate course descriptions begin on page 48 of this catalog.)

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MG510</td>
<td>Managerial Communications*</td>
<td>4</td>
</tr>
<tr>
<td>MG531</td>
<td>Team Work/Group Management Tools</td>
<td>4</td>
</tr>
<tr>
<td>MG551</td>
<td>Politics of Leadership in a Global Economy*</td>
<td>4</td>
</tr>
<tr>
<td>MG601</td>
<td>Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>MG610</td>
<td>Applications of Resource Management**</td>
<td>4</td>
</tr>
<tr>
<td>RS600</td>
<td>Research and Business Project Development</td>
<td>4</td>
</tr>
<tr>
<td>RS651</td>
<td>Business Plan/Project**</td>
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</table>

Students will select one of the following courses:

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<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC505</td>
<td>Fiscal Resources: Impact on Management</td>
<td>5</td>
</tr>
<tr>
<td>AC510</td>
<td>Fiscal Resources Management 1*</td>
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**AREAS OF EMPHASIS**

A minimum of 20 elective credits must be earned from one of the following emphases:

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MG565</td>
<td>Case Studies in Health Care Personnel Management</td>
<td>5</td>
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<tr>
<td>MG568</td>
<td>Applications of Health Care Administration**</td>
<td>5</td>
</tr>
<tr>
<td>MG567</td>
<td>Case Studies in Health Care Ethics</td>
<td>5</td>
</tr>
<tr>
<td>MG569</td>
<td>Case Studies in Health Care Regulatory Affairs</td>
<td>5</td>
</tr>
<tr>
<td>IS577</td>
<td>Case Studies in IT Security Management and Ethics</td>
<td>5</td>
</tr>
<tr>
<td>IS578</td>
<td>Applications of Information Systems Management**</td>
<td>5</td>
</tr>
<tr>
<td>MG575</td>
<td>Case Studies in IT Personnel Management</td>
<td>5</td>
</tr>
<tr>
<td>TM576</td>
<td>Applications of Project Management**</td>
<td>5</td>
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</tbody>
</table>

**Managerial Leadership**

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MG545</td>
<td>Human Capital: Two-Sided Accountability*</td>
<td>5</td>
</tr>
<tr>
<td>MG552</td>
<td>Case Studies in Business Ethics and Law</td>
<td>5</td>
</tr>
<tr>
<td>MG554</td>
<td>Case Studies in Human Resource Management</td>
<td>5</td>
</tr>
<tr>
<td>MG558</td>
<td>Applications of Operations Management**</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Emphasis Minimum Credit Requirement** 20

**Total Program Minimum Credit Requirement** 54

**NOTES**

- *A student may receive a grade of C in only two of the courses that are denoted by an asterisk (*) after the course name. In all other courses, the student must achieve a grade of B or better to graduate from the program.

- **MG610 and RS651, and electives IS578, MG558, MG568, and MG576, are practicum courses in which the student, under the direction of the course instructor and workplace mentor (as appropriate), will develop the specific practicum activities by following the course objectives and evaluation methods as per the specific course syllabus.

**MS in Management Program Admissions and Academic Policies**

Applicants should carefully review all master’s program admissions requirements as well as transfer of credit, work experience, academic, and satisfactory academic progress (SAP) policies for the MS in Management program as listed in the Graduate Degree Programs section of the current catalog and addendum.

**Second Master's Degree Program Requirement**

Students who choose to pursue a second master’s degree from Broadview University, must complete RS657 Business Plan/Project: Secondary Implications. In this course, students are required to create a plan/project that is an extended investigation, application or future implication of the plan/project they created in RS651. Possible explorations may include, but are not limited to, a summative analysis of their entrepreneurial venture, an investigation of a specific management approach introduced within their RS651 plan/project, a persuasive plan for gaining additional financial support for their business venture or department, a marketing plan for the introduction of a new product line or target market and other appropriate proposals. Based on individual circumstances, the program administrator will consider petitions for developing a further investigation of a topic that is unrelated to the student's RS651 plan/project.
ACCOUNTING

AC505  Fiscal Resources: Impact on Management  5 Credits
Prerequisite: None. This course is for the graduate student who does not have an accounting or finance background. It focuses on fundamental financial and accounting concepts. Studies in fiscal resource management emphasize the interpretation of financial statements and ways in which cost management influence various aspects of a business. Material is presented from a general manager’s perspective. Students investigate the development of financial plans and investment strategies, and how those processes influence management decisions.

AC510  Fiscal Resources Management I  5 Credits
Prerequisite: None. Students review basic accounting theory and principles and tax accounting management. The course focuses on managerial accounting concepts with an emphasis on budget forecasting and quantitative financial decision-making. The study of financial reports and accounting statements includes an analysis of product costing, long-term assets, liabilities and equity, and investment ratios in the context of national and international economic perspectives. Students investigate the statistical basis for financial forecasting and business investments, with an emphasis on interpretation of those statistics and understanding their impact on local, regional and national business financial decisions and investment strategies.

AC520  Management Control and Auditing  4 Credits
Prerequisite: AC510. In this course, students will study management auditing and control systems in business. Topics include the use of internal controls and management policies and measuring and evaluating performance. Students examine Securities and Exchange Commission (SEC) and Sarbanes-Oxley (SOX) compliance issues for businesses.

AC550  Fiscal Resources Management II  5 Credits
Prerequisite: AC510 or equivalent. Students examine the fiscal realities of national and international business from macroeconomic and microeconomic viewpoints. Analysis focuses on how to interpret indices, including gross national product (GNP), gross domestic product (GDP), net national product (NNP) and net national income (NNI). The course emphasizes interpretation of those statistics and understanding their impact on local, regional and national business financial decisions and investment strategies, as well as their influence on consumer confidence and the global economy.

AC551  Financial Reporting: Contemporary and Emerging Issues  4 Credits
Prerequisite: None. Identifies developing areas in financial accounting and encourages students to research the issues, to think critically, to evaluate alternatives, and to communicate conclusions orally and in writing. The course will address the role of the contemporary accountant, international accounting standards, the future of the Financial Accounting Standards Board (FASB), standard setting and regulation, ethics, and other developing issues.

AC553  Taxation and Business Decisions  5 Credits
Prerequisite: None. In this course, students look at the relationship between managerial decision-making and taxes. Topics include the different types of entities and the impact of tax considerations in business decisions such as corporate structure, reorganization, and compensation. The study of the Statements of Standards for Tax Services is also included in the course.

INFORMATION SYSTEMS

IS510  Information Technology Systems Management  4 Credits
Prerequisite: None. The course investigates the concept of the electronic marketplace and an analysis of information management in rapidly changing environments. Research topics include contemporary information technology theories, practices and systems that influence productivity, sales and development. Studies focus on how management of information technology systems and new technologies enable business teams to keep pace with ever-changing, economic forecasts and current changes in the workforce and marketplace.

IS577  Case Studies in IT Security Management and Ethics  5 Credits
Prerequisite: None. This course reviews accountability issues related to control and security of data and information management systems. Students examine contemporary case studies in ethical management of knowledge and decision-making systems and analyze outcomes and effects of those systems on the organizations and the public. Finally, students present implications of their analyses.

IS578  Applications of Information Systems Management*  5 Credits
Prerequisite: MG531. Students assess and study development of effective information systems. They then map applications of information management systems for their organizations and departments/units. The mapping includes outlining organizational needs, relationships of IT departments within the organization and organizational frameworks, processes for prioritizing service and system implementation.

LAW

LA510  Legal Information Management  4 Credits
Prerequisite: None. This course examines management of legal information and research in today’s dynamic business environment. Students investigate the impact of information technology on legal research systems and accessibility to legal information. They then review contemporary management theories, practices and information technology systems that influence the flow of legal information. The course emphasizes management of legal information and the legal implications of using new technologies.

MANAGEMENT

MG510  Managerial Communications  4 Credits
Prerequisite: None. The course examines communication of business leaders, who manage the flow of information among themselves, other professionals and their clients. Analysis focuses on using written and oral communications for the effective exchange of ideas and on management’s interactions with a range of professional colleagues, including financial advisors, team leaders, sales associates and production team employees. The course also examines challenges diverse virtual mediums and global markets place on managers to effectively present, discuss and negotiate various transactions.
MG531 Team Work/Group Management Tools 4 Credits
Prerequisite: None. This course presents an investigation of the effect of cooperation, collaboration and teamwork on workplace climates. Research focuses on ways the management of work groups, as opposed to individuals, contributes to all aspects of development, production and sales. Students explore the dynamics of group behavior in all phases of operations in order to determine essential guidelines that enhance team productivity and meet the expectations and demands of the workplace.

MG545 Human Capital: Two-Sided Accountability 5 Credits
Prerequisite: AC505 or AC510. This course provides an in-depth examination of measurement of human capital based on a nonlinear, integrated approach, accounting for elements that balance ROI metrics with qualitative assessments. Studies emphasize the alignment of employee performance with improved recruitment, training and development and retention practices; the relationship of human resources and organizational development; and the balance of human capital investments and accountability.

MG551 Politics of Leadership in a Global Economy 4 Credits
Prerequisite: None. This course explores the political context of business, an arena in which leadership qualities define powerful managers. Topics include contemporary theories of control, motivation and persuasive communications, and how to successfully put those theories into practice in diverse work environments. Students research attributes of local, regional, national and international business leaders and analyze their commonalities and distinguishing characteristics. Through the lens of behavioral and human psychological theories, students examine the role and responsibility of the business leader in relation to employee and peer self-efficacy, group dynamics and workplace culture.

MG552 Case Studies in Business Ethics and Law 5 Credits
Prerequisite: None. This course enhances the learner's analytical, collaborative and communication skills through study group approach to examination of case studies in business ethics and law. Student teams study challenges facing business leaders regarding responsibilities to employees and society and legal and regulatory systems that enforce those principles. Team members examine published cases and, through dialogue and negotiation, reach plausible solutions. The investigation concludes with the team's recommendations of ways to address those issues.

MG553 Case Studies in Marketing Management 5 Credits
Prerequisite: None. This course increases the learner's analytical, collaborative and communication skills through examination of published studies in various aspects of sales and marketing management. Students explore the effectiveness of marketing concepts by reviewing local, national and international case studies on topics including product design, promotion, sales account representation and targeted markets, using visual, statistical and analytical approaches. Students develop critical problem-solving skills that apply to various business scenarios and report findings through electronic formats and peer presentations.

MG554 Case Studies in Human Resource Management 5 Credits
Prerequisite: None. Students increase individual analytical, collaborative and communication skills through the study group approach as they examine case studies in human resource management for today's diverse workforce. Students review and discuss ways to foster teamwork and encourage the clear communication of complex ideas and processes. Through collaboration with peers, students formulate innovative solutions in response to case histories of multi-level human resource management issues, including hiring, bargaining, employee training and professional development. In final analyses teams recommend effective practices for human resource aspects of organizational planning.

MG558 Applications of Operations Management* 5 Credits
Prerequisite: MG531. Students use case studies in various aspects of operations management to create and apply models that maximize individual and team performance and service and product effectiveness and productivity. They then create formative and summative assessments that evaluate strategies used to increase operational effectiveness.

MG556 Case Studies in Health Care Personnel Management 5 Credits
Prerequisite: None. This course provides an in-depth review of case studies in contemporary, diverse workforce issues in a variety of health care environments. Students examine current human resource theories and models and published studies on personnel management issues. They then develop simulations and formulate innovative solutions for recruiting, training, and retaining health care personnel.

MG565 Case Studies in Health Care Administration* 5 Credits
Prerequisite: None. Students examine ethical considerations and issues that affect ethical relationships between internal and external clients, patients and their family members, and health care personnel. They then analyze the impact of research, technology and global perspectives on ethical decision-making and practices. Discussion topics include the influence of future advances and increasing diversity in global populations.

MG567 Case Studies in Health Care Ethics 5 Credits
Prerequisite: None. Students review organizational theories and models that affect performance, structure and change within health care organizations and departments. Working individually and as team members, students select theories and models, reviewing feasibility within the students' current workplaces and analyzing usability of the theories and models in health care environments.

MG568 Applications of Health Care Administration* 5 Credits
Prerequisite: MG531. Students review organizational theories and models that affect performance, structure and change within health care organizations and departments. Working individually and as team members, students select theories and models, reviewing feasibility within the students' current workplaces and analyzing usability of the theories and models in health care environments.

MG569 Case Studies in Health Care Regulatory Affairs 5 Credits
Prerequisite: None. Students explore the scope of legal and government policies on the health care system and on the development of public health care policies. They examine the individual and interrelated effects, from a management and organizational perspective, of local, state, national and international health care regulatory agencies on clients, patients, and health care professionals.

MG575 Case Studies in IT Personnel Management 5 Credits
Prerequisite: None. Students review case studies in leadership in corporate, private, and public IT organizations. They examine current human resource theories and models and published studies on IT department personnel organization, management, use of outsourced IT personnel and related issues. Students then develop simulations and formulate innovative solutions.
MG601  Strategic Management  4 Credits
Prerequisites: MG531 and AC505 or AC510 OR MG531 and AC551 or MG551. Students integrate knowledge acquired and applied in core courses to assess and develop strategies at the business unit and/or organizational level. Topics include strategic management models and their implementation, operational understanding of the strategic management processes, and the role of managerial leaders in strategic planning.

MG610  Applications of Resource Management*  4 Credits
Prerequisites: AC505 or AC510, MG554 or MG565 or MG575. Students examine methods that maximize resources through cost-function strategies. They explore the impact of research, development, implementation and maintenance of new services and products on physical, fiscal and human resources. Students then use real time experiences to create models and simulations.

RESEARCH
RS600  Research and Business Project Development  4 Credits
Prerequisites: MG531; AC505 or AC510; MG551 or AC551; and MG554 or MG565 or MG575. Students review the principles of understanding and interpreting research and proposals in all format types: narrative, visual and statistical. They investigate the creation of significant, persuasive articles and plans. Using that knowledge, students examine the influence of written and graphic approaches in electronic and print-copy formats on the presentation of concepts and communication of ideas. Students review technical issues and research ethics while writing individual business plan/project topic outlines.

RS651  Business Plan/Project*  5 Credits
Prerequisite: RS600. Students create business plans/projects. Possible business topics include, but are not limited to, a full proposal for opening a small business, a new management approach introduced within an existing business or department of a large firm, a persuasive plan for gaining financial support, a marketing plan for the introduction of a new product line within an existing department and other appropriate proposals. Instructor approval is required before beginning this design project. A substantial component of the course grade is a final presentation of the project.

RS657  Business Plan/Project: Secondary Implications*  3 Credits
Prerequisites: RS651, permission from the dean of education/students and program administrator. Students who choose to pursue a second master's degree from GU/MSB/BVU are required to create a plan/project that is an extended investigation, application, or future implication of the plan/project they created in RS651. Possible explorations may include, but are not limited to, a summative analysis of their entrepreneurial venture, an investigation of a specific management approach introduced within their RS651 plan/project, a persuasive plan for gaining additional financial support for their business venture or department, a marketing plan for the introduction of a new product line or target market, and other appropriate proposals. Based on individual circumstances, the program administrator will consider petitions for developing a further investigation of a topic that is unrelated to their RS651 plan/project.

TM576  Applications of Project Management*  5 Credits
Prerequisite: MG531. Students examine project management case studies and implement models that maximize project outcomes, basing selection of strategies on project scope and control, estimates, schedules, and costs. They then develop reports that address project assessment, enhanced revision and re-planning.

*IS578, MG558, MG568, TM576, MG610, RS651, and RS657 are practicum courses in which the student, under the direction of the course instructor and guidance of the workplace mentor (as appropriate), will develop the specific practicum activities by following the course objectives and evaluation methods as per the specific course syllabus.
OBJECTIVES

The objective of the Bachelor of Fine Arts in Comic and Sequential Art degree program is to provide students with the knowledge, technical skills, and professional habits required for entry-level positions and future advancement in a multitude of visual arts careers specifically geared for the entertainment industries. Some career possibilities include storyboard artist, cartoonist, character designer for games, concept illustrator, graphic novel creator, syndicated comic artist, and screenwriter. The education in this program combines the skills of basic drawing and creative writing in order to create effective visual storytelling in a number of formats. Students prepare for careers in private business or as freelance entrepreneurs by way of a progressive curriculum which allows students to create a story and illustrate it with pencil and ink the story or digital sequential art applications. 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. Sketch and draw by freehand, then in blue line or pencil, and finish the drawing in ink.
2. Use contemporary computer tools and applications for visual storytelling.
3. Sketch and draw environments, buildings, machinery, and vehicles in accurate perspective.
4. Sketch and draw human figures, action figures, facial expressions, characters, and fantasy creatures.
5. Communicate conceptual and visually exciting stories with both word and image.
6. Use standard graphic novel/comic formatting in visual storytelling.
7. Gather research material from multiple sources in order to develop 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

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<tr>
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<td>SQ200</td>
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<td>Screenwriting I</td>
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<td>SQ240</td>
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<td>SQ250</td>
<td>Comic Book Scripting</td>
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<td>SQ260</td>
<td>History of Manga and Anime</td>
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<td>Manga Book I</td>
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<tr>
<td>SQ320</td>
<td>Storyboarding for Film</td>
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<td>Fantasy Drawing</td>
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<td>SQ350</td>
<td>Costume, Hands and Facial Features Drawing</td>
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<td>SQ360</td>
<td>Screenwriting II</td>
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<tr>
<td>SQ400</td>
<td>Graphic Novel I</td>
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<td>SQ410</td>
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<td>SQ420</td>
<td>Digital Portfolio</td>
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<td>SQ430</td>
<td>Sequential Imaging Thesis Project</td>
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<td>SQ440</td>
<td>Graphic Novel Scripting</td>
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Students will select four credits from courses with codes that begin with CA, ET, GA, GR or as approved by the dean of education/students and program chair

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 (required) | 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
NS135 | Microbiology | 4
NS140 | Anatomy and Physiology I (required) | 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 | 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.
OBJECTIVES

The objective of the Bachelor of Fine Arts in Game Art degree program is to provide students with the knowledge, technical skills and professional habits required for entry-level positions and future advancement in game industry fields. This program balances specialized education with the development of effective communication, teamwork, and critical-thinking skills. Students prepare for careers as multimedia artists and animators in the gaming industry through a balance of technical skills in model creation, texturing, lighting, rigging, and various aspects of animating with the ability to develop the ideas behind the content. 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. Incorporate light, shade, color, and detail in texture maps.
2. Use form, shape, structure, and silhouette appropriately in modeling.
3. Generate creative content in the form of concept art.
4. Express emotion in animation.
5. Use game assets to produce a rich gaming environment.
6. Use current modeling and animating technologies.
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.

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<td>GA200</td>
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<td>Storyboarding for the Game Artist</td>
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<td>GA280</td>
<td>Game User Interface Design</td>
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<td>Game Cinematic Assets</td>
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<td>GA330</td>
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<td>GA370</td>
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Total Core Minimum Credit Requirement 126
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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.

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<td>SS116</td>
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<td>SS360</td>
<td>Abnormal Psychology</td>
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</table>

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.
OBJECTIVES

The objective of the Bachelor of Fine Arts in Visual Design degree program is to provide students with strong visual artistry skills based on instruction and practice in drawing and visual design, and its application to industry standard software. After an introduction to general visual design skills through required core courses, students choose an area of specialization in which they develop specific skills for the application of visual design. Areas of specialization include; Game Art, Comic and Sequential Art, Stage and Screen Design, Digital Film and Graphic Design. Students acquire the knowledge, technical proficiency, and professional competency required for visual arts careers within the media production and entertainment industry. The Visual Design program prepares students to work in a variety of creative production sectors, including entry level positions in film, theater, video gaming, graphic design, visual storytelling, and marketing. General education requirements in the areas of communication, social science, natural science, and the humanities provide analytical and communication skills as well as a global perspective into diverse cultures.

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

1. Tell a compelling story using hand drawn imagery and digitally formatted storyboards.
2. Draw images and ideas with quickness and clarity.
3. Design and construct three-dimensional models of design proposals.
4. Create a professional quality published project in a specific area of applied visual design.
5. Create a professional quality portfolio or demo reel in a specific area of applied visual design.
7. Work in a team, effectively collaborating on idea development, and applied arts production.
8. Defend, critique, and analyze one's own work and the creative work of others.
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.

CAREER OPPORTUNITIES: Graduates from the Bachelor of Fine Arts in Visual Design will be prepared for entry-level employment in a variety of fields including, but not limited to: Designer, Industrial Designer, Product Engineer, Design Engineer, Product Designer, Mechanical Designer, Product Development Engineer, Engineer, Product Design Engineer, Project Engineer, Graphic Designer, Graphic Artist, Creative Director, Artist, Design Director, Composing Room Supervisor, Creative Manager, Desktop Publisher, Graphic Designer/Production, Design Chief, Display Coordinator, Exhibit Designer, Exhibit Preparator, Scenic Designer, Set Decorator, Set Designer, Show Design Supervisor.

<table>
<thead>
<tr>
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<th>Credits</th>
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<td>CA160</td>
<td>Light and Shadow</td>
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<td>CA170</td>
<td>Digital Tools</td>
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<td>CA300</td>
<td>Anatomy for Artists</td>
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<td>CA499</td>
<td>Visual Design Capstone</td>
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<td>DV105</td>
<td>Basic Idea Development and Storyboarding</td>
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<tr>
<td>DV111</td>
<td>Camera Operations and Basic Editing</td>
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<tr>
<td>DV200</td>
<td>Visual Effects</td>
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<td>EB310</td>
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<td>GA240</td>
<td>Game Concept Art</td>
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<td>Game Modeling I</td>
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<td>GR100</td>
<td>Applied Color Theory</td>
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<td>GR122</td>
<td>Typography and Composition</td>
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<td>GR155</td>
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<td>SQ305</td>
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<tr>
<td>SQ320</td>
<td>Storyboarding</td>
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<tr>
<td>WD130</td>
<td>Basic Web Design</td>
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</table>
AREAS OF SKILL SPECIALIZATION

Students will select one of the following areas of Specialization:

Class #  Class Name                  Credits
---     ---------------------        ----

Comic and Sequential Art
SQ200  Comic Book I              4
SQ210  Comic Book II             4
SQ250  Comic Book Scripting      4
SQ330  Fantasy Drawing           4
SQ400  Graphic Novel I           4
SQ410  Graphic Novel II          4
SQ415  Sequential Art Publishing 4
SQ390  Graphic Novel Scripting   4
Total required Specialization credits 32

Digital Film
DV165  Field Production and Lighting 4
DV171  Digital Video Editing FCP    4
DV300  Advanced Audio for Video and Film 4
DV235  Digital Video Editing Avid   4
DV315  Advanced Field Production   4
DV400  Digital Film Preproduction  4
DV410  Digital Film Production     4
DV420  Digital Film Postproduction 4
Total required Specialization credits 32

Game Art
GA200  Introduction to the Game   4
GA305  Game Modeling II           4
GA310  2D Games I                 4
GA320  Game Modeling III          4
GA340  2D Games II                4
GA370  Game Animation I           4
GA400  Game Animation II          4
GA430  Game Character Creation    4
Total required Specialization credits 32

Graphic Design
GR211  Basic Web Delivery        4
GR251  Web Studio                 4
GR330  Studio Photography         4
GR410  Designing for Mobile Applications 4
GR420  Designing with Typography  4
GR430  Branding and Identity      4
GR440  Package Design             4
GR460  Transmedia Design Studio   4
Total required Specialization credits 32

Animation
AN300  Animation Principles      4
AN305  Animation Tools and Technology 4
AN310  Intermediate 2D Animation  4
AN315  Introduction to Rigging    4
AN320  3D Character Animation     4
AN340  Advanced Animation Technology 4
AN400  Pre Production             4
AN420  Post Production            4
Total required Specialization credits 32

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    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           44

Total General Education Minimum Credit Requirement 54

Total Program Minimum Credit Requirement 180

NOTES

» Students enrolled in a Bachelor degree program 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.

» *Offered only at Broadview University- Madison campus.
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.

CAREER OPPORTUNITIES: Graduates from the Bachelor of Science in Accounting will be prepared for entry-level employment in a variety of fields including, but not limited to: Accountant, CPA, Staff Accountant, Accounting Manager, Cost Accountant, General Accountant, Accounting Officer, Business Analyst, Accounting Supervisor, Financial Reporting Accountant, Auditor, Internal Auditor, Auditor-in-Charge, Assurance Manager, Audit Manager, Internal Audit Director, Assurance Senior, Audit Partner, Deputy for Audit, Financial Auditor, Revenue Agent, Revenue Officer, Tax Auditor, Tax Examiner, Delinquent Tax Collection Assistant, Tax Collector, Tax Compliance Officer, Revenue Specialist, City Tax Auditor, Revenue Collector, Account Clerk, Account Receivable Clerk, Accounting Assistant, Accounting Associate, Accounting Clerk, Accounts Payable Clerk, Accounts Payable Specialist, Bookkeeper.

CORE REQUIREMENTS

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<td>Accounting Principles II</td>
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<td>Excel for Accounting</td>
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<td>Governmental and Not-For-Profit Accounting</td>
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<td>Cost and Managerial Accounting</td>
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<td>CL131</td>
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Students will select eight credits from the following:

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<td>AC450</td>
<td>Certified Management Accounting Review</td>
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<td>AC460</td>
<td>Fraud Examination Review</td>
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Total Core Minimum Credit Requirement 128
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.

<table>
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<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
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<tr>
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</table>

**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.

» * This course will only be offered at Broadview University – Madison.
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. Assess and apply business planning tools to effectively demonstrate strategic planning, evaluation, analysis, and presentation of goals and objectives.
2. Develop analytical and critical skills to effectively plan and integrate marketing concepts globally and to an individual firm.
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.

CAREER OPPORTUNITIES: Graduates from the Bachelor of Science in Business Administration will be prepared for entry-level employment in a variety of fields including, but not limited to: Operations Manager, General Manager (GM), Director of Operations, Plant Manager, Store Manager, Facilities Manager, Plant Superintendent, Vice President of Operations, Warehouse Manager, Chief Operating Officer (COO), Sales Manager, Vice President of Sales, Director of Sales, District Sales Manager, Regional Sales Manager, Sales Supervisor, General Manager, Sales and Marketing Vice President, Sales Representative, Store Manager, Office Manager, Administrative Assistant, Administrative Coordinator, Administrative Officer, Administrative Manager, Administrative Specialist, Administrator, Business Administrator, Business Manager, Director of Operations, Management Analyst, Business Analyst, Administrative Analyst, Employment Programs Analyst, Program Management Analyst, Quality Control Analyst.

CORE REQUIREMENTS

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Electives approved by dean of education/students and program chair 26

Total Core Minimum Credit Requirement 126

180 Credit Hours
(36 Months, 1960 Contact Hours) BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
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.

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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.

* This course will only be offered at Broadview University – Madison.
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.

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Area of Emphasis: Finance

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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.

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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.
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.

CORE REQUIREMENTS

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<tr>
<td>BS311</td>
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<td>Introduction to Criminal Justice</td>
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<td>CJ205</td>
<td>Introduction to Juvenile Justice</td>
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<td>CJ215</td>
<td>Investigation: Processes and Procedures</td>
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<td>CJ220</td>
<td>Security: Private, Local, State and Federal Governments</td>
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<td>CJ262</td>
<td>Criminology</td>
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<td>CJ275</td>
<td>Evidence-based Corrections</td>
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<td>CJ285</td>
<td>Special Populations in Criminal Justice</td>
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<td>CJ290</td>
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<td>CJ340</td>
<td>Drugs, Society and Criminal Justice</td>
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<td>PD260</td>
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</table>

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 Wisconsin 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.

<table>
<thead>
<tr>
<th>Class #</th>
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<tbody>
<tr>
<td></td>
<td><strong>COMMUNICATIONS</strong></td>
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<tr>
<td>CM111</td>
<td>Speech Communications</td>
<td>4</td>
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<td>CM121</td>
<td>Composition (required)</td>
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<tr>
<td>CM200</td>
<td>Intercultural Communications</td>
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<td>CM210</td>
<td>Creative Writing</td>
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<td>Film in Society</td>
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<td>Spanish I</td>
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<td>Global Influences on American Music</td>
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<td>HU150</td>
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<td>SS360</td>
<td>Abnormal Psychology (required)</td>
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</tbody>
</table>

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.

» **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 BS 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)
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.

CAREER OPPORTUNITIES: Graduates from the Bachelor of Science in Exercise Science will be prepared for entry-level employment in a variety of fields including, but not limited to: Aerobics Instructor, Fitness Coordinator, Fitness Director, Fitness Instructor, Fitness Specialist, Fitness Trainer, Group Exercise Instructor, Group Fitness Instructor, Personal Trainer, Yoga Instructor.

CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
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<td>HS102</td>
<td>Introduction to Exercise Science</td>
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<td>HS150</td>
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<td>HS202</td>
<td>Biomechanics</td>
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<td>HS212</td>
<td>General Nutrition</td>
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<td>HS245</td>
<td>Fitness Analysis</td>
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<td>HS247</td>
<td>Exercise Prescription: Theory of Exercise</td>
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<td>Exercise Prescription for Special Populations</td>
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<td>HS265</td>
<td>Exercise Physiology</td>
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<td>HS301</td>
<td>Sports Psychology</td>
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<td>HS302</td>
<td>Trends in Health, Fitness &amp; Wellness</td>
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<td>HS303</td>
<td>Worksite Health Promotion</td>
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<td>HS304</td>
<td>Advanced Fitness Program Design</td>
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<td>HS317</td>
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<td>HS322</td>
<td>Principles in Child Fitness</td>
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<td>PD260</td>
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TECHNICAL ELECTIVES

Students will choose 32 credits from the following list of courses.

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<td>HR350</td>
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<td>HS310</td>
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<td>HS372</td>
<td>Special Topics in Functional Mobility◊</td>
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<td>Special Topics on Movement Assessment◊</td>
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<td>MK225</td>
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<td>MK250</td>
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<td>MK330</td>
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</table>

Technical Elective Minimum Credit Requirements: 32

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.

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<td>Creative Writing</td>
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<td>Writing and Research</td>
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<td><strong>Total Program Minimum Credit Requirement</strong></td>
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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.

CAREER OPPORTUNITIES: Graduates from the Bachelor of Science in Health Care Management will be prepared for entry-level employment in a variety of fields including, but not limited to: Office Manager, Nurse Manager, Health and Social Service Manager, Program Manager, Clinical Director, Director of Nursing, Medical Records Manager, Mental Health Program Manager, Nutrition Services Manager, Practice Administrator, Account Manager, Account Representative, Call Center Representative, Client Services Representative, Customer Care Representative (CCR), Customer Service Agent, Customer Service Representative (Customer Service Rep), Customer Service Specialist, Member Services Representative, Sales Facilitator.

CORE REQUIREMENTS

<table>
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<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
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<tr>
<td>AC110</td>
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</table>

Students will select a minimum of 32 credits as approved by the dean of education/students and program chair. 32

Total Core Minimum 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.

**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
- MA255 Advanced Coding 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
- MK250 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

**Medical Assistant Concentration:**
- MA145 Introduction to Patient Care 4
- MA153 Human Disease 4
- MA162 Pharmacology 4
- MA185 Advanced Patient Care 4
- MA205 Essential Lab Skills and Procedures 4
- MA286 CMA Review Seminar 4
- MA297 Clinical Externship 8

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**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.

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<th>Credits</th>
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</table>

**Total General Education Minimum Credit Requirement** 54

**NOTES**

- 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.
- * This course will only be offered at Broadview University – Madison.
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.

CAREER OPPORTUNITIES: Graduates from the Bachelor of Science in Information Technology will be prepared for entry-level employment in a variety of fields including, but not limited to: Computer Network Specialist, IT Consultant (Information Technology Consultant), Network Engineer, Network Specialist, Network Support Specialist, Network Technical Analyst, Network Technician, Personal Computer Network Analyst, Senior IT Assistant (Senior Information Technology Assistant), Systems Specialist.

CORE REQUIREMENTS

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Students will select 13 credits from courses with codes that begin with DB, IT, NT, SD, PM, or WD

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
- IT350 Strategies for Cyber Security 4
- IT425 Network Security Services 4
- IT450 Cybersecurity Advance Topics 4

Server Administration
- DB321 Database Server Administration 4
- IT333 Network Application Services 4
- WD350 Web Servers 4

Total Core Minimum Credit Requirement 126
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.

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<tr>
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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 Broadview University – Madison 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.

CAREER OPPORTUNITIES: Graduates from the Bachelor of Science in Paralegal will be prepared for entry-level employment in a variety of fields including, but not limited to: Paralegal, Law Clerk, Legal Assistant, Legal Clerk, Real Estate Paralegal, Summer Law Associate, Legal Analyst, Paralegal Specialist, Certified Paralegal, Immigration Paralegal.

CORE REQUIREMENTS

<table>
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<td>Applied Ethics</td>
<td>4</td>
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<tr>
<td>PD260</td>
<td>Career Capstone</td>
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</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC110</td>
<td>Accounting Principles I</td>
<td>4</td>
</tr>
<tr>
<td>BS311</td>
<td>Organizational Behavior</td>
<td>4</td>
</tr>
<tr>
<td>BS325</td>
<td>Fraud Examination</td>
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<tr>
<td>LA201</td>
<td>American Legal Systems</td>
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<tr>
<td>LA245</td>
<td>Fundamentals of Electronic Discovery</td>
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<tr>
<td>LA251</td>
<td>Electronic Discovery Technology User Experience</td>
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<td>LA285</td>
<td>Electronic Discovery Rules and Compliance</td>
<td>4</td>
</tr>
<tr>
<td>LA305</td>
<td>Interviewing and Investigating</td>
<td>4</td>
</tr>
<tr>
<td>LA355</td>
<td>Advanced Discovery and Project Management</td>
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<tr>
<td>MA100</td>
<td>Medical Terminology</td>
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Total Core Minimum Credit Requirement: 131 credits
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.

<table>
<thead>
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<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
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<td><strong>COMMUNICATIONS</strong></td>
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<td>CM111</td>
<td>Speech Communications</td>
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<td>CM121</td>
<td>Composition (required)</td>
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<tr>
<td>CM200</td>
<td>Intercultural Communications</td>
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</tr>
<tr>
<td>CM210</td>
<td>Creative Writing</td>
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<tr>
<td>CM320</td>
<td>Writing and Research</td>
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<td>CM330</td>
<td>Technical Writing</td>
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<tr>
<td></td>
<td><strong>HUMANITIES</strong></td>
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<tr>
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<td>Introduction to Humanities</td>
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<tr>
<td>HU121</td>
<td>Film in Society</td>
<td>4</td>
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<tr>
<td>HU130</td>
<td>Spanish I</td>
<td>4</td>
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<tr>
<td>HU145</td>
<td>Global Influences on American Music</td>
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<tr>
<td>HU150</td>
<td>Introduction to Literature</td>
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<tr>
<td>HU230</td>
<td>Spanish II</td>
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<td>World Literature</td>
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<td>NS111</td>
<td>Environmental Issues</td>
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<tr>
<td>NS116</td>
<td>College Algebra I (required)</td>
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<tr>
<td>NS126</td>
<td>Chemistry Today*</td>
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<tr>
<td>NS135</td>
<td>Microbiology</td>
<td>4</td>
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<td>NS140</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>NS150</td>
<td>Anatomy and Physiology II</td>
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<td>NS216</td>
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<td>NS259</td>
<td>Pre-Calculus</td>
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<td>Calculus</td>
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<td>NS266</td>
<td>Physics I</td>
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<tr>
<td>NS305</td>
<td>Statistics</td>
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<tr>
<td>NS320</td>
<td>Introduction to Decision Systems</td>
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<td><strong>SOCIAL SCIENCE</strong></td>
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<td>Introduction to Psychology</td>
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<td>SS140</td>
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<td>Principles of Economics</td>
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<td>SS360</td>
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<td><strong>Total General Education Minimum Credit Requirement</strong></td>
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<td></td>
<td><strong>Total Program Minimum Credit Requirement</strong></td>
<td>185</td>
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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.

* This course will only be offered at Broadview University – Madison.
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 application.
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

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BS105</td>
<td>Introduction to Business</td>
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<tr>
<td>BS170</td>
<td>Customer Service Strategies</td>
<td>3</td>
</tr>
<tr>
<td>BS380</td>
<td>Project Management</td>
<td>4</td>
</tr>
<tr>
<td>CJ220</td>
<td>Security: Private, Local, State and Federal Governments</td>
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<tr>
<td>CL131</td>
<td>MS Office Applications I</td>
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<td>DB211</td>
<td>Database Design</td>
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<tr>
<td>GD364</td>
<td>Multimedia Programming I</td>
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<td>IT135</td>
<td>Computing Fundamentals</td>
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<tr>
<td>IT165</td>
<td>Mobile Operating Systems</td>
<td>4</td>
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<td>IT320</td>
<td>Cyber Forensics</td>
<td>4</td>
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<tr>
<td>PD160</td>
<td>Professional Communications I</td>
<td>4</td>
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<td>PD200</td>
<td>Professional Communications II</td>
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<td>PD225</td>
<td>Applied Ethics</td>
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<td>SD114</td>
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<td>SD215</td>
<td>Software Interface Experience</td>
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<td>SD234</td>
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<td>SD242</td>
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<td>SD254</td>
<td>Programming II</td>
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<td>SD256</td>
<td>Mobile Applications Security</td>
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<tr>
<td>SD315</td>
<td>Software Engineering for Mobile Devices</td>
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<tr>
<td>SD330</td>
<td>Software Quality Assurance and Testing</td>
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<tr>
<td>SD352</td>
<td>Mobile Application Development II</td>
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<td>WD130</td>
<td>Basic Web Design</td>
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<td>WD260</td>
<td>Web Technologies</td>
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<td>WD364</td>
<td>Web Application Development I</td>
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</table>

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.

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM111</td>
<td>Speech Communications</td>
<td>4</td>
</tr>
<tr>
<td>CM121</td>
<td>Composition (required)</td>
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</tr>
<tr>
<td>CM200</td>
<td>Intercultural Communications</td>
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</tr>
<tr>
<td>CM210</td>
<td>Creative Writing</td>
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<td>Writing and Research</td>
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<td>Introduction to Humanities</td>
<td>4</td>
</tr>
<tr>
<td>HU121</td>
<td>Film in Society</td>
<td>4</td>
</tr>
<tr>
<td>HU130</td>
<td>Spanish I</td>
<td>4</td>
</tr>
<tr>
<td>HU145</td>
<td>Global Influences on American Music</td>
<td>4</td>
</tr>
<tr>
<td>HU150</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>HU230</td>
<td>Spanish II</td>
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<tr>
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<td>Biology</td>
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<tr>
<td>NS111</td>
<td>Environmental Issues</td>
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<tr>
<td>NS116</td>
<td>College Algebra I (required)</td>
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<tr>
<td>NS135</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>NS140</td>
<td>Anatomy and Physiology I</td>
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</tr>
<tr>
<td>NS150</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
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<tr>
<td>NS216</td>
<td>College Algebra II</td>
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</tr>
<tr>
<td>NS259</td>
<td>Pre-Calculus</td>
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</tr>
<tr>
<td>NS260</td>
<td>Calculus</td>
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<tr>
<td>NS266</td>
<td>Physics I</td>
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<td>Physics II</td>
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<tr>
<td>NS305</td>
<td>Statistics</td>
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</tr>
<tr>
<td>NS320</td>
<td>Introduction to Decision Systems (required)</td>
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<td>SS103</td>
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<tr>
<td>SS116</td>
<td>Introduction to Psychology</td>
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<td>SS140</td>
<td>Interpersonal Relations</td>
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<td>Principles of Economics</td>
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<td>SS360</td>
<td>Abnormal Psychology</td>
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</table>

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.
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.

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CM111</td>
<td>Speech Communications</td>
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<td>CM121</td>
<td>Composition (required)</td>
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<tr>
<td>CM200</td>
<td>Intercultural Communications</td>
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<tr>
<td>CM210</td>
<td>Creative Writing</td>
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<tr>
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<td>Writing and Research</td>
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<td>CM330</td>
<td>Technical Writing</td>
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<td>HU100</td>
<td>Introduction to Humanities</td>
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<tr>
<td>HU121</td>
<td>Film in Society</td>
<td>4</td>
</tr>
<tr>
<td>HU130</td>
<td>Spanish I</td>
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</tr>
<tr>
<td>HU145</td>
<td>Global Influences on American Music</td>
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<tr>
<td>HU150</td>
<td>Introduction to Literature</td>
<td>4</td>
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<tr>
<td>HU230</td>
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<tr>
<td>NS116</td>
<td>College Algebra I (required)</td>
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</tr>
<tr>
<td>NS126</td>
<td>Chemistry Today*</td>
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</tr>
<tr>
<td>NS135</td>
<td>Microbiology</td>
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<td>NS140</td>
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<td>4</td>
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<tr>
<td>NS320</td>
<td>Introduction to Decision Systems</td>
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</tr>
</tbody>
</table>

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.

The program will prepare graduates for entry-level employment in a variety of fields including, but not limited to: Account Clerk, Account Receivable Clerk, Accounting Assistant, Accounting Associate, Accounting Clerk, Accounts Payable Clerk, Accounts Payable Specialist, Accounts Payables Clerk, Accounts Receivable Clerk, Bookkeeper.

CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC110</td>
<td>Accounting Principles I</td>
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<tr>
<td>AC120</td>
<td>Payroll Accounting</td>
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<tr>
<td>AC150</td>
<td>Accounting Principles II</td>
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<td>AC160</td>
<td>Managerial Accounting</td>
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<tr>
<td>AC170</td>
<td>Accounting Systems</td>
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</tr>
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<td>Excel for Accounting</td>
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Students will select four credits from the following electives:

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<td>AC310</td>
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<td>4</td>
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<td>BS325</td>
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Total Core Minimum Credit Requirement 60

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.

* These courses will only be offered at Broadview University – Madison.
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.

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<tr>
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Total General Education Minimum Credit Requirement 30

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.

* These courses will only be offered at Broadview University – Madison.
OBJECTIVES

The objective of the Associate of 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.

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.

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HUMANITIES

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NATURAL SCIENCE and MATHEMATICS

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SOCIAL SCIENCE

Students must complete either SS116 or SS205

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<td>Sociology (required)^</td>
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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 SS116 College Algebra and/or CM070 Writing 121 Lab as a co-requisite to CM121 Composition based upon competency exam scores.
OBJECTIVES

The objective of the Associate of 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.

CAREER OPPORTUNITIES: Graduates from the Associate of Applied Science degree in Exercise Science will be prepared for entry-level employment in a variety of fields including, but not limited to: Aerobics Instructor, Fitness Coordinator, Fitness Director, Fitness Instructor, Fitness Specialist, Fitness Trainer, Group Exercise Instructor, Group Fitness Instructor, Personal Trainer, Yoga Instructor.

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.

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Total General Education Minimum Credit Requirement: 30

Total Program Minimum Credit Requirement: 92

CORE REQUIREMENTS

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<td>HS202</td>
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<td>HS212</td>
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<td>HS245</td>
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Total Core Minimum Credit Requirement: 62

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.

* These courses will only be offered at Broadview University – Madison.
GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate's of applied science 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 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
NS135 Microbiology 4
NS140 Anatomy and Physiology I (required) 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.
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
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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
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
NS105 | Biology | 4
NS111 | Environmental Issues | 4
NS116 | College Algebra I (required) | 4
NS126 | Chemistry Today* | 4
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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 Broadview University – Madison 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.

CAREER OPPORTUNITIES: Graduates from the Associate of Applied Science degree in Massage Therapy will be prepared for entry-level employment in a variety of fields including, but not limited to: Massage Therapist, Licensed Massage Therapist, Certified Massage Therapist (CMT), Licensed Massage Practitioner (LMP), Registered Massage Therapist, Bodywork Therapist, Clinical Massage Therapist, Hospice Massage Therapist, Integrated Deep Tissue Massage Therapist, Medical Massage Therapist.

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.

» Licensure is required to practice massage therapy in the state of Utah and Idaho.

» Acceptance and successful progression through the Massage Therapy program does not ensure licensure eligibility. The Utah Division of Occupational Professional Licensing (DOPL) requires licensure for massage therapists and makes final determination on eligibility to sit for state licensing exams and issuance of a license to practice massage therapy. Applicants who have been convicted of a felony or has a history of mental illness or drug abuse should contact the Bureau Manager for Massage Therapy at DOPL to discuss their eligibility to be licensed.

» *This course is only offered at Broadview University – Madison campus.
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
--- | --- | ---
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
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
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
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

NOTES

» ‡ These courses are available in an online and residential format.
» 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 and NS135, are completed residencially or online.
» NS126 and NS135 will be offered at the Madison campus online.
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.

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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.

» * This course will only be offered at Broadview University – Madison.
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.

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</table>

Total General Education Minimum Credit Requirement 30

NOTES

1. 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.
2. * These courses will only be offered at Broadview University – Madison.
**OBJECTIVES**

The objective of the Associate of 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 the 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 oral 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.

Graduates from the Associate in Applied Science degree in Veterinary Technology will be prepared for entry-level employment in a variety of fields including, but not limited to: Certified Veterinary Technician (CVT), Emergency Veterinary Technician, Internal Medicine, Veterinary Technician, Licensed Veterinary Technician (LVT), Medical Technologist, Registered Veterinary Technician (RVT), Veterinary Assistant, Veterinary Laboratory Technician (Veterinary Lab Tech), Veterinary Nurse, Veterinary Technician (Vet Tech).

**NOTES**

- These courses are only offered on the day schedule and will not be scheduled to begin after 4:00 p.m.
- BVU 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.
- These courses will only be offered at Broadview University – Madison.

**CORE REQUIREMENTS**

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<th>Class #</th>
<th>Class Name</th>
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<td>VT04</td>
<td>Veterinary Calculations, Terminology and Drug Metabolism</td>
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<td>VT107</td>
<td>Introduction to Veterinary Technology &amp; Office Procedures</td>
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<td>VT155</td>
<td>Body System Anatomy, Physiology and Applied Pharmacology I</td>
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<td>VT156</td>
<td>Body System Anatomy, Physiology and Applied Pharmacology II</td>
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<td>VT182</td>
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<td>VT213</td>
<td>Veterinary Laboratory: Hematology</td>
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<td>VT218</td>
<td>Veterinary Laboratory: Parasitology</td>
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<td>VT223</td>
<td>Lab Animals, Exotics and Pocket Pets◊</td>
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<td>VT233</td>
<td>Advanced Clinical Laboratory</td>
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<td>VT237</td>
<td>Small Animal Disease, Nursing, and Emergency Care</td>
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<td>VT252</td>
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<td>VT297</td>
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</table>

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.

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<tr>
<td>CM111</td>
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Total General Education Minimum Credit Requirement 30

Total Program Minimum Credit Requirement 94
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.

CAREER OPPORTUNITIES: Graduates from the Certificate in Massage Therapy program will be prepared for entry-level employment in a variety of fields including, but not limited to: Massage Therapist, Licensed Massage Therapist, Certified Massage Therapist (CMT), Licensed Massage Practitioner (LMP), Registered Massage Therapist, Bodywork Therapist, Clinical Massage Therapist, Hospice Massage Therapist, Integrated Deep Tissue Massage Therapist, Medical Massage Therapist.

NOTES:

» Licensure is required to practice massage therapy in the state of Utah and Idaho.

» Acceptance and successful progression through the Massage Therapy program does not ensure licensure eligibility. The Utah Division of Occupational Professional Licensing (DOPL) requires licensure for massage therapists and makes final determination on eligibility to sit for state licensing exams and issuance of a license to practice massage therapy. Applicants who have been convicted of a felony or has a history of mental illness or drug abuse should contact the Bureau Manager for Massage Therapy at DOPL to discuss their eligibility to be licensed.
OBJECTIVES

The objectives of the Diploma in Medical Assistant 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.

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.

CAREER OPPORTUNITIES: Graduates from the Diploma in Medical Assistant program will be prepared for entry-level employment in a variety of fields including, but not limited to: Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Assistant, Doctor’s Assistant, Medical Assistant (MA), Medical Office Assistant, Ophthalmic Technician, Optometric Assistant, Optometric Technician, Registered Medical Assistant (RMA).

CORE REQUIREMENTS

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<td>MA176</td>
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<td>Essential Lab Skills and Procedures</td>
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<tr>
<td>AN</td>
<td>Animation</td>
<td>90</td>
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<tr>
<td>AP</td>
<td>Audio Production</td>
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</tr>
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<td>AV</td>
<td>Audio &amp; Video</td>
<td>91</td>
</tr>
<tr>
<td>BS</td>
<td>Business</td>
<td>91</td>
</tr>
<tr>
<td>CA</td>
<td>Creative Arts</td>
<td>92</td>
</tr>
<tr>
<td>CJ</td>
<td>Criminal Justice</td>
<td>93</td>
</tr>
<tr>
<td>CL</td>
<td>Computer Literacy</td>
<td>92</td>
</tr>
<tr>
<td>CM</td>
<td>Communications</td>
<td>92</td>
</tr>
<tr>
<td>DB</td>
<td>Database</td>
<td>94</td>
</tr>
<tr>
<td>DV</td>
<td>Digital Video</td>
<td>94</td>
</tr>
<tr>
<td>EB</td>
<td>Entertainment Business</td>
<td>95</td>
</tr>
<tr>
<td>FN</td>
<td>Finance</td>
<td>95</td>
</tr>
<tr>
<td>GA</td>
<td>Game Art</td>
<td>96</td>
</tr>
<tr>
<td>GD</td>
<td>Game Development</td>
<td>97</td>
</tr>
<tr>
<td>GR</td>
<td>Graphics</td>
<td>97</td>
</tr>
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<td>Hospitality Management</td>
<td>100</td>
</tr>
<tr>
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<td>Health Care Management</td>
<td>98</td>
</tr>
<tr>
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<td>Human Resource Management</td>
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<td>101</td>
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<td>102</td>
</tr>
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<td>Medical</td>
<td>106</td>
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<td>Media Communication</td>
<td>106</td>
</tr>
<tr>
<td>MK</td>
<td>Marketing and Sales</td>
<td>104</td>
</tr>
<tr>
<td>MS</td>
<td>Massage Therapy</td>
<td>105</td>
</tr>
<tr>
<td>NS</td>
<td>Natural Science and Mathematics</td>
<td>107</td>
</tr>
<tr>
<td>NT</td>
<td>Networking</td>
<td>108</td>
</tr>
<tr>
<td>PD</td>
<td>Professional Development</td>
<td>108</td>
</tr>
<tr>
<td>PT</td>
<td>Pro Tools</td>
<td>108</td>
</tr>
<tr>
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<td>Software Development</td>
<td>110</td>
</tr>
<tr>
<td>SP</td>
<td>Sound Production</td>
<td>110</td>
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<td>Sequential Imaging</td>
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<td>SS</td>
<td>Social Science</td>
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<td>VT</td>
<td>Veterinary Technology</td>
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<td>WD</td>
<td>Web Development</td>
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</table>

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
- **500-699** Courses normally having prerequisites from the 100-299 level
- **500-699** Courses normally having prerequisites from the 100-399 level
- **500-699** Courses normally at the masters' program level (See pages 48-50 for graduate course descriptions)

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
**ACCOUNTING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AC110</td>
<td>Accounting Principles I</td>
<td>4</td>
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<tr>
<td>AC120</td>
<td>Payroll Accounting</td>
<td>3</td>
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<tr>
<td>AC150</td>
<td>Accounting Principles II</td>
<td>4</td>
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<tr>
<td>AC160</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>AC170</td>
<td>Accounting Systems</td>
<td>3</td>
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<tr>
<td>AC190</td>
<td>Excel for Accounting</td>
<td>3</td>
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<tr>
<td>AC200</td>
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<td>4</td>
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<tr>
<td>AC310</td>
<td>Tax I</td>
<td>4</td>
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<tr>
<td>AC320</td>
<td>Audit I</td>
<td>4</td>
</tr>
<tr>
<td>AC330</td>
<td>Governmental and Not-For-Profit Accounting</td>
<td>4</td>
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<tr>
<td>AC341</td>
<td>Cost and Managerial Accounting</td>
<td>4</td>
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<tr>
<td>AC350</td>
<td>Tax II</td>
<td>4</td>
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<td>Advanced Accounting</td>
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<tr>
<td>AC430</td>
<td>Tax III</td>
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Stated course prerequisites may be satisfied with equivalent courses.

**AC110 Accounting Principles I**

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**

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**

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**

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**

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, invoice, invoicing, and payroll modules.

**AC190 Excel for Accounting**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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.

ANIMATION

AN300  Animation Principles  4 Credits
Prerequisite: CA121, CA170. This course is a study of 2D animation. The course focuses on learning the principles of animation and application of the basics of timing, weight, and anticipation. The student will incorporate the use of a capture device, pencil tests, inking, and other forms of 2D animation using a 2D paint and animation program as the primary tool.

AN305  Animation Tools and Technology  4 Credits
Prerequisite: CA111, CA170. This course focuses on the fundamentals of learning animation tools and technology and creating fluency between animation and digital design applications. The students will gain a working knowledge of software programs to apply to animation techniques. The students will learn the tools for emphasis on background layout, perspective, composition, design basics, staging, mood, texture and lighting.

AN310  Intermediate 2D Animation  4 Credits
Prerequisite: AN300. This is an intermediate course that builds on the animation principles. The students will learn and apply techniques to create a short animation for a proposed project. In this course, the addition of multiple characters increases the level of complexity and necessitates a short story line. The use of a capture device, pencil tests, inking, and other 2D skills are explored.

AN315  Introduction to Rigging  4 Credits
Prerequisite: AN310. This course is an introduction to the fundamentals of character setup. During the course, each student will create, set up, rig, and test 2D and 3D character models, additional props and non-human elements.

AN320  3D Character Animation  4 Credits
Prerequisite: AN315. This is a beginning level 3D animation course building on techniques learned from previous animation courses. The student will learn how to animate action sequences using various characters including a previously created rigged 3D character model.

AN340  Advanced Animation Technology  4 Credits
Prerequisite: DV200, AN305. This course builds on prior skills to combine digital effects and animation tools. This course incorporates the use of titling in broadcast graphics and User Interface (UI). Techniques for design and implementation will be covered. The students will produce title sequences and animated assets using typography, graphics, and other digital assets.

AN400  Pre-Production  4 Credits
Prerequisite: AN320, AN340. This course is focused on pre-production. This is projects-based course where students utilize their knowledge of animation, interactivity, and compositing software to create products in a pre-production environment. The student will work collaboratively with others, to achieve a common goal similar to industry experience.

AN420  Post-Production  4 Credits
Prerequisite: AN400. This is a project-based course where students utilize their knowledge of animation, interactivity, and compositing software to create products in a post-production environment. The student will work cooperatively with others to achieve a common goal similar to industry experience.

AUDIO ENGINEERING

AE130  Studio Audio Engineering I  5 Credits
Prerequisite: None. The introduction to the studio environment and recording process addresses sound and audio signal theory, transduction, signal processing, and digital audio workstation operation; and writing, setup, and operation of a basic hybrid analog/digital recording environment.

AE131  Studio Audio Engineering I  4 Credits
Prerequisite: None. This introduction to the studio environment and recording process addresses sound and audio signal theory, transduction, signal processing, and digital audio workstation operation; and wiring, setup, and operation of a basic hybrid analog/digital recording environment.

AE275  Audio Engineering Capstone  4 Credits
Prerequisite: AE258 or AP258. This capstone course, taken during a student’s final term of study, is focused on the completion of multiple projects in both music and post production. Students will present their creative work to their instructor(s) and peers.

AUDIO PRODUCTION

AP050  Elements of Music  2 Credits
Prerequisite: None. This course designed for the student with little musical experience, provides an overview of written and verbal language, preparing the student for Music Fundamentals I.

AP110  Music Fundamentals I  3 Credits
Prerequisite: AP050 or Advanced Placement. An overview of fundamental music vocabulary, the course presents verbal and written musical expression and the elements of rhythms, key signatures, scales, and chords. Students use keyboards, computer programs, online games, simple percussion instruments, and voices throughout the course.

AP160  Desk Production I  4 Credits
Prerequisite: None. Students learn and apply the essentials of multimedia desktop workstation setup and basic audio and video capture and editing skills.
AP206 Desktop Production II 4 Credits
Prerequisites: AE131, AP110, AP150 or AP160. Through an exploration of skills required by successful producers in today’s industry, students learn critical listening skills, rhythm composition, tempo mapping and beat manipulation, composite editing techniques, preproduction management, instrument tuning and NARAS recommendations for session management, delivery, and backup.

AP258 Music Production Techniques 3 Credits
Prerequisites: AE203, AP203, AP260. This class focuses on advanced skills required to produce a professional music release. Students learn composite editing and synthesis techniques, chord progressions, melodic composition, advanced instrument and vocal tuning, and Ableton Live as a non-linear composition tool as they create their own sample libraries to use in production.

AUDIO AND VIDEO

AV250 Post Production I 4 Credits
Prerequisite: AP160. This introduction to audio post production for visual media includes studies in the theory and practice of recording dialogue, spotting audio to picture, matching music to visual media and mixing dialogue, effects, and music stems.

AV258 Post Production II 3 Credits
Prerequisite: AV254. This course focuses on tools and techniques for audio production for visual media. Students learn advanced editing techniques, location recording, Foley technique, sound design, and surround mixing.

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.

BS250 Business Analysis Techniques 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.

BS270 Operations Management 4 Credits
Prerequisites: BS105. 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.

BS310 Fraud Examination 4 Credits
Prerequisite or Concurrent: SS116 or SS140. The course examines how organizations are created, 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.

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.

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.
COURSE DESCRIPTIONS

BS380  Project Management  4 Credits
Prerequisites: BS105 or BS180 or BS200 or EB120 or equivalent. 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 or EB120. 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
Prerequisites: 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. The course provides advanced training in 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.

CA105  3D Design I  3 Credits
Prerequisite: None. This course provides an introduction to forming a basic understanding of three-dimensional design and techniques essential to the creation of simple shapes and forms. Emphasis is on gaining technical skill and learning the safe and appropriate use of tools and materials. The impact of material and technique upon form and content is also addressed.

CA111  Perspective Drawing  3 Credits
Prerequisite: CA105. In this course the student concentrates on the fundamentals of one-, two-, three- and four-point perspective drawing. Direct applications of perspective to objects, still life, landscape, and interior and exterior architecture are emphasized. Students explore compositional and rendering skills through various media.

CA121  Life Drawing  3 Credits
Prerequisite: CA100. This studio course is the third in a series of drawing courses. The course uses the human figure as an element in understanding form, shape, space, gesture, movement, tension, expression, and composition. The student draws the figure perceptually, expressively, and with an awareness of all the issues associated with human figure study. The student develops the visual, verbal, and technical skills necessary to represent the figure.

CA140  3D Design II  3 Credits
Prerequisite: CA105. In the second part of this 3D design sequence, students advance their technical skills in sculpting with a variety of media. Study includes an introduction to modeling and mold making and explorations into nontraditional media and forming processes. The student discovers how choice of material and process affect the physical, emotional, and industrial applications of the object.
CA150  3D Design III  3 Credits
Prerequisite: None. This course provides an introduction to forming a basic understanding of three-dimensional design and techniques essential to the creation of simple shapes and forms. Emphasis is on gaining technical skill and learning the safe and appropriate use of tools and materials. The impact of material and technique upon form and content is also addressed.

CA160  Light and Shadow  4 Credits
Prerequisite: CA100. The student works with various lighting situations from low light to high contrast by using drawing techniques as well as digital photography. Understanding the emotional structure of a subject through lighting is explored through the use of artificial and natural light on an object or setting.

CA170  Digital Tools  4 Credits
Prerequisite: None. In this introductory course students explore tools for producing basic creative digital content. Students study basic web page user interface techniques, basic digital photo manipulation and basic motion graphics, using the industry standard software.

CA300  Anatomy For Artists  4 Credits
Prerequisite:CA100, CA111. Can be taken concurrently with CA121. This is the study of anatomy and physiology, and mechanisms by which the human body functions relevant for artists. Major themes are relationships between structure and function within the muscular and skeletal structure. Topics include anatomy and of the skeletal, muscular systems and how they affect the form and visual processes of the body.

CA499  Visual Design Capstone  4 Credits
Prerequisite: Students must be within two quarters of completing concentration coursework. The capstone is a course in which the student demonstrates their professional competence as displayed in design proposals for a project of their choosing, using the full complement of design and presentation skills developed during their course of study in the Visual Design program and emphasizing the concentration of their choice.

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
Prerequisite: 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
Prerequisite: 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 Systems  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.

CJ3495 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, MSSQL 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

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.
DV165  Field Production and Lighting  4 Credits
Prerequisite: DV11. 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.

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.

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: DV171. Prerequisite or Concurrent: DV200. This course covers an overview of general color theory and its application to post-production color grading and color correction techniques.

DV300  Advanced Audio for Video and Film  4 Credits
Prerequisite: DV235. This course focuses on advanced audio applications for video and film, from Production Sound through Audio Post-Production. Applications and techniques demonstrated include, but are not limited to, mastering integration of dialogue, music, and sound effects, according to established industry standards.

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.

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.

ENTERTAINMENT BUSINESS
EB101  The Media Industry Landscape  3 Credits
Prerequisite: None. Media and creative arts are converging and creating new outlets for entertainers, content creators, and industry business professionals. This course discusses historic media, trends, and people who laid the ground work for contemporary entertainment delivery. Topics include identification of entertainment entities, an overview of significant contributors to the business of entertainment, and basic business structures for music, video, gaming, and the media arts. Emphasis is placed on interrelated opportunities presented to entertainment industry professionals.

EB120  Business Management for Media Professionals  4 Credits
Prerequisite: EB101. The course covers a range of issues for entrepreneurs and small business managers, including writing a business plan, analyzing a financial report, business acquisition, site selection, and government regulations.

EB310  Entrepreneurship for Creative Arts  4 Credits
Prerequisite: BS200 or EB120 or equivalent. 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.

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
Prerequisite: 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
Prerequisite: 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 the 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.

GA210 Storyboarding for the Game Artist 4 Credits
Prerequisite: None. This course looks at storyboarding as a tool for conveying ideas visually in the gaming industry. Students explore different methods for representing concepts both digitally and traditionally. They study how to identify and select elements of a concept that need to be translated into visual communication.

GA220 Game Modeling I 4 Credits
Prerequisite: GA200. Students are introduced to the basics of computer 3D modeling. They study the differences among and appropriate uses for polygon, NURBS, and subdivision surfaces when modeling.

GA240 Game Concept Art 4 Credits
Prerequisites: CA170, DV105 or GA210. In this course, students create concept art, the characters, and worlds that serve as game foundations. Students study how to represent their ideas through various 2D and 3D means as they develop concept art for their own game idea.

GA260 Game Modeling II 4 Credits
Prerequisites: GA220, GA240. Students begin exploring aspects of surface qualities and how they can be represented in texture creation and application. The class focus is on creating a rich gaming environment through the development of all the little gadgets and gizmos that fill up the scene. Ideas developed in previous classes are used as the basis for the content they create during this class.

GA280 Game User Interface Design 4 Credits
Prerequisites: CA170, GA200. During this course students look at the different types of interfaces and explore the construction of visual user interfaces. They examine the elements of a user interface and how they connect the player to the game. Students create mockups of interfaces for a variety of game types during this class.

GA300 Game Cinematic Assets 4 Credits
Prerequisite: GA260. In this course students create cinematic assets for in-game play. The student practices how to create special effects, cyclic animations, and sprites for events that occur during a game such as reloading a weapon or deploying an object.

GA301 GAME Modeling I 4 Credits
Prerequisites: CA170, DV105 or GA210. In this course, students create concept art, the characters, and worlds that serve as game foundations. Students study how to represent their ideas through various 2D and 3D means as they develop concept art for their own game idea.

GA305 Game Modeling II 4 Credits
Prerequisites: GA220, GA240. Students begin exploring aspects of surface qualities and how they can be represented in texture creation and application. The class focus is on creating a rich gaming environment through the development of all the little gadgets and gizmos that fill up the scene. Ideas developed in previous classes are used as the basis for the content they create during this class.

GA310 2D Games I 4 Credits
Prerequisite: GA200. Students are introduced to the fundamental concepts of creating a two-dimensional game. They create an idea for a simple game and start to develop the content for the game. Basic programming or scripting is explored through programs such as Flash or SCRATCH.

GA320 Game Modeling III 4 Credits
Prerequisite: GA200. Students explore developing content in ZBrush and the workflow for bringing that content into Maya. Students take their character concepts developed in previous courses and produce a model suitable for a Next-Gen game.

GA330 Game Character Design 4 Credits
Prerequisites: GA260, GA305. Students explore developing content in ZBrush and the workflow for bringing that content into Maya. Students take their character concepts developed in previous courses and produce a model suitable for a Next-Gen game.

GA340 2D Games II 4 Credits
Prerequisite: GA310. Students continue developing the game they started in a previous class. Programming concepts are explored further to allow completion of a functioning two-dimensional game by the end of the class.

GA360 Game Modeling IV 4 Credits
Prerequisite: GA320. This course delves further into modeling tools and special effects as well as covering the basics of Maya's MEL scripting language. Students study how to use this scripting language to assist in automating their workflow within Maya.

GA370 Game Animation I 4 Credits
Prerequisites: GA220, GA240. The student studies what it takes to breathe life and emotion into a 3D character. Students examine body language and movement mechanics. Basic animation concepts and techniques are covered including how they can be integrated into modern animation software.
**COURSE DESCRIPTIONS**

**GAME DEVELOPMENT**

**GA380  Fundamentals of Compositing  4 Credits**
Prerequisite: GA300. Students are introduced to techniques commonly used by professionals in the compositing of computer-generated imagery using non-linear video editing software to create a final animation.

**GA400  Game Animation II  4 Credits**
Prerequisite: GA370. This course is a continuation of a previous game animation class. Students start developing an idea for a game cinematic sequence or cut scene.

**GA420  Game Project I  4 Credits**
Prerequisite: GA400. 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.

**GA430  Game Character Creation  4 Credits**
Prerequisite: GA320. Students will create a finalized character for their demo reel. They will be also creating more props and environments using all the skills they have gathered from previous courses. This class will focus on creating high resolution textures and shaders to bring a game character to life. Students will complete an entire characters from head to toe as well as items or environments to help create a final beauty render.

**GA440  Game Animation III  4 Credits**
Prerequisite: GA400. This course builds on previous game animation skills. The student works in a team environment to create an animated sequence for a game.

**GA460  Game Project II  4 Credits**
Prerequisite: GA420. This course is a continuation of Game Animation II. The student works in a team environment to create an animated sequence for a game.

**GA480  Demo Reel Creation  4 Credits**
Prerequisite: GA440. In the gaming industry a demo reel is an artistic résumé. In this class, students determine the best content for their demo reels and select appropriate tools to create them.

**GRAPHICS**

**GR100  Applied Color Theory  3 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 a 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 a 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.

**GR155  Digital Imaging II  4 Credits**
Prerequisites: GR100, CA170 or GR110, GR122. 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.

**GR211  Basic Web Delivery  4 Credits**
Prerequisites: GR110 or CA170, 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.

**GR251  Web Studio  4 Credits**
Prerequisite: GR211. Prerequisite or Concurrent: DV200 or 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.
GR281  Creative Arts Portfolio  4 Credits
Prerequisites or Concurrent: GR155. Students develop final print and digital portfolio presentations. Classroom artwork, pro-bono work or work for hire items are collected and reviewed for possible inclusion in a presentation portfolio. Students develop a consistent personal brand that extends from their website to their letterhead and resume. They also research the current job market and potential employers, while developing job interview skills.

GR298  AAS Internship  6 Credits
Prerequisite: PD260. Must be taken during the last quarter of the program. A 180-hour structured internship gives students the opportunity to apply their skills to real world applications in a graphic/visual design production environment. Students integrate and apply and further develop skills, knowledge, and abilities acquired in the program.

GR330  Studio Photography  4 Credits
B.F.A. Visual Design Prerequisites: DV111, GR155. B.F.A. Graphic Design Prerequisite: GR230. Students explore studio photography through product shots, model shots, setting up backdrops, sets, lighting, and reflectors. They manage and track their photos through Adobe Bridge and Camera Raw, critically analyzing lighting, camera angle, focus, and depth of field. Both ambient and natural light photography are studied.

GR410  Designing for Mobile Applications  4 Credits
Prerequisite: GR251. Students use cutting edge software to create mobile applications for multiple mobile devices. HTML5, CSS3, and jQuery languages are used in the creation process.

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.

HM460  Governance  4 Credits
Prerequisite or Concurrent: 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 or Concurrent: 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.

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 SCIENCE

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 or MA111. 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
Prerequisite: 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 Fitness Program 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 neuropsychology, biomechanics, and practical applications of muscle activation techniques (MAT). MAT is a systematic approach that identifies muscular imbalances, which lead to inefficient function, pain and injury, and techniques to reduce the imbalances.
COURSE DESCRIPTIONS

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: HS245, HS247 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: HS150. 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: HS245and HS247. This course introduces the theory behind movement assessment. The student will be introduced 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: HS301. 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.

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 or EB120. 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: None. 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: HR300. 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 administrating 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 administrating 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).
COURSE DESCRIPTIONS

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 text-based 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.

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.

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.

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.

LAW

LA100 Legal Terminology 4 Credits
Prerequisite: None. This is a concentrated study of terminology used in the legal field. 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
Prerequisite: 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
Prerequisite: 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.
COURSE DESCRIPTIONS

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 EB120. 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 the 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.
 COURSE DESCRIPTIONS

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 inquiries 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 the tools they serve. This is an advanced writing course, providing intensive practice in producing marketing content for print and web.

MASSAGE THERAPY

MS101  Techniques I  4 Credits  
Prerequisite or Concurrent: MA111 or 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 or Concurrent: 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
Prerequisite: MS101. 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.

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.

MEDICAL

MA100  Medical Terminology  4 Credits
Prerequisite: None. This course is a comprehensive study of terminology used in common medical practice.

MA111  Anatomy and Physiology  4 Credits
Prerequisites: None. This course is a general introduction to human anatomy and physiology emphasizing structures and functions of various body systems.

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.

MA153  Human Disease  4 Credits
Prerequisite: MA111 or 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.

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: MA100, MA111, or 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.

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 MA272. 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.

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.

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 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.

### 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 workplace. Students will utilize effective written communication strategies to create business reports, presentations and professional correspondence.

**PD255  Applied Ethics**  
4 Credits  
Prerequisite: 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 and program chair. 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.

### PRO TOOLS

**PT111  Essentials of ProTools**  
2 Credits  
Prerequisite: PT111. This training course for Pro Tools Certification and prepares students to start working on their own Pro Tools projects.

**PT202  ProTools Production Essentials**  
2 Credits  
Prerequisite: PT111. This training course for Pro Tools Certification focuses on skills needed to competently operate a Pro Tools HDX system in a professional environment.

**PT211  Music Production Techniques**  
2 Credits  
Prerequisite: PT202. This training course for Pro Tools Certification concentrates on 200-level training with a focus on music production. Reinforcement of 202 concepts and skills with music specific examples.

**PT212  Post Production Techniques**  
2 Credits  
Prerequisite: PT202. This training course for Pro Tools Certification concentrates on completing 200-level training with a post production focus. It reinforces 202 concepts and skills with post-specific examples.

### SEQUENTIAL IMAGING

**SQ200  Comic Book I**  
4 Credits  
Prerequisites: CA121, CM121. This is the first of two courses devoted to developing student technical skills with pencil, blue line pencil, pen, ink, and manga paper for comic books. The student gains experience with story structure and character development for effective visual storytelling. Emphasis is on self-generated stories.

**SQ210  Comic Book II**  
4 Credits  
Prerequisite: SQ200. This course is part two in the progression of comic book classes. In this course the student builds on visual storytelling skills developed earlier. Students write, draw, ink, and publish their first comics. Concentration is on developing strong layouts, typography, characters, environments, and stories.
SQ220  Creature Drawing  4 Credits  
Prerequisites: CA121, CA150. In this class the student studies human, insect, and animal anatomy as a means for developing fantasy creature drawings and illustrations. During the course the student creates professional grade portfolio renderings of a number of creature concepts suitable for comic books, illustrated books, animation, gaming, toy design, or movies.

SQ230  Screenwriting I  4 Credits  
Prerequisite: CM121. This is a fundamental course in screenwriting. Students practice story development, story structure, character development, research techniques, proper screenwriting format, and marketing of the full-length feature script.

SQ240  Character Drawing  4 Credits  
Prerequisites: CA121, CA150. This is a comprehensive course in developing human character and caricature illustrations from real life study. Working from live male and female models, the student observes, quick sketches, and illustrates the human character with an emphasis on exaggeration, action, and facial expressions. Studies center on full figured nude and costumed figures. Portrait caricature and cartoon illustrations are included.

SQ250  Comic Book Scripting  4 Credits  
Prerequisite: CM121. Covering dialogue, captions, sound effects, panel and page layouts, and the relationship of image to text in dramatic situations, this course provides opportunities to develop narrative ideas and express them in written form from the basic plot to the finished script.

SQ260  History of Manga and Anime  4 Credits  
Prerequisite: CM121. Through lecture, media presentations, and discussion, the student examines artistic styles, art movements, and outstanding personalities in the development of worldwide manga art and anime.

SQ270  Manga Book I  4 Credits  
Prerequisite: CA121. This is the first of two courses devoted to developing a student's technical skills in working with pencil, blue line pencil, pen and ink, colored pencil, colored markers, gouache, and manga paper. The student advances knowledge of story structure, character development, and typography for effective visual storytelling. Emphasis is on the self-generated story and combining traditional and digital drawing.

SQ305  Character Drawing  4 Credits  
Prerequisites: CA121, CA150, CA160. This is a comprehensive course in developing human character and caricature illustrations from real life study. Working from live male and female models, the student observes, quick sketches, and illustrates the human character with an emphasis on exaggeration, action, and facial expressions. Studies center on full figured nude and costumed figures. Portrait caricature and cartoon illustrations are included.

SQ310  Manga Book II  4 Credits  
Prerequisite: SQ300. This course is part two in the progression of manga book classes. In this course the student completes the visual story. Students ink, color, and publish their manga books. Concentration is on developing strong layouts, typography, characters, environments, and visual narratives. Completing the manga in both traditional and digital medium is stressed.

SQ320  Storyboarding  4 Credits  
Prerequisite: CA111, CA121. This course advances the student to the level of drawing storyboards that are suited for cinematic adaptation, concentrating on drawing and sequential imaging skills. Working with film directors and career planning is also stressed. Students work from pre-written scripts not of their own making.

SQ330  Fantasy Drawing  4 Credits  
Prerequisites: CA121, SQ240 or SQ305. Students in this class continue to develop their drawing and colorization skills by imagining and creating two-dimensional fantasy worlds. Adapting research of past civilizations into fully detailed futuristic fantasy environments is the core of this class. Figures within fantasy environments are also stressed.

SQ340  Fantasy Vehicle Drawing  4 Credits  
Prerequisites: SQ220, SQ240. Students in this class develop their drawing and colorization skills by imagining and creating two-dimensional fantasy vehicles. Adapting research of past human modes of transportation into fully detailed futuristic fantasy transportation designs is the core of this class. Students draw from nature, as well as past or present vehicles and current concept transportation designs.

SQ350  Costume, Hands and Facial Features Drawing  4 Credits  
Prerequisites: SQ220, SQ240. Students refine their human figure drawing skills to reach a higher level of human expressive characterization. Obvious and subtle differences between male and female features and expressions are stressed. Draping of clothing over the human figure is also studied.

SQ360  Screenwriting II  4 Credits  
Prerequisite: SQ230. This is an advance course in screenwriting. Students advance their creative writing skills as well as their screenplay formatting skills. Story development, story structure, character development, research techniques, proper screenwriting format, and marketing of the full-length feature script are the goals of this class.

SQ390  Graphic Novel Scripting  4 Credits  
Prerequisite: SQ250 or SQ360. In this course students advance their scripting and writing skills for comic, manga, graphic novel, and screenplay.

SQ400  Graphic Novel I  4 Credits  
Prerequisites: SQ210, SQ305 or SQ310. This is the first of two courses devoted to taking student skills in illustrated sequential image publications to the highest level. Students work with the full complement of tools and materials they have acquired before advancing to this class.

SQ410  Graphic Novel II  4 Credits  
Prerequisite: SQ400. This is the final course in the capstone series of courses leading to advanced skills in illustration and creative writing for sequential image publications. The student produces and digitally publishes a complete full-color graphic novel.
SQ415  Sequential Art Publishing  4 Credits
Prerequisite: SQ200, SQ210. Students will explore the process of managing the creation, publication and distribution of print and/or electronic comic books, graphic novels, and other creative written works. This course prepares the student to both contribute to the publishing process as writer, artist or editor and to manage the editorial, technical and business aspects of the publishing process. Areas covered include the publishing process, product planning and design, editing, managing writers, and artists, business and copyright law, electronic publishing and commerce, marketing and distribution and professional ethics and standards.

SQ420  Digital Portfolio  4 Credits
Prerequisites: SQ360, SQ400. This course must be taken in the last two quarters of the program. This is a graduation exit course in which the student creates a digital professional portfolio supported by a traditional portfolio. Designing an artist's website is also stressed.

SQ430  Sequential Imaging Thesis Project  4 Credits
Prerequisites: SQ360, SQ400. This course must be taken in the last two quarters of the program. In this class students showcase personal projects that they select to demonstrate skills learned over the previous quarters spent in the sequential imaging discipline. Students may also use this course as a place to develop other skills related to the sequential imaging discipline such as animation, graphic design, advertising, or gaming.

SQ440  Graphic Novel Scripting  4 Credits
Prerequisite: SQ250 or SQ360. In this course students advance their scripting and writing skills for comic, manga, graphic novel, and screenplay.

SSOIC  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.

SOUND PRODUCTION

SPI39  Wiring Basics  2 Credits
Prerequisite: None. In this course, students learn soldering techniques, cable repair, connector utilization and implementation into a variety of applications in this multi-media field. The course presents basic electricity and electrical circuitry concepts as they relate to sound reinforcement, lighting and visual display technology. Students will take the NEC low voltage certification exam in this course.

SP209  Sound Reinforcement I  4 Credits
Prerequisite: AE131. This introductory course focuses on the setup and use of sound systems in live performance settings focusing on all components of a typical sound system including consoles, EQ, crossovers, amplifiers, and speaker components. Students set up sound reinforcement equipment for a live show.

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.

SD222  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: NS116, SD114. In this course, students are introduced to computer programming with a rich full-featured programming language. Topics include program specifications, pseudo-code, structure charts, modular design, an introduction to algorithms, structured programming logic (sequence, decision, repetition), functions and procedures, file access, problem solving, arrays, pointers, testing and debugging, and an introduction to recursion.

SD242  Mobile Application Development I  4 Credits
Prerequisite: NS116 or equivalent score on the College Math advanced placement test, SD114. 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.

SD266  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 protect 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: SD242 or SD254. 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.

SD320  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 iPadsTM.

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 mathematical 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. 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.

VT218  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: VT252In 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.
COURSE DESCRIPTIONS

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.

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
Prerequisite: WD364. 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.
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March 15, 2018

Addendum to the Broadview University Student Catalog V. 66

Locations: West Jordan, Broadview Entertainment Arts University, Appleton, Madison, Sioux Falls Wausau

MARCH 15, 2018 ADDENDUM TO BROADVIEW UNIVERSITY STUDENT CATALOG V. 66:
Effective December 1, 2017.

Page 6: Under ACCREDITATION
- Second paragraph remove Eau Claire, LaCrosse and Madison from campuses accredited by the American Veterinary Medical Association.
- Third paragraph remove Wausau and Sioux from campuses accredited by the Accrediting Bureau of Health Education Schools.

Pages 30-31: Under GRADING add the following to the grade scale: NC Non-Credit (0.0): Indicates that the student completed a non-credit course and received no credit for the course.

Page 38:
- Under MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE PROGRAM ENTRANCE REQUIREMENT, remove third paragraph regarding granting conditional acceptance to the MBA program.
- Under MASTER OF SCIENCE IN MANAGEMENT (MS) DEGREE PROGRAM ENTRANCE REQUIREMENTS, remove third paragraph regarding granting conditional acceptance to the MS program.

Page 72: BACHELOR OF SCIENCE IN SOFTWARE APPLICATION DEVELOPMENT under Career Opportunities remove Java Developer.

DECEMBER 6, 2017 ADDENDUM TO BROADVIEW UNIVERSITY STUDENT CATALOG V. 66:
Effective December 1, 2017.

Page 10: Under APPROVED INSTITUTIONS replace second paragraph with. A student can request an official transcript directly from each previously attended institution or Broadview University will request transcripts on the student behalf with a completed College Documentation Form. Upon receiving an official transcript, Broadview University will evaluate transfer credits. Upon request, the student must submit a catalog description or course syllabus for consideration of transfer credits.

Page 13: Under CANCELLATION AND REFUND POLICY bullet point number two replace with 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.

Page 96: Under GA301 GAME MODELING I replace prerequisite with Prerequisite: GA200.

DECEMBER 5, 2017 ADDENDUM TO BROADVIEW UNIVERSITY STUDENT CATALOG V. 66:
Effective December 1, 2017.

Page 26: Under NON_DISCRIMINATION POLICY modify Human Resource contact to: Human Resources, Broadview University, 8089 Globe Drive Third Drive, Woodbury, Minnesota 55125, Phone: 651-332-8000.