

# PRESENTATION COLLEGE



## 2009-2010 College Catalog

Welcoming people of all faiths, Presentation College challenges learners toward academic excellence and, in the Catholic tradition, the development of the whole person.

Unlimited Opportunities  
Endless Possibilities

# Presentation College

1500 North Main Street  
Aberdeen, South Dakota 57401  
Telephone: 605-225-1634  
1-800-437-6060  
[www.presentation.edu](http://www.presentation.edu)



## An Independent Catholic College

Incorporated by  
The State of South Dakota

Eagle Butte  
P.O. Box 1070  
East Prairie Road  
Eagle Butte, South Dakota 57625  
605-964-4071  
888-329-5973

Fairmont  
115 South Park Street  
Suite 117  
Fairmont, Minnesota 56031  
507-235-4658  
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Sponsored by  
THE SISTERS OF THE PRESENTATION  
OF THE BLESSED VIRGIN MARY  
Aberdeen, South Dakota

Information in this catalog is as complete and accurate as possible at the time of publication. It does not constitute a contract as the College reserves the right to change degree requirements, fee structures, regulations and other items contained herein.

**VOL. LIV**  
**2009-2010**

## Accredited or Approved by

The Higher Learning Commission,  
The North Central Association of Colleges and Schools  
(1971-\_\_\_\_)  
30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602  
1-800-621-7440

Associate Degree and Baccalaureate Degree Nursing Programs Accredited by the  
National League for Nursing Accrediting Commission  
3343 Peachtree Road NE, Suite 500  
Atlanta, Georgia 30326  
404-975-5000

South Dakota Board of Nursing  
4305 South Louise Avenue, Suite 201  
Sioux Falls, South Dakota 57106  
605-362-2760

BSN program also approved by:

North Dakota Board of Nursing  
919 S. 7th Street, Suite 504  
Bismarck, North Dakota 58504  
701-328-9782

Minnesota Board of Nursing  
2829 University Avenue SE  
Minneapolis, Minnesota 55414  
612-617-2270

Other accreditation or approvals:

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350

National Accrediting Agency for Clinical  
Laboratory Sciences  
8410 W. Bryn Mawr Avenue, Suite 670  
Chicago, Illinois 60631-3415  
773-714-8880

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
312-704-5300

Council on Social Work Education (CSWE)  
1725 Duke Street, Suite 500  
Alexandria, Virginia 22314-3457  
703-683-8080

International Assembly for Collegiate Business Education  
PO Box 3960  
Olathe, Kansas 66063  
913-631-3009

Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, Minnesota 55108-5227  
651-642-0533

South Dakota Department of Education  
700 Governor's Drive  
Pierre, South Dakota 57501  
605-773-3134

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

## Membership

Aberdeen Area Chamber of Commerce  
American Association for Higher Education and Accreditation  
American Association of Collegiate Registrars  
and Admissions Officers  
American Association of Medical Assistants  
American Association of University Women  
American Council on Education  
Association of Catholic Colleges and Universities  
Association of Governing Boards of Universities and Colleges  
Dakota Association for College Admission Counseling  
Minnesota Association for College Admission Counseling  
South Dakota Association of Colleges for Teacher Education

National Association of College and University  
Business Officers  
National League for Nursing  
South Dakota Association of Independent Colleges  
South Dakota Association of Financial Aid  
Administrators  
Minnesota Association of Financial Aid  
Administrators  
Rocky Mountain Association of Financial Aid  
Administrators  
National Association of Financial Aid  
Administrators

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Students follow the requirements of the catalog in place at the time of enrollment into the College. If major requirements are changed, the College may require students to follow the new requirements. Students who withdraw or are dismissed from the College or a major must follow the requirements of the catalog in place at the time of readmission into the College or major.

Dear Students:



Welcome to Presentation College and Academic Year 2009-10. I am sure that you are sometimes as curious as I am about how College life is integrated into the electronic world of "Twitter, My Space, YouTube" and the many social networking opportunities of electronic communications. It is a time of adjustment for College personnel as well as for you, the students. And I am sure that both groups will be frustrated on many occasions.

You, the student, are used to being engaged through texting, twittering or whatever your preferred method of communication may be. College personnel on the other hand are used to talking and a lot of emphasis is placed on personal verbal interaction. Thus, you will be challenged to be part of a world which is in many ways being superseded by the technological age. Much of today's world is still conducted using face to face communication, and it will continue to be so. College is, among other things, an opportunity for you to learn the subtleties and skills of person to person communications while supplementing your knowledge of the world enhanced and enriched through technology.

I hope that you find the College is an environment where you are able to practice these varied skills and is supportive of your quest for knowledge and truth.

God bless you all,

*Sr. Lorraine Hale*

Sr. Lorraine Hale, Ph.D.  
President

# The College



## PRESENTATION COLLEGE

### History

Presentation College is an independent Catholic educational institution, sponsored by the Sisters of the Presentation of the Blessed Virgin Mary (PBVM). It has origins in Mitchell, South Dakota, in 1922 when the Right Reverend Monsignor J.M. Brady, Pastor of Holy Family Church, established Notre Dame Junior College, a parochial junior college. Notre Dame Junior College continued to operate in Mitchell until 1951, when Monsignor Brady gave sponsorship of the school to the Presentation Sisters who had staffed Notre Dame Junior College since its beginning.

The name was changed to Presentation Junior College, and it was relocated to Aberdeen, South Dakota, where, for three years (1951-1954) it was housed in Butler Hall on the premises of the Presentation Convent. In May 1954, the College was moved to the present 100-acre campus in northern Aberdeen. The title "Presentation Junior College" was used from 1951 to 1965. On March 30, 1965, the title was simplified and the College was incorporated as "Presentation College." In 1968, the College became co-educational.

The 1,200-seat Strode Activity Center was dedicated in 1998 as the home of Saints Athletics. A new student housing complex opened in 1999, featuring suites with private bedrooms, semi-private bathrooms, living rooms, kitchens, computers and Internet access. In 2000, a new dining and recreation hall opened near the suites. Presentation College introduced its Wireless Initiative in 2005, providing a dynamic learning environment to Presentation College students with access to a flexible and ubiquitous learning community.

Presentation College has been continuously accredited by the Higher Learning Commission of The North Central Association of Colleges and Schools (previously known as the North Central Association of Colleges and Schools) since 1971. Presentation College conferred a diploma on its graduates until 1966 when the College began to confer associate degrees in Arts and in Science. In 1990, the College was accredited to also offer four-year professional baccalaureate programs.

In 1980, the Cheyenne River Lakota Nursing School at Eagle Butte, South Dakota, a satellite of the nursing program of Presentation College, enrolled the first class of Native American students. In 1991, the name of the school was changed to Presentation College-Lakota Campus.

In 2003, a second satellite location, Presentation College-Fairmont Campus, was opened in the community of Fairmont, Minnesota.

In 2006, Presentation College joined in partnership with Kilian Community College in Sioux Falls, South Dakota, to offer a Bachelor of Science degree completion in Social Work.

The College, in 1998, received the ABBY Award for Community Involvement; in 2002, the Outstanding Rural Health Program Award from the National Rural Health Association recognizing SEED (Skills Enhancement & Education through Distance Learning); and in 2008, the Corporation for National and Community Service named Presentation College to the President's Higher Education Community Service Honor Roll.

### Mission

Welcoming people of all faiths, Presentation College challenges learners toward academic excellence and, in the Catholic tradition, the development of the whole person.

### Extended Mission Statement

Presentation College (PC) is a specialty Health Science Baccalaureate Institution with multiple education sites. Traditionally, the College responds to emerging needs and conditions. The response of the College is critiqued against its values and beliefs. Presentation College is committed to:

- *programs of distinction which educate the whole person. Distinction is achieved through classes and their delivery in conjunction with the total experience of the learning community.*
- *service to God and the community. Service is expressed through working with and for others within a community context. It is in serving others that we serve God.*
- *flexibility and responsiveness to needs of students and in particular to those communities in which the College already has a presence.*

At this time the primary focus of the College is undergraduate education. The College, because of its commitment to respond to change, achieve excellence in education and meet emerging needs, is prepared to venture down new paths and to evaluate these initiatives against its values and good education practice.

The purposes of Presentation College are:

- Offer students an undergraduate education of distinction
- Educate the whole person
- Begin the development of a global perspective within the College learning community
- Provide the basis for life-long learning
- Make available opportunities for service to God and the community
- Promote understanding and value of diversity

**As a community of learners and educators we believe that:  
we must pursue truth with integrity and critical judgment;  
we must educate the whole person; and  
we must treat everyone with respect and civility.**

### **Philosophy**

Presentation College, a Catholic-Christian college, is sponsored by and receives its tradition of concern for persons from the Sisters of the Presentation of the Blessed Virgin Mary. The community of women religious, rooted in gospel values as exemplified in the life of Nano Nagle, their foundress, has been committed to serving human and spiritual needs through education and health care for more than 200 years.

The mission of Presentation College is based on the belief that human life is our greatest gift; its full development is our greatest pursuit. The College strives to humanize learning by addressing the spiritual, intellectual, cultural, and social needs of its students in a Christian environment which promotes holistic learning.

The independent Christian college has the unique role in higher education of providing a firm foundation of Christian belief and values to support its educational programs. Presentation College fosters gospel values as behavioral principles. Catholic ethical principles respecting life at all stages from conception to death are fostered in instructional and student life situations.

### **Vision Statement**

Presentation College will be an exemplary institution of higher learning offering degrees primarily in health care. The College will provide students a rich, diverse learning environment, challenging them to be engaged in their local communities while recognizing that they are citizens of the world.

### **Location**

Presentation College is located on a 100-acre campus at 1500 North Main Street in the northern section of Aberdeen, South Dakota. Branch campuses exist in Eagle Butte, South Dakota, and Fairmont, Minnesota. The College also offers instruction in Sioux Falls, South Dakota, and Fargo, North Dakota, as well as online through PC Virtual.

### **Presentation College - Lakota Campus (PCLC)**

In the fall of 1979, a satellite nursing program was established on the Cheyenne River Sioux Reservation in Eagle Butte, South Dakota. This program was initially funded by a federal grant and Presentation College of Aberdeen, South Dakota. The program offers Native American and other students an opportunity to achieve personal and professional goals in an educational setting close to their families.

PCLC offers Baccalaureate degrees in business, education, psychology and social work, and Associate degrees in business, early childhood education, general studies, life style coaching and nursing, along with a completion degree in Business. Other courses offered at the PCLC campus include sciences, humanities, and religion. Clinical experiences are arranged in Eagle Butte, Pierre, Aberdeen, Mobridge, Yankton, and other locations.

### **Presentation College - Fairmont Campus (PCFC)**

In Fall 2003, Presentation College began offering classes in Fairmont, Minnesota, using classrooms at Fairmont High School. PCFC classes and administrative offices moved to the Southern Minnesota Educational Campus (SMEC) in summer 2005. The SMEC building is owned by the City of Fairmont. Renovation transformed the 1928 elementary school building into a higher education facility for the Fairmont community. The SMEC building now contains classrooms, computer lab, allied health and nursing learning labs, chemistry/biology labs, video conference room, lecture hall, student commons, and PCFC administrative offices.

PCFC offers Baccalaureate degrees in biology, business, nursing, psychology and radiologic technology, Associate degrees in medical assisting and business, a certificate program in surgical technology, and completion degrees in business, nursing, radiologic technology, and surgical technology.



**Buildings and Accommodations**

Presentation College is housed in a multi-winged complex located near the center of the Aberdeen campus. The main building houses administrative offices, student services center, College library, auditorium, cafeteria, chapel, bookstore, and the academic departments. The two upper floors are primarily classrooms and offices. A videoconferencing classroom is located on the second floor.

Students may relax in the café or student center located just north of the student suites. This student services center is equipped with a weight room, a snack area, game area, as well as TVs.

A second education building located southeast of the main building houses the Admissions, Financial Aid, Registrar and Student Housing offices. The Nursing department's learning laboratory, lecture-theater, classrooms along with three other videoconferencing classrooms are also located in this building.

The Strode Activity Center provides opportunities for student events, exercise, wellness, recreation and fun. It also serves as the official home of Presentation College Saints athletic programs. Features of the activity center include NCAA regulation basketball and volleyball courts, 1/12 mile walking track, air conditioning, fixed seating for 1,200, sound system and acoustics. Saints athletics began their first year in NCAA Division III membership on July 1, 2004.

Presentation College features resident student suites. This multi-million dollar project enhanced on-campus student life by providing independent living opportunities and modern surroundings for resident students. Three residence units, housing approximately 137 students, and a dining hall stand at the north end of the campus.

It is the policy of Presentation College not to discriminate against students because of a disability with regard to enrollment, accommodations in the classroom and student suites, and telecommunication services. Ramps have been put in place to allow individuals the ability to gain access to the buildings. Elevators and handicap parking spaces have been designated at each of the entrances and a number of the student suites have been built to accommodate individuals who may have this need.

# Admissions



## ADMISSIONS

Presentation College offers Baccalaureate degree programs in biology; business; health, human performance and recreation; nursing; psychology; radiologic technology; secondary education; and social work. Associate degree programs offered by Presentation College include biology; business; chemistry; communication; early childhood education; English; general studies; life style coach; medical assisting; medical office administration; nursing; radiologic technology; religious studies; and surgical technology. Certificate programs are offered in Medical Transcription and Surgical Technology. Minors are also offered through the departments of Arts and Sciences, Business, and Social Work.

Presentation is known for its distinctive and outstanding academics, focusing on health and medical-related programs, professional staff and faculty, and individualized learning. The academic programs include classroom work and on-the-job experience gained through internships, externships, or supervised clinical practice. Graduates are highly sought.

Students will find a friendly and caring institution of higher learning. From the College president to faculty members and staff, it is everyone's goal to make the experience at Presentation College the best possible. Presentation College offers a dynamic and challenging atmosphere that fosters learning and growth at many levels - intellectual, personal, professional, and spiritual.

No student is denied admission to the College on the basis of gender, race, age, religion, marital or veteran status, national or ethnic origin, or disability. However, admission may be denied or withdrawn if admission requirements are not met, if false information is knowingly submitted, or if facts requested in the application process are intentionally concealed or withheld.

### **Admission to the College**

A minimum cumulative grade point average (GPA) of 2.00 on a 4.00 scale or General Education Development (GED) certificate with a minimum score of 450, or an ACT composite score of 18 or above or an 860 minimum SAT score, is required for admission to the College. The cumulative high school GPA is considered for first-time students, while the cumulative college GPA is considered for transfer students. Certain programs have additional specific criteria for admission. Refer to the respective section in this catalog for any additional requirements.

Presentation College is committed to the academic success of all students. The College recognizes that not all students may have had the opportunity to adequately prepare for the demands of college-level study. First-time students who apply to Presentation College with a cumulative GPA of less than 2.00 and an ACT composite score of less than 18 (or SAT equivalent) will not be accepted to the College until successful completion of basic coursework at the Presentation College Success Academy. All degree seeking students at Presentation College are required to take the COMPASS or ACCUPLACER test unless determined to be exempt. Exemption to this policy includes students who have obtained a two or four-year degree or who have attended another accredited postsecondary institution and have earned credit for college level English composition (EN113 College Composition I) and an introductory college algebra course (MA113 Introduction to Algebra). Enrollment in the Success Academy will be based on the COMPASS or ACCUPLACER test results (see page 12 for placement test results). After completion of the Success Academy and obtaining the minimum required placement post-test scores on page 12, students are welcome to re-apply for regular admission to Presentation College. Presentation College will accept COMPASS or ACCUPLACER test scores from another school taken within a three-year period. It is the students' responsibility to request the official score report the school that administered the test.

Students whose cumulative GPA is below 2.00 or ACT composite is less than 18 (or SAT equivalent) may be considered for probational acceptance. If accepted, the students will then be allowed one semester to earn a term GPA of 2.00. If this requirement is not met, the students may be suspended.

### **Acceptance Policies**

#### ***New First-Time Students***

New first-time students must complete an application for admission and submit the non-refundable application fee of \$25 along with official documentation\* of each of the following: ACT or SAT scores (may be requested with high school transcript) and high school transcript or GED to be sent to the Admissions Office. If the students are still attending high school, the transcript must include courses completed and courses in progress. The students must also arrange for a final transcript to be sent after graduation from high school. Presentation College's ACT code is 3918 and SAT code is 6582.

Upon receipt of these items, the Admissions Office will notify applicants of acceptance, acceptance with conditions, or denial of acceptance into the College.

*\*Official documentation must be requested by the students and sent by the issuing entity directly to the Presentation College Admissions Office in a sealed envelope. The documents contained within must be stamped, signed, and dated by the issuing authority in order for them to be considered official.*

**Home-Schooled Students**

Home-schooled students must complete an application for admission and submit the non-refundable application fee of \$25 along with official documentation\* of each of the following: ACT or SAT scores and transcripts from the local home schooling guild or association school. If not available, primary educator-prepared transcripts, which detail course descriptions, proficiency levels, and textbooks used are acceptable. Presentation College's ACT code is 3918 and SAT code is 6582.

Upon receipt of these items, the Admissions Office will notify applicants of acceptance, acceptance with conditions, or denial of acceptance into the College.

**Re-Entry Students**

Students seeking re-entry to the College after one or more semesters' absence are subject to entrance requirements and major requirements as stated in the **College Catalog in service at the time of re-entry**. Students who graduate from Presentation College with a prior degree or certificate and re-enter the following semester are also required to re-apply for admission to the College. Re-entry students must submit the following:

1. An updated application for admission
2. Non-refundable application fee of \$25
3. Any additional official\* college, university, and/or technical school transcripts since last admission, whether or not credit was received
4. Other requirements, if applicable

Upon receipt of these items, the Admissions Office will notify applicants of acceptance, acceptance with conditions, or denial of acceptance into the College. Students seeking re-entry to Presentation College must not have any indebtedness to the College.

**Transfer Students**

Transfer students must complete an application for admission and submit the non-refundable application fee of \$25 along with official documentation\* of each of the following: ACT or SAT scores (may be waived if students are transferring to Presentation College with 30 credits or more - individual major requirements may vary) and transcript(s) from all institutions previously attended, whether or not credit was received and regardless of the age of the record. Transcripts are considered official only if they are sent directly to the Admissions Office by the issuing institution. If students are currently enrolled at another institution, partial official transcripts may be submitted and considered for provisional admission until the final official transcripts arrive. Please contact the Admissions Office regarding transcript evaluations. Presentation College's ACT code is 3918 and SAT code is 6582. All credits attempted (except remedial courses) will be calculated into the admission GPA. See page 32 on how the admission GPA is calculated.

Upon receipt of these items, the Admissions Office will notify applicants of acceptance, acceptance with conditions, or denial of acceptance into the College.

**Degree Completion Students**

Applicants holding an Associate's degree or higher, seeking to enter a baccalaureate program, must complete an application for admission and submit the non-refundable application fee of \$25 along with official transcript(s)\* from all institutions previously attended, whether or not credit was received and regardless of the age of the record. Transcripts are considered official only if they are sent directly to the Admissions Office by the issuing institution. If students are currently enrolled at another institution, partial official transcripts may be submitted and considered for provisional admission until the final official transcripts arrive. Please contact the Admissions Office regarding transcript evaluations.

Upon receipt of these items, the Admissions Office will notify applicants of acceptance, acceptance with conditions, or denial of acceptance into the College.

*\*Official documentation must be requested by the students and sent by the issuing entity directly to the Presentation College Admissions Office in a sealed envelope. The documents contained within must be stamped, signed, and dated by the issuing authority in order for them to be considered official.*

**Unclassified Students**

Students who wish to enroll without pursuing a program or degree from Presentation College are considered unclassified. The Registrar will advise and register unclassified students. Up to 6 credit hours per semester are permitted on a space available basis; maximum of 36 credit hours, which may include general or select department coursework. Unclassified students do not qualify for federal, state, or institutional financial aid.

If unclassified students later wish to become degree-seeking, the entire College admissions process must be completed.

### *International Students*

Presentation College invites and encourages international students to apply for admission. The College is authorized under federal law to enroll non-immigrant alien students. International applicants must also provide the Admissions Office with the following:

1. A completed application form
2. Non-refundable application fee of \$25
3. TOEFL score (Test of English as a Foreign Language) All international applicants whose primary language is not English must take the Test of English as a Foreign Language (TOEFL) and request the results be sent directly to Presentation College. **PC's TOEFL code: 6582**
4. Completed Declaration and Certification of Finances Form

International applicants are advised to begin application procedures at least six months in advance of anticipated enrollment. Applicants who have post-secondary transcripts and request consideration of credits earned for acceptance to Presentation College must submit the transcripts to a translation company in the United States for an academic evaluation. The cost of the evaluation is the responsibility of the students. An evaluation is subject to policies as printed in this catalog.

#### *TOEFL Testing*

All international applicants whose primary language is not English must take the Test of English as a Foreign Language (TOEFL) and request the results be sent directly to Presentation College. Students must achieve a minimum score of 500 on the paper and pencil version or 65 on the Internet-based version. Students who are deficient in English may be accepted to Presentation College for basic skills coursework. For more information visit [www.toefl.com](http://www.toefl.com)

#### *Declaration and Certification of Finances*

Since financial assistance for international students is extremely limited, applicants must demonstrate evidence of ability to meet the costs of the chosen program by completing a Declaration and Certification of Finances Form. This form is available from the students' home banking institution. Once adequate financial resources are confirmed, an application is completed, and all other requirements are on file, applicants will be considered for admission. If accepted, an official I-20 form will be forwarded to the students. Arrangements for obtaining a passport and visa may then be made by the accepted students at the American Embassy or Consulate in the students' home country.

**IMPORTANT: All fees, deposits, tuition, housing charges, etc., are payable in U.S. funds.**

#### *Placement Testing*

Presentation College uses placement tools such as the ACT (American College Test) and COMPASS, among others, for all new incoming degree-seeking students. For students who do not have an ACT with corresponding subscores, Presentation College's Career and Learning Institute offers a complete ACT residual test at no charge. This test includes English, Math, Reading, and Science Reasoning. The Career and Learning Institute also administers the COMPASS test for math and English placement to all new incoming degree-seeking students at no charge. High school students enrolling in a Presentation College math or English course will take the COMPASS test to determine proper placement at no charge. Students wishing to take the COMPASS for an institution other than Presentation College will be assessed a \$10 administrative fee. Ask an Admissions Representative for details.

Registration for courses is based on placement scores below:

#### **Fall 2009**

EN083 Critical Reading and Writing  
ACT subscore in English below 20 OR  
SAT subscore in Verbal/Critical Reading below 490

EN113 College Composition I  
ACT subscore in English of 20 or greater OR  
SAT subscore in Verbal/Critical Reading of 490 or greater

RE083 Critical Reading and Writing  
ACT subscore in Reading of 16 or less OR  
SAT subscore in Verbal/Critical Reading of 429 or less

MA113 Introduction to Algebra  
COMPASS score of 0-100 in Pre-Algebra or 0-40 in Algebra

MA123 Pre-College Algebra  
COMPASS score of 41-60 in Algebra section

MA133 College Algebra  
COMPASS score of 61 or above in Algebra section

#### **Spring 2010**

EN083 Critical Reading and Writing  
COMPASS score in reading placement test of 0-80

EN113 College Composition I  
COMPASS score in reading placement test of 81 or greater

RE083 Critical Reading and Writing  
COMPASS score in reading placement test of 0-80

MA113 Introduction to Algebra  
COMPASS score of 0-100 in Pre-Algebra or 0-40 in Algebra

MA123 Pre-College Algebra  
COMPASS score of 41-60 in Algebra section

MA133 College Algebra  
COMPASS score of 61 or above in Algebra section

### Technology scores

<b>Windows</b>	80% or less - students enroll in CS091, Windows Essentials (topics covered: terminology, folder creation, navigation, and Help menus)
<b>Word</b>	80% or less - students enroll in CS092, Word Processing Essentials (topics covered: headers/footers, tables, general formatting [bold, italics, fonts, margins-page setup, alignment, page layout] and bullets)
<b>Computer Presentations</b>	80% or less - students enroll in CS094, Presentation Essentials (topics covered: inserting and formatting text, inserting images, resizing images, changing slide backgrounds, creating multiple slides, and changing slide layouts)
<b>Internet</b>	80% or less - students enroll in CS095, Internet Essentials (topics covered: e-mail attachments and terminology, Internet terminology, searching, download images and other files, and navigation buttons)

Presentation College administers a technology test to all new incoming students in the areas of Windows, word processing, computer presentations, and Internet. Students whose scores are at or below those indicated above will be required to enroll in the listed remedial courses their first semester at Presentation College.

### High School/College Dual Credit

Presentation College provides high school seniors, whose academic performance is exemplary, the opportunity to enroll in college coursework while still attending high school. High school seniors are accepted into designated college courses on the basis of a recommendation from a high school official, applicable test scores or prerequisites required, and on a space available basis. For more information on designated schools participating in this dual credit opportunity, contact the Admissions Office or Registrar's Office.

### Veterans

Veterans who are admitted should consult with the Veterans Administration, as well as with the Registrar's Office, concerning their privileges and responsibilities under federal regulations. The Registrar's Office will assist veterans in completing the necessary forms for veteran's financial assistance.

### Senior Citizens

Senior citizens (65 years or older) not enrolled in a program are charged tuition at the senior citizen/audit rate on a space-available basis. Other course fees are the same as those for regularly enrolled students.

### Auditing a Class

Students may audit a course if space is available in the class. Course prerequisites are the same for audit as for credit. Persons who audit a class will not receive college credit nor may they take credit examinations for the course audited. Audited courses are not considered in establishing student enrollment status for financial aid purposes or for establishing eligibility to compete in intercollegiate contests. Veterans and dependents may not receive educational benefits for audited courses. A change from audit to credit or credit to audit must be made before the end of the add/drop refund period for a semester.

### Academic Advising

The academic advising structure at Presentation College is as follows:

- First-time students seeking a Bachelor's degree are assigned a general academic advisor. Upon successful completion of the first year of study, the advisee file will be forwarded to the respective department. If accepted into a major, the students are reassigned to an academic advisor within that area.
- Associate degree-seeking students and certificate students are assigned an advisor within the program.
- Transfer students with proper academic credit history may be assigned an advisor in the general College or may be accepted directly into a major and assigned an academic advisor within the respective area. Advisor appointment is dependent upon transfer evaluation results. In the event of denial of acceptance into a major, students may be accepted into the College to enable them to take general studies courses until they can meet the specific criteria of a major.

**Privacy of Information Statement**

Pursuant to the Family Educational Rights and Privacy Act of 1974, Section 513 of the Education Amendments of 1974, Presentation College considers the following information as "Directory Information": Students' name, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, grade level, enrollment status, photograph, and the most recent previous educational agency or institution attended by the students.

Students who do not wish to have the above information available for release must sign a waiver in the Registrar's Office.


**Americans With Disabilities Act**

Presentation College is committed to ensuring equal learning opportunities for all students, and provides students with disabilities reasonable accommodations in accordance with the College's procedures. Students requiring accommodations or service should contact the Office of Disability Services at 605-229-8581, Aberdeen campus, Main Building, Career and Learning Institute.

**Ability to Benefit**

Pursuant to the Higher Education Amendments of 1992, Presentation College has established policies and procedures with regard to the ability to benefit section. For further information, contact the Admissions Office.

# **Financial Aid & Financial Information**





## STUDENT FINANCIAL AID

Presentation College serves a large part of its student body through an extensive financial aid program. Aid available through federal programs includes the PELL Grant, Perkins Loan, Stafford Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), SMART Grant, Work-Study Program, and Parent Loan Program (PLUS). These types of aid are contingent upon federal funding. Students must enroll in the appropriate number of credits, be degree-seeking, meet the eligibility requirements, and have completed the admissions process.

Students may view and accept/decline their award offer by selecting the "My Financial Aid" link available on the Student Portal at [www.presentation.edu](http://www.presentation.edu). An award offer will be issued to incoming students once they have been accepted to the College. Provisionally accepted students will receive an award offer with funds being disbursed after all required documentation is received. Returning students will receive an award offer once their registration for the upcoming semester has been processed. All students who have been selected for verification must submit all requested verification documentation in order to be issued an award offer.

The Financial Aid Office, located at the Aberdeen campus, will issue and process aid for all students attending Presentation College campuses and sites.

Adjustments to students' financial aid awards will not be made after the publicized add/drop deadline for a semester. Funding may be adjusted according to enrollment status based on changes prior to or during the add/drop period. Students may wish to visit with the Financial Aid Office prior to adding or dropping courses to be made aware of the changes that will be made to the award offer.

Other sources of aid are available through state, federal or private sources. These sources may include Vocational Rehabilitation, Bureau of Indian Affairs, Indian Health Services, tuition assistance and benefits for military services, and other grants and scholarships awarded to the applicant upon meeting requirements.

Presentation College also offers aid through scholarships, student employment, loans and grants.

### Application Procedures

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). Students are encouraged to complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **The FAFSA should be submitted as soon as possible after January 1 to secure the most favorable funding package. Although Presentation College does not have an end date for awarding financial aid, funds are distributed according to need, and are dependent upon availability. Presentation College's priority deadline date for submitting the FAFSA is March 1.** Students must reapply for federal financial aid annually. The FAFSA form is used to determine eligibility for federal, state and institutional aid.

### Policies Governing Federal Student Financial Assistance Programs

Financial aid awards are subject to availability of federal, state, and institutional funding. Often financial aid awards are made prior to the notice of actual federal, institutional, and state allocation. For this reason, all Federal Perkins Loans, Federal Supplemental Educational Opportunity Grants, Federal Work-Study, Minnesota State Grant and Childcare Grant Programs, and institutional aid awarded are subject to confirmation of final allocations and budget approval. Presentation College reserves the right to adjust award offers based on final allocation from the federal government and approval of the institutional budget.

### Grant Programs

#### *Federal PELL Grant*

The purpose of the PELL Grant is to provide eligible students with a base of gift aid to help defray the costs of post-secondary education. The PELL Grant is an entitlement program administered by the federal government. The amount students can receive is based on the students' economic need, the number of credit hours in which students are enrolled, and the institution's cost of attendance. Students who are enrolled less than half-time may also be eligible for the PELL Grant. Students may receive an amount that is determined by the government on an annual basis. PELL Grant awards cannot exceed one-half the cost of attendance. Students may receive the PELL Grant until they earn their first Bachelor's degree. The PELL Grant does not need to be repaid.

#### *Federal Supplemental Educational Opportunity Grant (FSEOG)*

The purpose of the FSEOG program is to provide grants to students who demonstrate financial need and who, for the lack of financial means of their own or of their family, would be unable to enter or remain in an institution of higher education without such assistance. Grants are made to eligible students through institutions of higher education participating in the program. Priority is given to students with PELL Grant eligibility. The FSEOG is available to students who have not earned their first Bachelor's degree. The FSEOG awards range from \$150-\$1,000. The FSEOG does not need to be repaid. Funds are limited and are awarded on a first-come, first-served basis.

#### *Academic Competitiveness Grant (ACG)*

Academic Competitiveness Grants are awarded to students who are Pell Grant eligible, enroll full-time and who have completed a rigorous high school curriculum as defined by the state of graduation. First-year undergraduates (0-29 credits) are eligible for \$750 their

first year. Second-year undergraduates (30-59 credits) are eligible for \$1,300. Students must achieve a 3.00 cumulative GPA in order to receive the second year award.

***National Science and Mathematics Access to Retain Talent Grant (SMART Grant)***

The SMART Grant is awarded to students who are pursuing a Biology degree. Third-year (60-89 credits) and fourth-year (90-120 credits) students must be full-time undergraduates and Pell Grant eligible. Students may receive up to \$4,000 per year for the third and fourth year of study.

***Minnesota State Grant and Childcare Grant Programs***

The Minnesota State Grant and Childcare Grant Programs are available to students who meet Minnesota residency requirements and who will be enrolled for at least three credits as undergraduate students at the Fairmont, Minnesota, campus. Award amount varies according to the number of credits enrolled, student expected family contribution (EFC), and program of study. Separate applications are required and are available online at [www.presentation.edu](http://www.presentation.edu)

**LOAN PROGRAMS**

***Federal Perkins***

The purpose of the Federal Perkins program is to make low interest loans to eligible students to help defray the cost of post-secondary education. The Perkins Loan is available to both undergraduate and graduate students. Students may borrow \$1,000 annually for undergraduate, with a \$15,000 undergraduate aggregate loan limit. The Perkins Loan has a 5% interest rate. Monthly payments are set at \$40 per month and students may take up to 10 years to repay. No interest accrues until repayment begins. Repayment begins nine months after graduation or nine months from the date the students' semester enrollment falls below six credits. Funding is limited. Loan cancellation benefits may be available at time of repayment for students who earn a degree in a Nursing, Social Work, or Allied Health program.

Students are required to complete a promissory note and entrance counseling before the funds will be disbursed to the students' accounts. Students will receive an electronic notification from University Accounting Services (UAS) instructing them of the online completion process.

***Federal Subsidized Stafford Loan***

The purpose of the Federal Stafford Loan is to make low-interest, long-term loans to students to meet their educational expenses.

The Federal Subsidized Stafford Loan is available to undergraduate students through a participating lending institution. Effective July 1, 2007, undergraduate students may borrow \$3,500 for the freshman year, \$4,500 for the sophomore year, and \$5,500 for the junior and senior years. The loan amount may not exceed the cost of attendance minus the students' expected family contribution and other financial assistance students are eligible to receive. Students must be enrolled at least half-time (six credit hours) in an eligible program to be eligible for the Federal Stafford Loan. Repayment begins six months after graduation or six months from the date the students' semester enrollment falls below six credits. No interest accrues until repayment begins. A 1% federal default prevention fee will be deducted, and an origination fee may be deducted from the amount borrowed. Borrowers may take up to 10 years to repay the loan.

New or transferring students are required to complete the Federal Stafford Loan Master Promissory Note (MPN) and entrance loan counseling prior to disbursement of the funds. Students have the right to select a lender and/or guarantor of their choice. Since the MPN is good for 10 years, returning students do not need to complete another MPN unless the students wish to change lenders.

***Federal Unsubsidized Stafford Loan***

The Federal Unsubsidized Stafford Loan is available to students who do not qualify for the Federal Subsidized Stafford Loan. The same terms and conditions apply to both loan programs. Effective July 1, 2008, independent students and dependent students, for whom professional judgment has been made, or whose parents have been denied a Parent PLUS Loan, may qualify for an additional unsubsidized loan eligibility of \$6,000 for the first and second years, and \$7,000 upon obtaining third year status in the current program of study. Interest on the unsubsidized loan may be paid or accrued and capitalized. Repayment begins six months after graduation or six months from the date the students' semester enrollment falls below six credits. Effective July 1, 2008, dependent students whose parents have access to the Parent PLUS Loan may qualify for an additional \$2,000 Unsubsidized Stafford Loan.

Stafford Loan Aggregate Limits - Effective July 1, 2008, undergraduate dependent students may borrow a maximum of \$31,500 (no more than \$23,000 of which can be subsidized). Undergraduate independent students, or dependent students whose parents are unable to borrow through the Parent PLUS Loan program, may borrow a maximum of \$57,500 (no more than \$23,000 of which can be subsidized).

***Federal Parent Loan Program (PLUS)***

The Federal Parent PLUS Loan Program is available to parents of undergraduate dependents. The amount of loan eligibility is determined by the cost of education minus the financial aid awarded. Repayment will begin within 60 days after the final loan disbursement for the year. The minimum payment is \$50 per month/\$600 per year. Students must be enrolled at least half-time (six credit hours) to be eligible for the PLUS program. Parents have the right to select a lender and/or guarantor of their choice. A parent

must complete the Parent Plus Master Promissory Note available by visiting the financial aid website. A FAFSA form must be on file for the dependent student for the academic year to which the loan is being secured.

#### ***Nursing Education Assistance Loan Program***

The 1998 South Dakota Legislature authorized this loan program to provide financial assistance to qualified South Dakota residents who are admitted to a nursing program. The number and amount of each loan will be determined annually by the South Dakota Board of Nursing but may not exceed \$1,000 per full academic year. Student borrowers may elect to repay the loan either by employment in nursing in South Dakota at a conversion rate of \$1 per hour or monetary payments within the required time period of five years. Applications are available at <http://doh.sd.gov/boards/nursing/loan.aspx>

#### ***Alternative Loans***

Presentation College also has a variety of alternative loans available for students who are in need of additional resources to cover education related expenses. Students may borrow up to the remaining cost of their education. Students have the right to select a lender and/or guarantor of their choice. Applications are available on our website or by contacting the Financial Aid Office, and must be submitted 60 days prior to the beginning of the term.

### **WORK PROGRAMS**

#### ***Federal Work-Study (FWS)***

Federal Work-Study is designed to stimulate and promote the part-time employment of students in an institution of higher education who are in need of such employment to meet their educational expenses. The FWS program is available to undergraduate students who show a demonstrated need documented through the FAFSA process. A FWS award is predetermined as to the amount students may earn per year. Students may not work more than 20 hours per week and have the choice of working on or off campus. Students are paid once per month through the Business Office. Students receiving the Resident Assistant (RA) benefit do not qualify for additional work-study funds.

#### ***America Reads/America Counts Work-Study***

Students who enjoy working with elementary and toddler-aged children may be eligible to participate in the America Reads/America Counts tutoring program. Tutors are placed in area daycares, literacy councils, and libraries to work with children who need additional help in reading or math. Students must be awarded Federal Work-Study funds to qualify for this program.

#### ***AAF Work-Study***

AAF Work-Study is a part-time employment program sponsored by Presentation College. It is awarded to students who may be ineligible for other programs and/or who have an extreme financial need. The AAF Work-Study Program follows the guidelines set forth above for the Federal Work-Study Program.

#### ***Minnesota State Work-Study***

Minnesota State Work-Study is a part-time employment program sponsored by the State of Minnesota. It is awarded to students attending the Fairmont, Minnesota, campus, who meet the residency requirements for the State of Minnesota and demonstrate financial need. The Minnesota State Work Study Program follows the guidelines set forth above for the Federal Work-Study Program.

#### ***Payment Plan***

Presentation College offers the benefit of an interest-free monthly payment plan. Payment amount will vary based on the students' remaining balance after financial aid and the payment plan selected. To reduce the monthly payment amount, payment plans may be established prior to actual enrollment. All arrangements must be finalized prior to the start of the term. Once a payment plan has been established, payments can be made online through the Student Portal or in the Business Office. Students may contact the Business Office for additional information.

### **INSTITUTIONAL SCHOLARSHIPS**

\*\*\*Recipients must be enrolled full-time (12 credits or more at Presentation College) in a full tuition program to qualify.

#### ***Scholarship Day***

New first-time students within one year of high school graduation must attend an on-campus competition to determine eligibility for one of the top academic scholarships. The College may award up to four Academic Scholars (one-quarter tuition), two Honor Scholars (one-half tuition) and one Presidential Scholar (full tuition plus, effective for the 2009-2010 academic year, full housing). Other students who attend the competition may receive a minimum of \$500. The scholarship is renewable based on cumulative GPA and full-time enrollment status for up to four years. See a Financial Aid or Admissions Representative for eligibility requirements and application process, or visit [www.presentation.edu](http://www.presentation.edu), and click on "Financial Aid."

#### ***Leadership Grants***

Leadership Grants are available to new and returning students who display outstanding leadership abilities or demonstrate commitment to institutional, church and community activities. Scholarship amounts vary. Applications are available on the "Financial Aid" link at [www.presentation.edu](http://www.presentation.edu) Funding limitations apply.

***Merit Scholarships***

New or returning students who excel academically may be awarded a Merit Scholarship. New incoming freshman students may be awarded based on high school GPA or ACT score. Transfer students may be awarded based on transferring credits and cumulative GPA. The students' cumulative GPA and credits completed at the conclusion of the spring semester will be used to determine final award amount. Awards are subject to change based on finalization of the institutional budget and the students' cumulative GPA and credits completed at the conclusion of the spring semester. See [www.presentation.edu/financialaid/scholarships.htm](http://www.presentation.edu/financialaid/scholarships.htm) for award summary chart.

***Presentation College Grants***

These grants are available to new or returning students who demonstrate need and whose expected family contribution falls within the guidelines (visit [www.presentation.edu/financialaid/scholarships.htm](http://www.presentation.edu/financialaid/scholarships.htm) for details). Funding limitations apply.

***Presentation Scholarship Program***

Presentation College has numerous institutional scholarships available to new or returning students. Visit the Financial Aid website for more details at [www.presentation.edu/financialaid/scholarships.htm](http://www.presentation.edu/financialaid/scholarships.htm)

**Other Scholarships and Grants*****Hatterscheidt Scholarship***

\$1,600 scholarships are awarded by the Hatterscheidt Foundation to incoming freshmen who have a minimum cumulative GPA of 2.80, are residents of South Dakota, and are in need of financial assistance.

***Catholic Daughters of America Scholarship***

The Catholic Daughters have established a scholarship at Presentation College to recognize youth for their positive contribution to the Catholic Church, to society, and to their families.

***Bishop Hoch Scholarship***

\$1,000 scholarships are awarded by the Diocese of Sioux Falls. The scholarship is available to active members of Catholic parishes located East River.

***Aberdeen Area Medical Foundation Scholarship***

Scholarships are awarded by the Aberdeen Area Medical Foundation to students entering sophomore, junior, and senior levels in the Nursing and Allied Health programs. Students must be enrolled full-time at the Aberdeen campus and have a minimum cumulative GPA of 3.25.

***Howard Memorial Grant***

Students demonstrating financial need may be awarded a grant ranging from \$500-\$1,000 which is sponsored by the Howard Memorial Grant Foundation.

***Indian Health Service Scholarship***

Awarded by the Indian Health Service Administration, the scholarship is open to Native American students enrolled in the Nursing program. The scholarship pays tuition and fees, plus a monthly stipend. Applications are available at [www.scholarships.ihs.gov](http://www.scholarships.ihs.gov)

***International Student Scholarship***

This scholarship may be available to non-United States citizens who do not qualify for federal financial aid. Contact the Financial Aid Office for additional information and application process. Limited funding is available.

***Walter and Dorothy Graham Scholarship***

Awarded by the Walter and Dorothy Graham Foundation to students enrolled in the sophomore, junior, or senior year of the Nursing program who have obtained a cumulative GPA of 3.25 or greater. The amount of awards vary.

***Patricia Donnelly Endowed Nursing Scholarship***

Up to \$5,000 is awarded to full-time baccalaureate nursing students entering the sophomore year in the Nursing program. Students must demonstrate leadership qualities and commitment to the field of nursing. The scholarship is renewable based on good academic standing.

***Herzog Scholarship***

Native American students, in the pursuit of medically-related education, such as pre-medical studies, nursing, medical technology, and record keeping, and other similar studies related to health care, may receive a scholarship valued up to \$2,500.

***Ted and Lucille Stehly Memorial Scholarship***

Graduates from Frederick and Hecla High Schools are awarded scholarships of \$500 per semester while enrolled at Presentation College. Students must be enrolled full-time (minimum of 12 credits).

***Scholarship for Disadvantaged Students (SDS)***

This program provides financial assistance to full-time, financially needy students from disadvantaged backgrounds enrolled in the Bachelor of Science in Nursing, Associate of Science in Nursing, or Bachelor of Science in Radiologic Technology programs. Available funding is subject to approval by the federal government. Award amounts vary.

***Anton and Vida R. Herzog Scholarship***

This scholarship will automatically be awarded to students from Perkins County, South Dakota. The award amount may vary based on number of students that qualify. No application is needed.

***South Dakota Opportunity Scholarship***

This scholarship, funded by the State of South Dakota, provides \$5,000 over four years to qualifying students who attend an eligible higher education institution in South Dakota. Students must be residents of South Dakota, have an ACT composite score of 24 or higher, complete high school course requirements commonly known as the Regents Scholar curriculum with no final grade below a "C," and earn a cumulative high school GPA of 3.00. Application and additional information may be found at [www.sdbor.edu/SDOpportunityScholarship.htm](http://www.sdbor.edu/SDOpportunityScholarship.htm)

***Dakota Corps Scholarship Program***

This scholarship is intended to provide free full-time tuition for South Dakota high school graduates pursuing a degree in a critical need occupation. Eligible programs at Presentation College include Nursing and Allied Health. The scholarship is renewable as long as students maintain eligibility requirements. Since Presentation College is required to cover a portion of the funding, a limited number of scholarship recipients may be accepted. This scholarship becomes a loan if students fail to fulfill the program requirements. Application and additional information may be found at [www.state.sd.us/dakotacorps/default.html](http://www.state.sd.us/dakotacorps/default.html)

**Financial Consultation Program**

One-on-one counseling is available to students who would like assistance in creating a school debt and spending plan, improving skills and knowledge of credit and debt, managing credit cards, evaluating expenses and resources and improving creditworthiness. This service is available at no cost to students. See the Financial Aid Office for more details.

**Maintenance of Satisfactory Academic Progress for Financial Aid**

Satisfactory academic progress is the institution's determination of students' efforts to complete an educational goal within a specified period of time. Federal regulations require that students maintain satisfactory academic progress to receive Title IV federal student aid. Title IV funds include the PELL, SEOG, ACG and SMART Grants, Perkins Loan, Work-Study, Stafford Loans, and Parent PLUS Loans. Students must meet these same requirements to remain eligible for institutional and Minnesota State funding.

The Financial Aid Office at Presentation College determines satisfactory academic progress as follows:

**Cumulative Grade Point Average (CGPA):** Students must maintain a cumulative grade point average of 2.00 or greater to be eligible for financial assistance.

**Cumulative Completion Rate (CCR):** Students must successfully complete 70% of all credits they attempt. Grades of Incomplete (I), Withdrawal (W and WF) will count as credit hours attempted. "Credit hours attempted" is defined as the number of credits for which students are registered at the conclusion of the published add/drop period.

**Maximum Credits (MC):** Presentation College has established a limit for the maximum number of credit hours attempted for which students may receive financial aid. The maximum number of credits is based on the program pursued and can be no longer than 150% of the published length of the educational program.

If students do not meet both the minimum cumulative GPA and the minimum cumulative credit completion rate (CCR) requirements at the end of a semester, they are placed on **financial aid probation**. If students then fail to achieve the minimum cumulative grade point average (CGPA) and the minimum cumulative completion rate (CCR) requirements by the end of the subsequent semester, they are then placed on **financial aid suspension**.

Students will remain on financial aid suspension until they meet the minimum cumulative grade point average (CGPA) and minimum cumulative completion rate (CCR) requirements.

Students may appeal in writing to the Director of Financial Aid for reinstatement of financial aid if there are extenuating circumstances. Students will be notified in writing as to the outcome of the review.

Students may apply for an alternative loan to help defray educational costs since it is not considered Title IV funding.

## Financial Information

Tuition and Fee Schedule 2009-2010  
(Per Semester)

### Aberdeen/Lakota/Fairmont/PC Virtual Campuses

Block Tuition (12-18 credit hours).....	\$7,125
Part time Tuition per credit (1-5 credits & over 18).....	450
Part time Tuition per credit (6-11 credits).....	525
New Student Fee.....	175
Application Fee (non-refundable).....	25

**Early Childhood Education** (per credit).....195

**Life Style Coach** (per credit).....195

**Medical Office Administration/Medical Transcription** (per credit).....195

**Surgical Technology Certificate** (per credit).....195

**Kilian Community College** (per credit).....275

**Huron** (per credit).....275

**RT Clinicals** (Hospital-based programs) (per credit).....150

**Continuing Education** (per credit).....70

**Senior Citizen (65 years or older)/Audit** (per credit - if space is available).....50

**Unclassified** (per credit - if space is available).....160

**Summer Tuition** (per credit).....300

**Graduation Fee** (late fee of \$25).....125

**Transcript Fee/Diploma Replacement**.....7

**Challenge Exam Fee**.....40

**Nursing Challenge Exam Fee** (per exam).....50-150

**Portfolio Fee** (per portfolio - one course limit per portfolio).....150

**Challenge/Portfolio Transcription Fee** (per credit).....42

### Room and Board - Aberdeen Campus Only

Housing Deposit.....	250
Resident Housing.....	2,050
Meals.....	700

### **Lab and Clinical Fees (as of 2009-2010)**

Course/Lab	Fee	Course/Lab	Fee	Course/Lab	Fee	Course/Lab	Fee
A300H	\$25	CS121	\$40	NL213FM	\$251	NL455 (Fall)	\$242
A300	\$25	CS141	\$40	NL223	\$380	NL455FM (Fall)	\$418
AR112	\$25	CS181	\$40	NL227	\$799	NL455LPN (Fall)	\$418
AR123	\$25	CS190	\$40	NL235	\$500	NL455LPN (Spr)	\$418
AR232	\$25	CS203	\$50	NL243	\$240	PB102	\$75
AR252	\$25	CS3033	\$50	NL253	\$978	PL104	\$65
BI453	\$15	CT253	\$15	NL333	\$105	PL114	\$65
BL151	\$70	CT353	\$15	NL335 (Spr)	\$532	REC112	\$15
BL161	\$70	CT475	\$15	NL338 (Spr)	\$546	REC496	\$15
BL171	\$70	H373	TBA	NL338FM (Spr)	\$646	RT283	\$170
BL181	\$70	HW112	\$15	NL344	\$599	RT305	\$170
BL263	\$70	HW333	\$60	NL344FM	\$308	RT315	\$170
BL294	\$110	HW496	\$15	NL344LPN	\$548	RT343	\$170
BU253	\$35	ME132	\$75	NL368 (Fall)	\$302	RT403	\$170
BU485	\$35	ME143	\$100	NL368FM (Fall)	\$323	RT433	\$170
BU494	\$20	ME274	\$100	NL375	\$290	RT443	\$300
BU3033	\$50	ME283	\$75	NL436 (Fall)	\$253	ST136	\$110
CL121	\$70	ME292	\$25	NL436FM (Fall)	\$253	ST143	\$520
CL131	\$70	ML142	\$100	NL436LPN	\$393	ST222	\$312
CL151	\$75	NA111	\$285	NL436RN	\$70	ST236	\$10
CL161	\$75	NL106	\$881	NL454	\$950	SW233	\$48
CL303	\$80	NL128	\$973	NL454FM	\$933	SW415	\$5
CL313	\$80	NL207	\$874	NL454RN	\$250	SW425	\$5
CL321	\$80	NL213	\$257	NL454LPN	\$967	SW452	\$18
						SW454	\$100

*The charges are accurate at the time of catalog publication. Presentation College reserves the right to make changes in listed charges as deemed appropriate.*

### Statement of Term Charges, Financial Aid, and Course Schedule

Once a student has registered at Presentation College, the student's billing information can be viewed online through the Student Portal. The billing ledger will detail what costs will be incurred for that semester, along with the financial aid that will be applied to the balance. Any changes to students' schedules may generate a change in billing and financial aid. It is the students' responsibility to check their ledger periodically throughout the semester.

Students are expected to pay any balance due to the College prior to the first day of each term. Registration for successive semesters is dependent on students having cleared their account prior to the next semester start date. The balance due is calculated based on the term charges and the financial aid expected. Completed financial aid certifying that all educational costs will be satisfied is accepted in lieu of cash payment. If students fail to pay any balance due at the specified time, with no signed payment agreement, they may be administratively withdrawn from the College. A late payment fee may be charged to all accounts not paid in full by the first day of the term. Please see page 18 for information on payment plans.

### Unpaid Accounts

The College does not issue degrees, transcripts, employment placement credentials, financial aid, or statements of honorable dismissal until all accounts are paid in full to the College. Students are not permitted to attend courses in future terms until the preceding term is paid in full. Delinquent accounts may be transferred to a collection agency and fees for this service will be added to students' accounts. A final grade report may be withheld from students with outstanding financial accounts.

### Account Credit Disbursements

Financial aid will be posted to students' accounts within three (3) days of receipt of the funds. A disbursement check will be issued to students within fourteen (14) days of when a credit balance is created.

### Institutional Refund Policy

#### *Withdrawing from a course (within the publicized add/drop refund period)*

Students who wish to withdraw from a registered course and receive a tuition/fees adjustment must initiate the necessary process with their academic advisor prior to the publicized add/drop period. In some cases, financial aid received on the students' behalf may need to be adjusted as well.

#### *Withdrawing from a course (after the publicized deadline for a refund)*

Students who wish to withdraw from a scheduled course after the publicized add/drop period must complete the necessary process with their academic advisor. No adjustments will be made to students' accounts or financial aid awards.

#### *Withdrawal From College (Return of Title IV Funds)*

Students who wish to withdraw from the College must contact their academic advisor or the Registrar's Office and complete the official withdrawal process. Presentation College performs a prorated calculation of tuition earned for those federal financial aid, state aid, personal aid, and institutional aid recipients who withdraw from all classes during the first 60% of each semester. Students withdrawing from all courses prior to the completion of 60% of the semester may receive a prorated credit of their tuition only. The prorated refund calculation does not apply to course/clinical fees, other institutional fees, laptop costs or book expenses. Students who withdraw within this timeframe have earned a percentage of Title IV funds based on the period of time they remained enrolled. The amount of unearned aid is required to be returned as mandated by Law 668.22 (effective July 1, 2000) in the order specified below:

- |    |                            |     |  |
|----|----------------------------|-----|--|
| 1. | Unsubsidized Stafford Loan | 6.  | SEOG Grant   |
| 2. | Subsidized Stafford Loan   | 7.  | Other Title IV aid programs (ACG and SMART Grants) |
| 3. | Perkins Loan               | 8.  | Other federal sources of aid                       |
| 4. | PLUS Loan                  | 9.  | Other state, private, institutional aid            |
| 5. | PELL Grant                 | 10. | Student  |

For students who fail to complete the official withdrawal process, once Presentation College becomes aware that a student is no longer attending classes, a date of withdrawal will be determined. If an amount owed is generated as a result of the calculation, the payment must be received or repayment arrangements must be made within 30 days of notification. All funds must be repaid before any additional federal, state, or institutional aid is awarded for subsequent semesters.

# Campus Life





## CAMPUS LIFE

### **Student Interests**

Presentation College offers and recommends participation in the student organizations offered at the College. There are a variety of clubs and activities to meet the academic, professional, social, religious, and recreational interests of students.

Refer to the **Student Handbook** for a complete listing of the academic organizations, student organizations, campus ministry and spiritual enrichments, and student activities.

### **Intercollegiate Athletics - Men's and Women's**

Presentation College is a member of the National Collegiate Athletic Association (NCAA) Division III. The "Saints" are a full member of the Upper Midwest Athletic Conference (UMAC). Other full members of the UMAC are: Bethany Lutheran College, Mankato, MN; College of St. Scholastica, Duluth, MN; Crown College, St. Bonifacius, MN; Martin Luther College, New Ulm, MN; University of Minnesota-Morris, Morris, MN; Northland College, Ashland, WI; and Northwestern College, St. Paul, MN. The athletic department at Presentation College offers ten sports in which men and women may participate. There are opportunities in Men's and Women's Basketball, Men's and Women's Soccer, Women's Volleyball, Men's Baseball, Women's Fast-Pitch Softball, Men's Cross-Country, and Men's and Women's Golf.

Athletics at Presentation College are regarded as part of the educational program of the College. As a member of NCAA Division III, there are no athletic scholarships. Scholarships and financial aid are awarded to students on the basis of need and scholastic ability or achievement.

In order to participate, athletes must be enrolled as full-time students seeking a Baccalaureate degree and remain in good academic standing. At the NCAA Division III level the academic requirements are regulated by the institutions themselves. Student athletes should check with their respective coach and/or the Athletic Director in regard to eligibility issues.

Presentation College assumes no responsibility for accidents incurred through participation in athletics. Participants must show proof of health insurance prior to participation in any athletic program.

### **Student Support Services**

#### *Digital Campus*

Presentation College has launched a Digital Campus Initiative (formerly known as the Wireless Initiative). All degree-seeking students are required to have a laptop. All PC Virtual students have the option of either a laptop or a desktop. Students may choose to purchase their laptop directly from the College, directly from select vendors through the specially designed Presentation College website, or they may choose to purchase their own laptops. All laptops purchased by students must meet Presentation College minimum specifications.

Although students will likely use their laptop for all needs, there are also computer labs located in E203, the Career and Learning Institute and the Library. All Presentation College campus buildings have wireless access points that allow students to access their email, WebCT and the Internet. The wireless network is intended for individual student use ONLY. Using the connection to create any type of server (game, web, FTP or other) is strictly prohibited and may result in the loss of your connection. Presentation College Suites, Student Center, Career and Learning Institute and Library have network printers available for student use. Pay-for-print network printers are located in the Career and Learning Institute and the Library. Students may bring their laptops to the PC Help Desk in E202 to setup for use on the wireless network and install network printers. Lakota and Fairmont students may contact the support staff at those campuses for support and to configure their laptops for use on the wireless network.

#### *Library*

The Presentation College Library provides students the resources for information access and scholarly growth. The library media support the College curricula via reading, listening, and viewing. Located on the first floor of the main building in Aberdeen, this service is open approximately 64 hours per week. Among the services provided for students are: reference or computer assistance, use of library items, interlibrary loan, fax capability, copier (regular and microfiche), audiovisual equipment usage, and one-on-one personal research assistance.

The library is a member of the South Dakota Library Network (SDLN). Students and faculty have access in Aberdeen to titles at the PC Library, Northern State University Library, Avera St. Luke's Bunker Library, and the Alexander Mitchell Public Library. Interlibrary-loan access is available for library items throughout the state, region, nation, and world.

Presentation College maintains a branch library at the Lakota Campus with an on-site librarian. Fairmont Campus students use the Martin County Library in Fairmont through an affiliation agreement between the College and the Martin County Library.

The Presentation College Library continues to expand its online library holdings on its web page. These include: full-text periodical titles, full-text electronic books, indexes, tutorials, etc. Virtual reference, which is especially helpful for distance students, is also available through IM, e-mail, or a telephone call. All Presentation College students, at any location, who need library assistance are encouraged to contact the main campus via e-mail: [plibrary@presentation.edu](mailto:plibrary@presentation.edu); telephone: 605-229-8468 or 605-229-8546.

#### ***Bookstore***

The bookstore is located at the Aberdeen campus. Hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Students can purchase books, supplies, and PC apparel at the bookstore. Students may also order books online by visiting the bookstore website.

#### ***Career and Learning Institute***

The Career and Learning Institute assists students, providing a well-balanced variety of direct services, educational programs, and resource materials. All students are provided tutoring and study tables. The Career and Learning Institute also supports a computer lab and computer programs for students to conduct research or to assist in a variety of classes. Placement (ACT, COMPASS) and challenge (CLEP, NLN) exams for incoming as well as current students are administered to ensure students are enrolled in correct classes to be academically successful. The Career and Learning Institute is a centralized location for current job listings to assist in securing meaningful employment for undergraduates as well as graduates. Career and Learning Institute services are also available to Lakota Campus, Fairmont Campus, and PC Virtual students.

#### ***Office of Disability Services***

The Office of Disability Services is located in the Career and Learning Institute. The purpose of the office is to insure that students receive services in a timely manner so that they can make every effort to be successful in their academic studies. Students who believe they qualify for disability services should contact the Director of Disability Services as soon as possible to arrange a meeting.

#### ***Campus Ministry***

Campus Ministry serves the spiritual needs of the Presentation College community. Activities are offered to students of all faiths, which promote a community of faith, service, and friendship. Worship and prayer, a supportive environment, and faith-centered activities and programs minister to and with students, staff, and faculty. Presentation College respects and welcomes those of all faith traditions and affirms the dignity of all persons.

#### ***Counseling Services***

Counseling services are provided to assist students with a variety of needs and problems. These needs may include personal, spiritual, academic, or interpersonal guidance and direction. Presentation College provides a professional counselor on staff to work with students at no charge. If necessary, the counselor may refer students for further specialized off-campus counseling, at no cost, for up to three visits per year. Drug and alcohol education and financial services counseling are also available. Contact the Director of Student Services and Activities at 605-229-8395 for further information or to make a confidential appointment.

\*Further site specific counseling services information is available through the Eagle Butte Campus Director at 605-964-4071 and the Fairmont Campus Director at 507-235-4658.

#### ***Health Services***

Presentation College makes available to its students in Aberdeen and Fairmont certain health and medical care at a free or reduced cost. The primary care medical services are provided by physicians and physician assistants at an Aberdeen area clinic and a Fairmont area clinic. More information is available through the Student Services Office.

#### ***Immunizations***

Any student entering Presentation College for the first time after July 1, 2008, shall, within 45 days after the start of classes, present to the Student Services Office certification from a licensed physician that the student has received or is in the process of receiving the required two doses of immunization against measles, rubella and mumps. The student may contact the Student Services Office for information regarding alternatives to this requirement.

Students should make sure the remainder of their immunization records are current. Students may be required to have immunizations for certain diseases if they cannot produce their immunization records. Some majors will require proof of immunization before acceptance into the major. Because many students are placed in clinical settings, it is the students' responsibility to ensure their immunization and health records are up-to-date. More information may be obtained from the academic department or Student Services Office.

#### ***Residence Hall (Aberdeen only)***

All first year and second year students are required to live in the College Student Suites. Any exceptions to this policy must be approved by the Dean of Students.

All resident students receive a letter during the summer informing them about suite assignments, suite companions, and needed furniture and supplies. Students are responsible for the care of their suite.

### **Food Services (Aberdeen only)**

Students' meals are served in the Grille and Presentation Cafe in the Main Building. Pre-paid meal cards are available through the Business Office each semester. These meal cards may be used in either the Grille or Presentation Cafe. All freshmen are required to purchase a meal card. Non-resident students are welcome at all of the food service facilities.

### **Student Welfare**

In making application to Presentation College, students assume the responsibility for a high standard of community life and conduct becoming a person of exemplary moral character that will promote their own best interests and the interests of the College. Students are responsible for acquainting themselves with the specific directives in the **Student Handbook** and those made known by means of the [www.presentation.edu](http://www.presentation.edu) website, bulletin boards, resident meetings, and memos. Parents and others responsible for the students' welfare are expected to cooperate in upholding College policies.

The College reserves the right (and students, by their act of registration, grant to the College the right) to require the withdrawal of any student when in the judgment of the College it is deemed necessary to safeguard its ideals of scholarship and/or character.

Registration at Presentation College implies acceptance of the standards and a knowledge of and compliance with applicable federal and state laws, city ordinances, and all College regulations. Students who are arrested and convicted of violating a law may be subject to disciplinary action by authorized College personnel. A felony as defined by civil law would ordinarily constitute a serious offense. A written notification of permanent termination of student status and exclusion from further enrollment at Presentation College may be issued to any students who are guilty of a felony.

Students who have been convicted of certain crimes may be ineligible for certain licensure examinations, thereby limiting program choices. See specific program descriptions for more information.

Presentation College upholds the regulations of applicable state law which prohibits the sale of beer or alcoholic beverages to persons under the age of 21 years. Students may not have or consume beer or other alcoholic beverages anywhere on campus. The possession, use, or distribution of illicit (illegal) drugs or narcotics may be grounds for immediate dismissal.

### **Sexual Harassment Policies and Procedures**

Because sexual harassment is a form of sexual discrimination and compromises the attainment of the mission of Presentation College, the College strictly prohibits sexual harassment of its employees and students. Such behavior may occur between members of the same or opposite sex and may be cause for disciplinary action up to and including dismissal for students and termination for employees. Refer to the **Student Handbook** for more information.

### **Drug-Free Workplace**

Presentation College is a drug-free workplace and complies with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The possession, use or distribution of illicit drugs and the abuse of alcohol and drugs/substances by students and employees on College property or as any part of the College's activities is prohibited. See applicable **Student Handbook**, **Support Personnel Handbook**, **Faculty Handbook** or **Administration Handbook** for more information.

### **Smoking**

Tobacco use of any kind is prohibited anywhere within the campus buildings, including the suites and all other buildings and all vehicles owned by Presentation College. Smoking is prohibited on campus, unless in a privately owned vehicle. No exceptions are allowed for tobacco use in prohibited areas, and there are no designated smoking facilities or locations (huts, areas, etc.) on campus. No sale or "give away" or other promotion of tobacco products is allowed on campus. Presentation College will not allow distribution of materials with tobacco products and/or company image.

### **Parking**

It is the responsibility of all students, faculty and staff who operate a motor vehicle on College property to display a parking permit on their vehicle and to become familiar with all parking/traffic regulations and policies. Certain areas are reserved for visitors and handicapped only. Presentation College does not assume any responsibility for damage to or theft from any motor vehicle while parked on the grounds.

### **Daycare**

Children are not permitted in class. A list of daycare facilities is available in the Student Services Office.

### **Student Appeal/Grievance Process**

The appeal/grievance process is designed to afford all students a means to redress any form of unjust, oppressive, discriminatory, or fundamentally unfair practice affecting students' academic performance or progress. Such identified practice may be either academic or non-academic in nature. (See pages 36-37 of this catalog for the policy.)

### **Jurisdictions**

The following distinction between major and minor violations is made for College reference and is not designed or meant to reflect civil law. In cases where civil law is violated, the offenders are subject to arrest and punishment upon disciplinary action by civil authorities.

A major violation is an infraction which seriously offends the ethical and/or moral principals of the College community, endangers the well being of member(s) of the community, denies basic human rights or denies the community the use of the facilities. A felony as defined by civil law would constitute a serious offense. A minor violation is an infraction of a residence guideline, minor College policy, or is not seen as serious enough to fall into the category of major violation.

In cases where there is a question as to whether a violation is major or minor, the Dean of Students determines the level of violation.

### **Character Initiative**

The Presentation College Character Initiative is an integral part of the Presentation College community of learning. The Character Initiative was created to enhance the educational experience of students through life experiences that promote leadership skills, community relations, personal development, and career development.

The goals of the Character Initiative are:

- Provide leadership opportunities for the student body
  - through clubs, organizations, student government, student activities and athletic programs to meet the changing needs of the student body
- Promote personal development
  - through co-curricular activities to enhance life skills such as responsibility, self-discipline, work ethic, and being a productive student, co-worker, and responsible neighbor
  - through personal responsibility in the areas of academics, co-curricular activities, and social activities
  - with an appreciation of diversity on campus and in the community
  - provide students with opportunities to build interpersonal relationships and communication skills
- Enhance opportunities for character development
  - enhance partnerships within the community to promote educational experiences
  - Presentation College hosts a sophomore career day
  - Presentation College provides a Career and Learning Institute
- Provide community relations opportunities
  - through community enhancement projects
  - Presentation College requires community service hours of all students

### **Volunteer Program**

Volunteerism is an important component of Presentation College's extended mission statement. Students have an opportunity to give of their time and talents to God and the community through the volunteer program. It is anticipated that through this program students will enrich their understanding of the gifts and opportunities they have been given in life and that all persons have an obligation to give back to their communities.

Service is expressed through working with and for others within a community context. It is in serving others that we serve God. The volunteer program has been developed to give an opportunity for students to experience responsive relationships with the human community.

The volunteer program provides students with opportunities to meet with members of the community in a different way. As volunteers, students are placing their gifts and talents at the service of others with no expectation of monetary reward. These interactions add to the richness of the student experience and provide occasions for reflection on life and its meaning.

The volunteer program is designed to provide students with the opportunity to:

- Give of themselves in a variety of community settings
- Experience different aspects of the human community
- Reflect on who they are as individuals and how they balance individual and community needs

Associate degree-seeking students will complete 40 hours of volunteer service. The suggestion for completion of volunteer hours is:

- First year – 20 hours
- Second year – 20 hours

Bachelor degree-seeking students will complete 80 hours of volunteer service. The suggestion for completion of volunteer hours is:

- Freshman year (0-29 credits) - 20 hours
- Sophomore year (30-59 credits) - 20 hours
- Junior year (60-89 credits) - 20 hours
- Senior year (90+ credits) - 20 hours

If students transfer to Presentation College with transfer credits, the number of volunteer hours needed for graduation will be based on the above.

Students will include the service resume in their e-portfolios. This encourages students to volunteer in places that utilize practical skills learned in coursework. Service resumes can also catch the interest of potential employers by showing that the graduate is an involved citizen - a person who works to make the community a better place. The volunteer work will demonstrate that our graduates have practical skills, can function in a work environment, and care about our community.

Presentation College wants to ensure a meaningful experience for students and those they serve. Graduating students will be asked to include their service resumes, detailing the various experiences (activities, dates, supervisors, lessons learned, etc.) as a part of their e-portfolios.

As a part of freshman orientation, students will also have a formal introduction to the volunteer program and service learning opportunities. The Director of Student Services and Activities will discuss how the volunteer program fits within the mission of the College. Students will also learn more about local programs and organizations that would welcome student volunteers.

Babysitting will be allowed only when completed at a church or center. Appropriate documentation will be required. Students will not be allowed to count private babysitting, pet care, cleaning, maintenance, work done for students' immediate family, etc., for their service hours. In general, volunteer service should be performed for non-profit entities. For more information about what activities may qualify, contact the Coordinator of Student Activities and Campus Ministry at 605-229-8363.

### **PC Help Desk**

Walk-in technical support is available from 8:00 AM to 5:00 PM weekdays. Students may call or email the PC Help Desk for networking and software questions and for assistance with their laptop. The phone extension for the PC Help Desk is ext. 411 (605-229-8411). Students may also contact the PC Help Desk by email at [pchelpdesk@presentation.edu](mailto:pchelpdesk@presentation.edu). The Presentation College Help Desk is located in E202, Main Building.

# Academic Policies

## ACADEMIC POLICIES

### Registration and Enrollment Policies

Students are eligible to enroll in classes once their application file is complete and they have been accepted. Registration is scheduled during the fall and spring semesters at select times for currently enrolled students; see the academic calendar for dates. Registration is continuous for new students during publicized dates. New students are invited to the campus by appointment for academic advising and registration. Advising and registration for new distance learning students is coordinated through the PC Virtual Department.

Financial aid and billing are finalized on the day prior to the first day of class. Students who have not completed the financial aid process, have a hold on their registration, or have outstanding financial obligations will not be allowed to attend class.

### Academic Year

The academic year is divided into two semesters and summer sessions.

### Degrees, Certificate Programs and Minors

Presentation College offers the following (availability may vary by campus):

#### Bachelor of Science

<ul style="list-style-type: none"> <li>Biology</li> <li>Business               <ul style="list-style-type: none"> <li>- Sports Administration</li> </ul> </li> <li>Health, Human Performance and Recreation               <ul style="list-style-type: none"> <li>- Exercise Science</li> <li>- Recreation</li> </ul> </li> <li>Nursing</li> <li>Psychology</li> </ul>	<ul style="list-style-type: none"> <li>Radiologic Technology</li> <li>Secondary Education               <ul style="list-style-type: none"> <li>- Biology</li> <li>- Business</li> <li>- History</li> <li>- Language Arts (English)</li> <li>- Psychology</li> </ul> </li> <li>Social Work</li> </ul>
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#### Associate of Science

<ul style="list-style-type: none"> <li>Biology</li> <li>Business</li> <li>Chemistry</li> <li>Communication</li> <li>Early Childhood Education</li> <li>Life Style Coach               <ul style="list-style-type: none"> <li>- Direct Support</li> <li>- Gerontology</li> <li>- Personal Trainer</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Medical Assisting</li> <li>Medical Office Administration (online only)</li> <li>Nursing (PCLC only)</li> <li>Radiologic Technology</li> <li>Surgical Technology (completion degree only for graduates of Presentation College's Surgical Technology certificate program)</li> </ul>
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#### Associate of Arts

<ul style="list-style-type: none"> <li>English</li> <li>General Studies</li> </ul>	<ul style="list-style-type: none"> <li>Religious Studies</li> </ul>
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#### Certificate

<ul style="list-style-type: none"> <li>Medical Transcription (online only)</li> </ul>	<ul style="list-style-type: none"> <li>Surgical Technology</li> </ul>
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#### Minors

<ul style="list-style-type: none"> <li>Biology</li> <li>Business Essentials</li> <li>Child-Adolescent Psychology</li> <li>Coaching</li> <li>Communication</li> <li>Corporate Recreation/Fitness</li> <li>Criminal Justice</li> <li>Finance</li> <li>Generalist in Psychology</li> <li>Health Services Administration</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources Management</li> <li>Industrial-Organizational Psychology</li> <li>Management</li> <li>Nutrition</li> <li>Psychology</li> <li>Religious Studies</li> <li>Sports and Wellness</li> <li>Sports Psychology</li> <li>Therapeutic Recreation</li> </ul>
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### Official Change in Registration

- An add/drop request begins with students' advisors and is processed by advisors
- Students may drop courses within the publicized add/drop period (this is the 100% refund period)
- Students may add courses during the publicized add/drop period (regardless of the course start date). The refund policy for dropped classes is described on page 22. Classes held in an accelerated format can be added or dropped according to the above policy regardless of start date; however, financial aid adjustments will not be made.

*NOTE: \*Summer session add/drop requirements may vary and are posted on the summer schedule*

### Student Classification

Students are considered full-time when enrolled in 12 or more credit hours per semester during the academic year. Students enrolled in fewer than 12 credit hours are classified as part-time. Only full-time students in good standing are eligible for academic honors. Summer session classifications vary.

The number of semester credits completed towards graduation classifies students in the following levels:

Freshman = 0-29 semester credits  
Sophomore = 30-59 semester credits

Junior = 60-89 semester credits  
Senior = at least 90 semester credits

### Class Load

The recommended academic load is 12-15 credit hours during a regular semester and 6 credit hours during a summer session. To exceed 18 credit hours requires the recommendation of the faculty advisor, written approval of the Vice President for Academics, and a 3.00 (B) cumulative grade point average.

### Attendance

Students are expected to attend every class session and be on time. Online students report their attendance by participating in their online course(s) as designated by the instructor. If for any reason students must be absent from class, the responsibility of making up work rests entirely upon the students. Each faculty member has the responsibility to develop his/her own policy on class attendance. The instructor's attendance policy must be included in the syllabus. This should include statements regarding make-up work and the relationship of attendance to grading. The added costs of supervision for missed classes/clinicals may accrue to the students.

Faculty and administration will honor officially approved absences where individuals or groups are absent as part of a College-sponsored activity or in the interest of the College. The director of the activity and the students will be responsible for notifying the appropriate faculty and staff prior to the absence. Officially approved absences may include tours, athletic competitions, field trips, and professional conferences.

Faculty are required to track and report student attendance on a weekly basis and report Last Date of Attendance promptly.

### Program Planning and Declaration

A degree program is comprised of major requirements, general education classes, and electives sufficient to meet the minimum hours for graduation. Students follow the requirements of the catalog in place at the time of enrollment into that major. Students are provided with a degree checklist from the academic advisor. This checklist details the selected curriculum. The appropriate Department Chair and the Vice President for Academics must approve substitutions on the curriculum checklist. The College reserves the right to change requirements if mandated by an accrediting agency or as the College deems appropriate.

### Course and Program Cancellation

The College reserves the right to cancel any course(s) or program(s) for which there is insufficient enrollment. Students enrolled in a program that is canceled will be given assistance in finding a way to complete the program.

### Transfer of Credits

Official transcripts must be received from all institutions attended, whether or not credit was received and regardless of age of transcript. Transcripts are considered official only if they are sent directly by the issuing institution.

- A. General
  1. Presentation College will accept credits from an institution of higher education that is accredited by one of the nine regional institutional accrediting organizations. Credit for coursework taken at an institution of higher education that is other than regionally accredited will be evaluated on an individual basis.
  2. Coursework that is determined to be equivalent in scope and depth to requirements for the degree or general electives required for the degree will be transferred. Credit will not be given for duplication of courses. All credits accepted from another institution become a part of the permanent student record.



3. Evaluation of courses will be made by the appropriate College officials. It may be necessary to request additional information on coursework in order to determine applicability to degree requirements or course equivalencies.
4. Courses for which any grade lower than a "C-" was earned will not be accepted in transfer.
5. Students with previous college credits that are ten or more years old may be subject to challenge or qualifying exams by departments to demonstrate academic or clinical proficiency. Students who hold diplomas or certificates from a post-secondary institution may also be subject to challenge or qualifying exams.
6. Transfer grades are not included in computation of the Presentation College GPA, but will be used in computation of a GPA for admission and program purposes.

**B. Transfer credit not accepted**

1. Transfer credit is not awarded for courses that are remedial at the previous educational institution or whose equivalent is remedial at Presentation College.
2. Courses at previous colleges granted credit by exam or credit for prior learning will not be accepted.

**C. External Credit**

1. Credit for courses taken by external examination (Advanced Placement, CLEP, DANTES, DSST) will be granted upon receipt of an official score report and determination of the minimum score required. Presentation College reserves the right to limit the number of credits awarded for an examination in a subject area.

**Transcript of Records**

Students are provided one transcript free of charge. Subsequent requests require a fee of \$7.00, payable in advance. Written consent or a release form signed by students must be on file in the Registrar's Office before a transcript will be sent. A copy of the transcript release form is available at [www.presentation.edu/registrar/AcademicForms/Forms.htm](http://www.presentation.edu/registrar/AcademicForms/Forms.htm). An official transcript will not be given to students; transcripts from other institutions are considered official only if sent directly to Presentation College by the issuing institution. Transfer of records is a direct transaction between institutions.

Requests for transcripts by students who are in debt to Presentation College will not be honored until the indebtedness has been paid.

**Grading Policies**

**Grading System**

Student achievement is determined by evaluative procedures according to objectives set by instructors. This achievement is reported by instructors and assigned grade points per credit hour according to the following:

<b>A</b>	=	4.0 grade points - outstanding achievement
<b>A-</b>	=	3.7 grade points
<b>B+</b>	=	3.3 grade points
<b>B</b>	=	3.0 grade points - more than satisfactory performance
<b>B-</b>	=	2.7 grade points
<b>C+</b>	=	2.3 grade points
<b>C</b>	=	2.0 grade points - satisfactory performance
<b>C-</b>	=	1.7 grade points
<b>D+</b>	=	1.3 grade points
<b>D</b>	=	1.0 grade points - passing but less than satisfactory
<b>D-</b>	=	0.7 grade points
<b>F</b>	=	0.0 grade points - unsatisfactory performance

<b>AU</b>	Audit. Not computed into GPA.
<b>I</b>	Incomplete is given when some portion of the work is lacking for a satisfactory reason. Students who receive an "I" (Incomplete) in a course must complete the course by the last date to add a course in the next semester (spring/fall) or as designated on the Incomplete Contract. If the coursework is not completed by that date, students will receive an "F." Students with an "I" on their record cannot be considered for the President's List or Dean's List in that semester until the Incomplete is graded. Not computed into GPA.
<b>P</b>	Pass. Not computed into GPA.
<b>S</b>	Satisfactory performance. Not computed into GPA.
<b>U</b>	Unsatisfactory performance. Not computed into GPA.
<b>W</b>	Student- or College-initiated withdrawal through 60% of semester (publicized withdrawal date). Does not affect the grade point average, but is considered as credit hours attempted for financial aid purposes. Not computed in GPA.
<b>WF</b>	Student- or College-initiated withdrawal after 60% of semester (publicized withdrawal date). <b>WF is computed into the grade point average as 0.00 grade points per credit hour.</b>

To calculate GPA, multiply the grade points by the number of course credits. Divide the total grade points by the total number of course credits.

Example:					
<i>Course</i>	<i>Grade</i>	<i>Grade Points</i>	<i>Attempted Credits</i>	<i>Total Points</i>	
EN113	A	4.0	x 3	=	12.0
RT224	B+	3.3	x 4	=	13.2

There are a total of 7 credits with a total of 25.2 grade points.  
25.2 points divided by 7 credits = 3.60 GPA.

If students repeat a course, the record of both courses will be retained on students' transcripts. Only the last grade will be used for purposes of determining the student cumulative GPA. Students may repeat a course three times.

Students who complete a certificate program or earn a degree from Presentation College and subsequently pursue another degree will have separate cumulative GPAs on their academic record. Transcripts will illustrate the complete academic record and note the separation of the GPAs based upon the program or degree(s) completed.

### ***Grade Reports***

Grades are submitted at the end of each semester and are accessed through the student portal. Students may not receive transcripts until outstanding financial accounts have been paid. Access to final grades may be withheld from students with outstanding financial accounts.

### **Academic Standing**

#### ***Academic Forgiveness Policy***

The Academic Forgiveness option is available to degree-seeking students re-entering Presentation College. This policy offers currently enrolled students a one-time, one-year window of opportunity to petition for Academic Forgiveness, allowing students who earlier had experienced academic difficulty to improve their academic standing and GPA. To be eligible for Academic Forgiveness students must:

1. Have been absent from Presentation College for a minimum of three years; and
2. Be currently enrolled at Presentation College; and
3. Have completed a minimum of 12 credits with at least a 2.50 cumulative GPA in residence since readmittance to Presentation College; and
4. Not have completed a degree at Presentation College; and
5. Not have previously been awarded Academic Forgiveness at Presentation College; and
6. Have submitted the request for Academic Forgiveness within one year of readmittance

Students may be allowed to petition for Academic Forgiveness for one or two semesters' coursework completed at Presentation College prior to their absence by written request to the Vice President for Academics. All coursework will continue to be recorded on the students' official academic record and the semester(s) forgiven will be noted on the academic transcript. All college credit earned during the semester(s) forgiven will be eliminated from the computation of the student GPA and cannot be used to satisfy any graduation requirements.

The granting of Academic Forgiveness does not supersede institutional financial aid policies governing Satisfactory Academic Progress. Students should be aware that this policy might not be honored at other institutions of higher learning.

#### ***Good Academic Standing***

Students are in Good Academic Standing if the cumulative GPA is 2.00 or above; select majors may require higher standards.

#### ***Academic Warning***

When students' semester GPA falls below 2.00 but cumulative GPA remains above 2.00, students are placed on academic warning. Advisors and students create strategies to remedy the situation. Academic warning will be noted on the transcript.

#### ***Academic Probation***

The purpose of academic probation is to warn students of their scholastic standing. Notification of probationary status will be made in writing to students from the Registrar's Office and a copy of the notice will be sent to the appropriate Department Chair and advisor. Academic probation will be noted on the transcript.

Students who earn below a 2.00 cumulative GPA during any semester are placed on academic probation. Academic probation consists of the following restrictions for the welfare and guidance of students:

1. Students should limit credits each semester
2. Students must set a regular series of appointments with their academic advisor

#### ***Academic Suspension***

Based on credits attempted at Presentation College, students will be subject to dismissal from the College if:

1. Students receive three Fs in one semester or four Fs in the last two semesters attended (including summer); or
2. The cumulative GPA falls below 2.00 for two consecutive semesters; or
3. The semester GPA falls below 0.75

Students may request appeal of a suspension within the timeframe designated in the suspension letter. If appeal of the suspension is not granted, students may seek readmission to the College as unclassified students after one semester of suspension. Academic suspension will be noted on the transcript.

The readmission process to Presentation College requires students to write a letter to the Vice President for Academics, detailing a proposed plan for addressing the issues which led to the academic suspension. Requests for readmission will be reviewed by the Vice President for Academics. Conditions for readmission will include entrance on probationary status, along with the required participation in an academic improvement plan that may include additional methods of remediation, mandatory counseling, mandatory appointments with the academic advisor, and/or specific class or clinical attendance requirements.

#### ***Other Grounds for Academic Suspension/Probation***

1. Students may also be given an official warning and subsequent probation or suspension for continued absences from class, continued failure in assignments over a period of time, or an attitude depicting a lack of motivation and interest as documented by faculty over a period of time. Continuation of the condition after a semester of probation will be considered grounds for suspension.
2. The physical, mental and emotional well being of students is an essential component of educational development. Therefore, students may be requested by the College to submit evidence of health as determined by a physician or other qualified professional any time during the course of the students' education. If students are believed to be an immediate threat to the safety of themselves or others, the College reserves the right to request students to obtain immediate professional assistance, to withdraw, or to take a leave of absence for a specific period of time. The College reserves the right to request that a physician or other qualified professional be given authorization by students to provide written documentation to Presentation College stating that they are in good physical, mental and emotional health.

#### ***Administrative Withdrawal***

The College reserves the right to administratively withdraw students from a class or all classes if, in the judgment of the appropriate College officials, such withdrawal is in the best interests of the students and the College. A "WF" grade is given to students with a College-initiated withdrawal after the last date to withdraw in each semester. A "W" may be given prior to the last date to withdraw. A "WF" is computed into the grade point average as 0.00 grade points per credit hour.

#### ***Active Duty***

If Title IV eligible students withdraw due to being called to active duty with the Armed Forces of the United States or have been otherwise impacted by military mobilization, the College performs the Return of Title IV Funds calculations that are required by federal statute and regulations (34OFR668.22). If students are deployed before the last date to drop a class in the semester, they may opt for an Incomplete or 100% refund. If students are deployed after the last date to drop a class in the semester, provisions should be made for course completion.

### **Academic Recognition**

#### ***President's List***

To be eligible for the President's List, students must have achieved a semester GPA of 4.00 taking at least 12 credits on a graded basis, with no grade(s) of Incomplete during the semester they are eligible for the President's List.

#### ***Dean's List***

To be eligible for the Dean's List, students must have achieved a semester GPA of 3.50 or higher taking at least 12 credits on a graded basis, with no grade(s) of Incomplete during the semester they are eligible for the Dean's List.

#### ***Honors at Graduation***

Academic Honors at commencement are based on cumulative GPA through the fall semester preceding graduation. Students who graduate with honors must have no grade lower than "C." Only Presentation College credit hours and grades are used in the computation. Actual degree honors will be based on the cumulative GPA at the time the degree is awarded and will be noted on the diploma and official transcript.

To be eligible for honors, Bachelor degree students must have 33 earned hours from Presentation College with the following cumulative GPA:

3.90 to 4.00	Summa Cum Laude
3.70 to 3.89	Magna Cum Laude
3.50 to 3.69	Cum Laude

To be eligible for honors, Associate degree and Certificate students must have 18 earned hours from Presentation College with the following cumulative GPA:

3.90 to 4.00	with Highest Honor
3.70 to 3.89	with High Honor
3.50 to 3.69	with Honor

## Academic Standards and Appeals

### *Academic Integrity - Policies and Procedures*

Inherent in the mission of Presentation College is the strong belief in the principle of academic integrity. Students' actions reflect their moral character and, by extension, the College's reputation. Therefore, all students are expected to recognize and abide by the following:

It is a major responsibility of students and faculty to promote academic integrity. The College will not tolerate violations by cheating, plagiarism, fabrication and other academic misconduct.

#### *Cheating*

Students who cheat are claiming credit for work that is not of their own creation and for knowledge that they do not possess. Students are violating their own integrity as well as the integrity of the College. Examples of cheating include copying answers from another student on tests and class work; permitting someone else to copy answers from their test and work; inappropriate use of text messaging or other forms of electronic communication; using information and aids for test questions that have been prohibited.

#### *Plagiarism*

When students apply or employ the words, ideas or work of someone else without proper documentation, they are plagiarizing the author of that material. Students who plagiarize, either **intentionally** or **unintentionally**, violate their integrity and the integrity of the College by claiming work that is not of their own creation or invention. Students should be aware that, even when they do not intend to plagiarize, they might still be technically guilty of academic misconduct if sources are not properly acknowledged and credited. Both intentional plagiarism and inaccurate documentation are threats to the integrity of the individual and the College. Clear thinking and responsible work depend on careful use of evidence, respect for other writers and the courteous and credible treatment of one's readers. Plagiarism includes the copying of words, sentences or passages from a text (this includes books, magazines, newspapers, pamphlets, another student's paper or a paper prepared by someone other than the student who submitted the paper) without indicating the source of those words, sentences or passages; using quotations inaccurately (exact wording and punctuation); paraphrasing or summarizing another writer's ideas, even if the writer is not quoted directly, without giving adequate credit to the author; failing to give adequate bibliographical information for referential purposes; and using graphs, charts, tables or other printed and visual aids without giving credit to the source of that information.

#### *Fabrication*

If students deceive members of the academic community by inventing information or providing misinformation, the students are fabricating. Fabrication includes, but is not limited to, listing false bibliographical references; citing information not taken from the source indicated; falsely claiming the completion of a clinical, internship or field experience; inventing data or sources for academic assignments; taking quizzes or exams under false pretense; and falsely taking credit for another student's work in group projects.

#### *Actions Related to Academic Integrity*

Because breaches of academic integrity vary in degree and seriousness, actions taken against violators will be left to the discretion and judgment of the individual faculty member. If requested, the Vice President for Academics will serve as a reference for mediation.

When a faculty member discovers a violation of academic integrity, students will be notified in writing within ten (10) business days of the charge. The faculty member and student will then meet to discuss the violation and the action to be taken. Actions that may be taken include but are not limited to the following:

1. Students will receive an "F" grade or "0" (zero) on the exam, paper, project, coursework, etc.
2. Students will be failed in the course
3. Students will be dismissed from the major

Students may appeal the faculty member's decision or action by following the Student Appeal/Grievance Process that follows.

For all **serious** and **substantiated** violations of integrity judged by the faculty to be intentional, the faculty member will submit in writing to the Vice President for Academics a description of the violation and the action taken against the student. Offenses which are considered serious include, but are not limited to, intentional cheating, plagiarism, or fabrication on a project, exam, etc. Upon evidence of two serious violations, students will be dismissed from the College. The Vice President for Academics will send a written notification of such dismissal to students, the Dean of Students, and the Registrar. Students may appeal the dismissal in writing to the Vice President for Academics if they have evidence that the action was unjust, oppressive, discriminating or unfair.

## Student Appeal/Grievance Process

### *Purpose*

The appeal/grievance process is designed to afford all students a means to redress any form of unjust, oppressive, discriminatory, or fundamentally unfair practice affecting student academic performance or progress. Such identified practice may be either academic or non-academic in nature.

### *Academic/Non-Academic Appeal/Grievance Defined*

For the purpose of the policy and procedures that follow, academic/non-academic appeals/grievances refer to a substantial complaint of a serious nature. It is students' claim of injury or wrong resulting from a decision, practice, or act by a member or members of faculty, administration, or staff, which is arbitrary and capricious, unjust, oppressive, discriminatory, fundamentally unfair, or exceeds the limits of academic freedom. For any matter to give rise to such an appeal/grievance subject to these procedures, there must be clear and convincing evidence, which demonstrates either arbitrary or capricious action on the part of the individual faculty, administration, or staff member or action which is oppressive, discriminatory, fundamentally unfair, or which exceeds the limits of academic freedom.

The evidence must also establish that such action was injurious. In all such appeals or grievances, the burden of proof and persuasion is upon a student.

### *Academic/Non-Academic Appeal/Grievance Process*

Students who wish to appeal or grieve academic or non-academic actions/decisions are to follow appropriate channels of communication in seeking resolution of differences. **Note:** Ordinarily a final grade may not be appealed. In order for students to pursue an appeal of a final grade, they must have specific concrete evidence that the grade was either erroneously or unfairly awarded. A challenge to a grade received in a course, comprehensive examination or other graduation requirement will be considered only when the students allege that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus. When students appeal a final grade, they will provide the faculty member with a copy of all petitions.

#### Informal Phase:

When students believe that they have a grievance or complaint related to their enrollment and successful progress at the College, within 10 business days of the grievable action, students must approach the instructor/staff/administrator directly and attempt to reach an understanding at that level. In those rare instances where students believe that a direct approach might prejudice their standing, they may bring the problem directly to the attention of the instructor/staff person's supervisor or Department Chair. This step must be initiated within 10 business days of the grievable action. The Informal Phase shall last no longer than two weeks from the date the grievance was initiated.

#### Formal Phase:

Level 1. In those instances in which a satisfactory resolution is not secured in the Informal Phase, and in those instances where the grievance involved more than a single event/course or College employee:

- a. Students should discuss their complaint first with the appropriate Department Chair and/or area supervisor within two weeks after the completion of the Informal Phase.
- b. The Department Chair/Supervisor may discuss the matter with the students and any involved faculty/staff separately or together.
  - i. If the situation warrants, the Department Chair/Supervisor may solicit the views and opinions of other faculty members, staff, and/or students on the matter at issue and may use any departmental appeal or grievance mechanism that has been established.
  - ii. A written decision must be given to all parties involved within 10 business days from the date Level I was initiated.

Level 2. In those cases where a satisfactory resolution has not been secured at Level 1:

- a. Students may request a conference with the appropriate College administrator (Vice President for Academics, Vice President for Finance, Vice President for Enrollment and Student Retention Services, or Dean of Students).
- b. In attempting to reach a clarification and resolution of the grievance, the administrator should meet with the concerned parties within five business days after the written decision has been rendered in Level 1.
  - i. Prior to this meeting the administrator should have memos or letters from all involved persons stating the issues and describing the decisions reached in previous meetings.
- c. At the meeting with the administrator, each person concerned should review all letters and memos.
  - i. New evidence relevant to the case may be brought forth at this time.
- d. After studying the facts, the administrator shall make a decision. This decision must be given to all parties involved within 10 business days from the date Level 2 was initiated.

Level 3. In the event that students or the faculty/staff member cannot accept the decision reached by the administrator, within five business days after the written decision has been rendered in Level 2:

- a. They may apply for a hearing before the Committee on Student Grievances (CSG), whose composition of five members is as follows:
  - i. Academic Grievance
    - a. The Presentation College Student Senate President shall appoint two students from Student Senate, who are not from the department in which the grievance originated, to serve as student representatives.
    - b. The President of Presentation College Faculty Assembly shall appoint two faculty members, who are not from the department of the grieved faculty, to serve as faculty representatives.
    - c. The Vice President for Academics shall appoint an academic Department Chair, who is not from the department of the grieved faculty, to serve as the CSG Chairperson of the committee chosen to hear the grievance.
  - ii. Non-Academic Grievance
    - a. The Presentation College Student Senate President shall appoint two students from Student Senate, who are not from the department in which the grievance originated, to serve as student representatives.
    - b. The Dean of Students shall appoint two College staff members, who are not from the department of the grieved staff person, to serve as College staff representatives.
    - c. The Dean of Students shall appoint an Area Staff Supervisor, who is not from the department of the grieved staff person, to serve as the CSG Chairperson of the committee chosen to hear the grievance.
- b. The five members will be notified by the appropriate administrator that they have been chosen to hear a grievance with the notice to state the time, date, and place of the hearing.
- c. During the hearing, all individuals directly involved in the grievance must be present.
  - i. All letters, memos, documents and other tangible evidence introduced in previous hearings must be available to all parties at the hearing.
  - ii. All parties to the grievance have the right to obtain witnesses. The College will cooperate with the grievant in securing witnesses and in making available specifically identified and relevant documentary and other evidence requested by the grievant, to the extent not limited by law.
  - iii. There must be a tape recording of this hearing.
- d. After careful consideration of all the evidence relevant to the grievance as presented at the hearing, the CSG, by a majority vote, shall make a recommendation to the President of Presentation College regarding the disposition of the grievance within 30 days after the close of the hearing. Minority reports regarding the final disposition of the grievance shall be included with the recommendation.

Level 4. The President renders the final institutional decision based upon a review of the record and the recommendations, findings, and conclusions of the CSG and may:

- a. Affirm the decision of the CSG;
- b. Remand to the CSG with specific instructions for further findings or conclusions;
- c. Conduct such further investigation or hearing as the President deems necessary; or
- d. Reverse or modify the recommended disposition of the CSG.
  - i. If the President determines to reverse or modify the recommended disposition, the President shall state in detail the disagreement with the recommended disposition of the CSG.
  - ii. If the President disagrees with the findings or conclusions of the CSG, the President shall make available the findings and conclusions that are supported by a preponderance of the evidence in the record.

The President shall notify the parties involved by written decision rendered within 15 days after the issuance of the recommended decision of the CSG.

### **Graduation Requirements**

Because of the critical nature of the education and licensure established by the State and/or accrediting agencies, many of the programs at Presentation College require more hours to meet graduation requirements than are typical of some College programs. For example, the Associate of Science in Radiologic Technology program requires 91 credit hours. Associate degrees in the Department of Arts and Sciences are conferred upon the completion of program requirements and with a minimum of 60 hours and a cumulative GPA of 2.00.

A candidate for a degree or certificate for graduation is expected to be present for commencement ceremonies. A candidate for a degree or certificate must file an application on the website at the time designated in the academic calendar, usually at the time of registration

for the final semester. Students who lack the required credits for a certificate or degree may apply to the Vice President for Academics to participate in the May commencement ceremony of that year if they are within 11 credits of degree completion. The diploma will be awarded and dated at designated dates after students complete all requirements (May, August, December). Students who fail to complete all remaining requirements by the end of the next regular academic semester after they commenced will be required to re-apply for graduation.

Students follow the requirements of the catalog in place at the time of enrollment into the the major. If College or major requirements are changed, students may opt for the new requirements. Students who withdraw or are dismissed from the College or a major must follow the requirements of the catalog in place at the time of readmission into the College or major. The College reserves the right to change requirements.

**Students who have completed the requirements for graduation but who have outstanding financial obligations to the College will receive the certificate/diploma and a release of transcript upon clearing their financial obligation with the Business Office.**

**PRESENTATION COLLEGE  
GENERAL EDUCATION PROGRAM  
BACCALAUREATE PROGRAMS  
(6/2007)**

**Educational Philosophy and Purpose**

*In recognition of our diverse, rapidly changing world, Presentation College's general education program prepares undergraduate students for responsible citizenship, ethical leadership, and careers or further education.*

<b>Goals</b>	<b>Outcomes</b>	<b>Assessment</b>
1. Graduates will read with understanding and think critically	1a. Read and analyze a short written work.	1a-b. 70% of students will achieve a Level 2 Proficiency score in reading/critical thinking skills on the Measure of Academic Proficiency and Progress (MAPP) standardized test.
	1b. Demonstrate the critical thinking skills of comprehension, understanding, analysis, application, synthesis and evaluation which pertain to general academic disciplines.	1b. Students will achieve an 80% score on a critical thinking/argumentation project based on a departmentally-approved rubric.
2. Graduates will express themselves clearly, correctly, and succinctly in writing.	2a. MAPP Level 2 Proficiency: incorporate new material into a passage, recognize agreement among basic grammatical elements, combine simple clauses into more complex combinations, and recast existing sentences into new syntactic combinations. Source: <a href="http://www.ets.org">www.ets.org</a>	2a. 70% of students will achieve a Level 2 Proficiency score for writing skills on the MAPP standardized test.
	2b. Compose a well-developed informative essay.	2b-d. 80% of students will achieve an 80% score on a departmental exit writing sample or portfolio.
	2c. Compose a well-developed argumentative essay.	
	2d. Compose a research-based essay correctly using multiple resource types.	
3. Graduates will identify and solve quantitative problems through application of mathematical principles.	3a. Perform the basic mathematical computations required of the educated individual.	3a-b. 80% of students will achieve a minimum of Level 1 Proficiency score in math skills on the MAPP standardized test.
	3b. Use mathematical concepts and reasoning to solve college-level quantitative problems.	3a-b. 70% of students will move from the "algebra" section to the "college algebra" section upon exit from MA133 on the COMPASS standardized test, 70% on a departmentally approved competency examination, or a mathematics score of at least 50 on the College Level Examination Program (CLEP) standardized test. 70% of students will achieve a 70% on a departmentally-approved competency examination upon completion of MA243.
4. Graduates will effectively present their ideas orally.	4a. Make effective oral presentations.	4a. 70% of students will achieve 70% on a faculty-evaluated presentation, based on a departmentally-approved rubric.
	4b. Analyze and critically evaluate elements of their own interpersonal communication skills.	4b. 70% of students will achieve 70% on a faculty-evaluated self-assessment submitted with a tape of a group project work session, including a minimum of three students.
5. Graduates will develop a critical awareness of the diversity of human cultures found in the historical or contemporary world.	5a. Analyze historical events from a multi-cultural perspective.	5a-c. 70% of students will achieve a minimum score of 80% on departmentally-approved assessment tools used in the Social Science/Human Culture Core and Cultural Diversity courses.
	5b. Articulate interrelationships of individuals, societies, and historical/cultural context.	
	5c. Comprehend the diversity of perspectives among people of differing religious beliefs, backgrounds, races, genders, ages, sexual orientations, physical capabilities, and ethnicities.	5d. Minimum improvement of 3.5 points between entrance and exit group mean Social Science subscores on the MAPP standardized test.
	5d. Demonstrate reading and critical thinking skills in the context of the social sciences.	



**PRESENTATION COLLEGE  
GENERAL EDUCATION PROGRAM  
BACCALAUREATE PROGRAMS (continued)  
(6/2007)**

<b>Goals</b>	<b>Outcomes</b>	<b>Assessment</b>
6. Graduates will understand how knowledge is obtained in a natural science and demonstrate the critical reading and thinking skills necessary for such understanding.	6a. Demonstrate knowledge of a natural science's focus. 6b. Demonstrate the ability to apply the scientific method. 6c. Demonstrate skills in scientific interpretation critical thinking and reading. 6d. Demonstrate the appropriate use of scientific equipment.	6a-c. 70% of students will achieve a minimum score of 70% on departmentally-approved foundational science assessment tools. 6c. Minimum improvement of 4 points between entrance and exit group mean Natural Science subscores on the MAPP standardized test. 6d. 70% of students will achieve a minimum score of 70% on departmentally-approved final lab test in a foundational science course.
7. Graduates will understand and appreciate the range and/or depth of creative achievement in human thought and works, as found in the traditional humanities disciplines.	7a. Demonstrate understanding of the concepts and conversation common to a particular humanities discipline. 7b. Demonstrate competence in contextualizing creative works and ideas. 7c. Demonstrate reading and critical thinking skills in the context of the Humanities.	7a-b. 80% of students will achieve a minimum of 80% on an HFA Core course research or discussion assignment, based on a departmentally-approved rubric. 7c. Minimum improvement of 3.5 points between entrance and exit group mean Humanities subscores on the MAPP standardized test.
8. While respecting the beliefs and values of all faiths, graduates will recognize the essential elements and understand the values of Christianity, especially within the Roman Catholic tradition.	8a. Demonstrate literacy in the beliefs and practices of Christianity, especially those within the Roman Catholic tradition. 8b. Understand the basic ethical values of Christianity, especially those of the Roman Catholic tradition.	8a. 70% of students will achieve a minimum of 70% on a departmentally-approved comprehensive exam or essay in the foundational religious studies course. 8b. 70% of students will achieve a 70% on a comprehensive exam or essay in the foundational ethics course.
9. Graduates will show proficiency in the use of technology.	9a. Use the computer as a word processing tool. Use Word to format documents and perform the following functions: create headers and footers, create and work with tables, perform general text formatting (bold, italics, fonts, margins, page setup, alignment, page layout), insert bullets. 9b. Use the Internet as a research tool. Use the Internet to perform the following functions: navigate the Internet, navigate utilizing the browser buttons, find terminology, search for information, download images and other files; use e-mail as communications, use e-mail to perform the following functions: attach files and send, send and receive messages. 9c. Navigate a computer utilizing Windows effectively. Use Windows to perform the following functions: folder creation, navigation, utilize Help menus, understand terminology. 9d. Use the computer as a tool for creating presentations. Use PowerPoint to insert and format text, insert images, resize images, change slide backgrounds, create multiple slides, change slide layout.	9a. Achievement of a passing score on the computer proficiency test in Word or successful completion of CS092. 9b. Achievement of a passing score on the computer proficiency test in Internet and e-mail or successful completion of CS095. 9c. Achievement of a passing score on the computer proficiency test in Windows or successful completion of CS091. 9d. Achievement of a passing score on the computer proficiency test in PowerPoint or successful completion of CS094.

**PRESENTATION COLLEGE  
GENERAL EDUCATION PROGRAM  
ASSOCIATE PROGRAMS  
(6/2007)**

**Educational Philosophy and Purpose**

*In recognition of our diverse, rapidly changing world, Presentation College's general education program prepares undergraduate students for responsible citizenship, ethical leadership, and careers or further education.*

<b>Goals</b>	<b>Outcomes</b>	<b>Assessment</b>
1. Graduates will read with understanding and think critically	1a. Read and analyze a short written work. 1b. Demonstrate the critical thinking skills of comprehension, understanding, analysis, application, synthesis and evaluation which pertain to general academic disciplines.	1a-b. 70% of students will achieve a Level 2 Proficiency score in reading/critical thinking skills on the Measure of Academic Proficiency and Progress (MAPP) standardized test. 1b. Students will achieve an 80% score on a critical thinking/argumentation project based on a departmentally-approved rubric.
2. Graduates will express themselves clearly, correctly, and succinctly in writing.	2a. MAPP Level 2 Proficiency: incorporate new material into a passage, recognize agreement among basic grammatical elements, combine simple clauses into more complex combinations, and recast existing sentences into new syntactic combinations. Source: www.ets.org 2b. Compose a well-developed informative essay. 2c. Compose a well-developed argumentative essay. 2d. Compose a research-based essay correctly using multiple resource types.	2a. 70% of students will achieve a Level 2 Proficiency score for writing skills on the MAPP standardized test. 2b-d. 80% of students will achieve an 80% score on a departmental exit writing sample or portfolio.
3. Graduates will identify and solve quantitative problems through application of mathematical principles.	3a. Perform the basic mathematical computations required of the educated individual. 3b. Use mathematical concepts and reasoning to solve college-level quantitative problems.	3a-b. 80% of students will achieve a minimum of Level 1 proficiency score in math skills on the MAPP standardized test. 3a-b. 70% of students will achieve a minimum score of 61 upon exit from MA123 on the algebra portion of the COMPASS standardized test, or 70% on a departmentally-approved competency examination.
4. Graduates will possess an awareness of the multiple issues confronting individuals, cultures, or societies.	4a. Demonstrate knowledge of basic concepts and issues that define the human as an individual OR Demonstrate knowledge of the basic issues that confront human cultures from a contemporary or historical perspective. 4b. Demonstrate reading and critical thinking skills in the context of the social sciences.	4a. 70% of students will achieve a minimum score of 80% on departmentally-approved assessment tools used in the Social Science/Human Culture courses. 4b. Minimum improvement of 3.5 points between entrance and exit group mean Social Science subscores on the MAPP standardized test.
5. Graduates will understand how knowledge is obtained in a natural science and demonstrate the critical reading and thinking skills necessary for such understanding.	5a. Demonstrate knowledge of a natural science's focus. 5b. Demonstrate the ability to apply the scientific method. 5c. Demonstrate skills in scientific interpretation, critical thinking, and reading. 5d. Demonstrate the appropriate use of scientific equipment.	5a-c. 70% of students will achieve a minimum score of 70% on departmentally-approved foundational science assessment tools. 5c. Minimum improvement of 4 points between entrance and exit group mean Natural Science subscores on the MAPP standardized test. 5d. 70% of students will achieve a minimum score of 70% on departmentally-approved final lab test in a foundational science course.

**PRESENTATION COLLEGE  
GENERAL EDUCATION PROGRAM  
ASSOCIATE PROGRAMS (continued)  
(6/2007)**

<b>Goals</b>	<b>Outcomes</b>	<b>Assessment</b>
6. While respecting the beliefs and values of all faiths, graduates will recognize the essential elements and understand the values of Christianity, especially within the Roman Catholic tradition.	6a. Demonstrate literacy in the beliefs and practices of Christianity, especially those within the Roman Catholic tradition. 6b. Understand the basic ethical values of Christianity, especially those of the Roman Catholic tradition.	6a. 70% of students will achieve a minimum of 70% on a departmentally-approved comprehensive exam or essay in the foundational religious studies course. 6b. 70% of students will achieve a 70% on a comprehensive exam or essay in the foundational ethics course.
7. Graduates will show proficiency in the use of technology.	7a. Use the computer as a word processing tool. Use Word to format documents and perform the following functions: create headers and footers, create and work with tables, perform general text formatting (bold, italics, fonts, margins, page setup, alignment, page layout), insert bullets. 7b. Use the Internet as a research tool. Use the Internet to perform the following functions: navigate the Internet, navigate utilizing the browser buttons, find terminology, search for information, download images and other files; use e-mail as communications, use e-mail to perform the following functions: attach files and send, send and receive messages. 7c. Navigate a computer utilizing Windows effectively. Use Windows to perform the following functions: folder creation, navigation, utilize Help menus, understand terminology. 7d. Use the computer as a tool for creating presentations. Use PowerPoint to insert and format text, insert images, resize images, change slide backgrounds, create multiple slides, change slide layout.	7a. Achievement of a passing score on the computer proficiency test in Word or successful completion of CS092. 7b. Achievement of a passing score on the computer proficiency test in Internet and e-mail or successful completion of CS095. 7c. Achievement of a passing score on the computer proficiency test in Windows or successful completion of CS091. 7d. Achievement of a passing score on the computer proficiency test in PowerPoint or successful completion of CS094.

**General Education Core Requirements for the Baccalaureate Degree:**

EN113 College Composition I	3 crs	Humanities/ Aesthetics Core Course	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA133 College Algebra or MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Communication Skills I: Interpersonal Comm Communication	3 crs	**GE000A and GE000B College Experience	
Laboratory Science	4 crs	Technology Competency	
Social Science/Human Culture Core Course	3 crs	<b>Total General Education Core:</b>	<b>28 crs</b>

**AND:****Liberal Arts Track Requirements:**

Humanities/ Aesthetics Electives	9 crs
Social Science/Human Culture Electives	<u>6 crs</u>

**Total Liberal Arts Credits: 15 crs****Total General Education Program/Liberal Arts Track = 43 credit hours.**

\*\*Students transferring in 12 credit hours or more of college credit with a cumulative GPA of 2.00 are exempt from GE000A and GE000B.

**OR:****Health Professions Track Requirements:**

BI173 Human Anatomy and Physiology I	3 crs
BL171 Human Anatomy and Physiology I Lab	1 cr
BI183 Human Anatomy and Physiology II	3 crs
BL181 Human Anatomy and Physiology II Lab	1 cr
Social Science/Human Culture Electives	<u>6 crs</u>

**Total Health Profession Credits: 14 crs****Total General Education Program/Health Professions Track = 42 credit hours.****Social Science/Human Culture Core Courses:**

H373 Landmarks in the Human Experience	3 crs
H423S Science, Gender and Knowledge	3 crs
HS253 World Civilization I	3 crs
HS263 World Civilization II	3 crs
HS313 History and the American Indian	3 crs
HS333 Modern Western Culture I	3 crs
HS343 Modern Western Culture II	3 crs
HS353 The American West	3 crs
HS363 Developing Nations	3 crs
HS383 The History of Food	3 crs
H333 The Art of Being Human	3 crs
HS403 A History of Great Ideas I	3 crs
HS413 A History of Great Ideas II	3 crs
RS303 World Religions	3 crs
SO353/SW353 Social Problems	3 crs

**Humanities/Aesthetics Core Courses:**

AR303 History of World Art	3 crs
ECE325/EN325 Children's Literature	3 crs
EN303 Elements and Forms of Literature	3 crs
EN326 British Literature I	3 crs
EN329 British Literature II	3 crs
EN335 Women in Literature	3 crs
EN347 American Literature I	3 crs
EN350 American Literature II	3 crs
EN353 Shakespeare	3 crs
EN383 World Literature I	3 crs
EN393 World Literature II	3 crs
EN413 Mythology	3 crs
H333 The Art of Being Human	3 crs
H373 Landmarks in the Human Experience	3 crs
H423S Science, Gender and Knowledge	3 crs

**Cultural Diversity Courses:**

ECE325/EN325 Children's Literature	3 crs
EN303 Elements and Forms of Literature	3 crs
EN335 Women in Literature	3 crs
EN347 American Literature I	3 crs
EN350 American Literature II	3 crs
EN383 World Literature I	3 crs
EN393 World Literature II	3 crs
EN413 Mythology	3 crs
H333 The Art of Being Human	3 crs
H373 Landmarks in the Human Experience	3 crs
H423S Science, Gender and Knowledge	3 crs
HS253 World Civilization I	3 crs
HS263 World Civilization II	3 crs
HS313 History and the American Indian	3 crs
HS323 The Middle Ages	3 crs
HS333 Modern Western Culture I	3 crs
HS343 Modern Western Culture II	3 crs
HS353 The American West	3 crs
HS363 Developing Nations	3 crs
HS373 Lakota Culture	3 crs
HS383 The History of Food	3 crs
HS403 A History of Great Ideas I	3 crs
HS413 A History of Great Ideas II	3 crs
RS303 World Religions	3 crs
SO273/SW273 Introduction to Social Work	3 crs
SO353/SW353 Social Problems	3 crs

**Foundational Science Courses:**

BI115/BL115 Introduction to Human Anatomy and Physiology/Human Biology	4 crs
BI153/BL151 General Biology I	4 crs
BI173/BL171 Human Anatomy and Physiology I	4 crs
BI263/BL263 Introduction to Medical Microbiology	4 crs

**Foundational Science Courses (cont'd):**

CH123/CL121 General Chemistry	4 crs
CH133/CL131 Introduction to Organic and Biochemistry	4 crs
NUTR110/NUTL110 Food Science Principles	4 crs
PC104/PL104 Fundamentals of Physics I	4 crs
PC114/PL114 Fundamentals of Physics II	4 crs

**Social Science/Human Culture Elective Choices (any course from the areas of):**

Psychology	History	Sociology
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And the following course: H423S Science, Gender and Knowledge

**Humanities/Aesthetics Elective Choices (any course from the areas of):**

*Art	Religious Studies
Literature	And the following courses:
*Music	CT113/PH103 Philosophy of Argumentation: Logic/Rhetoric
*Theater	CT413 Communication Theory
Philosophy	CT433 Interpersonal Communication
*Studio courses do not apply to this area.	H423S Science, Gender and Knowledge

**General Education Requirements for the Associate Degree:**

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	**GE000A and GE000B College Experience	
Laboratory Science	4 crs	Mathematics Competency	
RS123 Christian Tradition or RS233 Catholicism	3 crs	Technology Competency	
RS283 Christian Ethics	3 crs	<b>Total General Education Core:</b>	<b>19 crs</b>

\*Students transferring in 12 credit hours or more of college credit with a cumulative GPA of 2.00 are exempt from GE000A and GE000B.

**Residency for Graduation**

A minimum of 18 credit hours must be taken at Presentation College to meet residency requirements for the Associate's degree. A minimum of 33 credit hours must be taken at Presentation College to meet residency requirements for the Bachelor's degree. Individual petitions requesting waiver of the residency requirement must be submitted in writing to the Vice President for Academics prior to the beginning of the semester of entry. External academic credit/educational credit by examination will not satisfy the academic residency requirement.

**General Graduation Requirements***Summary of Graduation Requirements*

Before graduation, students must meet the following requirements:

1. Apply for graduation on the web site at the time designated in the academic calendar, usually at the time of registration for the final semester
2. Satisfy all financial obligations with the College
3. Complete the following requirements:
  - a. Successfully complete 120 hours for a Bachelor's degree or credits as required for a major, or 60 hours for an Associate's degree or credits as required for a program with a minimum cumulative 2.00 GPA or as required per program; minors require a minimum of 18 credit hours
  - b. Successfully complete a minimum of 30% of the degree in upper division courses for a Bachelor's degree
  - c. Meet Presentation College residency requirements of 33 credits for the Bachelor's degree or 18 credits for the Associate's degree
  - d. Complete all work and residency requirements pertaining to the major field (see program descriptions)
  - e. Complete general education requirements
  - f. Complete assessment requirements for the College and program; any students who fail to successfully complete any requirements remaining during the semester of graduation must apply for graduation in a later semester
  - g. Complete six credit hours of Cultural Diversity courses (Bachelor's degree only)
  - h. Technology Competency: Bachelor's degree and Associate's degree graduates will have demonstrated, either through test scores or successful completion of appropriate coursework, competency in:
    - Word Processing: formatting documents, creating headers and footers, creating and working with tables, performing general text formatting, and inserting bullets
    - Internet Skills: using the Internet as a research tool, navigating the Internet, navigating using browser buttons, finding terminology, searching for information, downloading images and other files, using e-mail as communications, and using e-mail to attach files and send, and sending and receiving messages
    - Windows: utilizing Windows effectively by creating folders, navigating, utilizing Help menus, and understanding terminology

PowerPoint: utilizing PowerPoint effectively by inserting and formatting text, inserting images, resizing images, changing slide backgrounds, creating multiple slides, and changing slide layouts

- i. Degree-seeking students will complete the following hours of volunteer service:

**Associate degree: 40 hours.** The suggestion for completion of volunteer hours is:

- First year – 20 hours
- Second year – 20 hours

**Bachelor degree: 80 hours.** The suggestion for completion of volunteer hours is:

- Freshman year (0-29 credits) – 20 hours
- Sophomore year (30-59 credits) – 20 hours
- Junior year (60-89 credits) – 20 hours
- Senior year (90+ credits) – 20 hours

If students transfer to Presentation College with transfer credits, the number of volunteer hours needed for graduation will be based on the above.

### **External Academic Credit/Educational Credit By Examination**

Credit hours may be earned through any one or combination of the following external credit programs. These credits will not satisfy the academic residency requirement.

1. Advanced Placement Testing (AP)
2. College Level Examination Program (CLEP)
3. National League for Nursing Mobility Profile for LPNs or RNs
4. Challenge credits. These are department/program administered examinations. The following conditions apply to these examinations: the course for which the examination is given is in the current College catalog; no CLEP or other national examination for the course is available; students earn a minimum grade of “B”; this grade is not counted in the GPA
5. Portfolio (portfolio applications and further information can be obtained from the Registrar’s Office): Adults learn throughout their lives on the job, in relationships, through reading, travel, hobbies, and life events. Adult students may have acquired college-level knowledge outside the classroom. College credit can be claimed for this knowledge by constructing a document called a portfolio that presents the evidence necessary for students’ learning to be evaluated. The portfolio assessment program has these three elements:
  - a. A College course description that serves as the standard against which students’ knowledge is measured
  - b. A personal narrative in which students describe what they have done, what they have learned, and how they have applied their knowledge
  - c. Evidence from a variety of sources that supports students’ claim to knowledge

### **Online Courses**

Certain courses are offered via the Internet. Online courses are reserved for distance students. However, students on the Aberdeen campus may petition for consideration in online courses. Students should meet with their academic advisor to determine eligibility requirements.



# Allied Health



## DEPARTMENT OF ALLIED HEALTH

The Department of Allied Health offers the Bachelor of Science in Radiologic Technology as well as Associate of Science degree programs in Radiologic Technology, Medical Assisting, Surgical Technology (completion), and Medical Office Administration. It also offers certificate programs in Medical Transcription and Surgical Technology. The Radiologic Technology, Medical Assisting, and Surgical Technology programs are accredited by their respective professional accrediting agencies. Successful completion of each Allied Health program will allow graduates to take the national certifying examination in that health care area.

**Admission/Progression:** The Department of Allied Health accepts students into the department who meet the College's and Allied Health program's admission criteria. Most students will then apply for acceptance into a specific program during their first or second semester. These students will be evaluated according to the specific program's admission criteria. **Note:** many programs have a limited capacity; early application is advised.

**Readmission to Programs:** The Department of Allied Health will evaluate all applications for readmission to Allied Health programs. The Department acknowledges the responsibility of readmitting only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, health and professional suitability to the applicable allied health area; however, the Department encourages application for program readmission.

### Requirements for programs with clinical component (this includes Radiologic Technology, Medical Assisting, and Surgical Technology):

1. The health form and the following immunizations must be completed and submitted to the appropriate program director:
  - a. Tetanus (booster every 10 years)
  - b. Polio (proof of initial series)
  - c. Measles, Mumps, Rubella or titer/screening showing immunity (if born after 1956, you must have two (2) doses of MMR)
  - d. Tuberculosis skin test (if there is a positive result, students must have a negative chest x-ray); this is an annual requirement
  - \*e. Hepatitis B (proof of series of three)
2. \*Current in American Heart Association Heart Saver Plus throughout the clinical experience.
3. All students entering an Allied Health program must meet that program's listed Technical Standards. These standards are required levels of communication skills, motor skills and visual acuity.
4. **Confidentiality** is required of all students in Allied Health programs. Any breach in confidentiality may result in Departmental dismissal.
5. Students may be required to complete a background check before acceptance into the program; cost incurred by students (except in Minnesota).

\*Items 1.e. and 2. must be verified by the beginning date of the first clinical. The Hepatitis B series needs to be completed through the second immunization prior to the first clinical. The series needs to be completed during that academic year. Proof of immunization and current CPR completion must be submitted to the program advisor in order to attend the first clinical session.

### RADIOLOGIC TECHNOLOGY PROGRAM (B.S. or A.S. DEGREE)

The radiologic technologist, under the supervision of a radiologist, produces radiographic images and assists the radiologist in general fluoroscopic and special procedures.

There are two types of baccalaureate radiologic technology majors:

- College-Based and
- Off-Campus Clinical

The College-based program accepts students following the freshman year in Pre-Radiologic Technology and the completion of RT133. Students accepted to this major continue to take on-campus coursework while rotating through Presentation College's radiologic technology clinical sites. The College-based program consists of five semesters and two summer sessions. Six semesters of clinical experience are integrated into the curriculum.

The off-campus clinical program has two distinct phases. Pre-Radiologic Technology students complete the on-campus curriculum requirements in the first two years of the major. In the fall semester of the sophomore year, these students apply for admission to an accredited hospital-based school of radiologic technology. The 24-month clinical internship is an integration of clinical instruction and technical study. The College grants 64-67 semester hours of credit for the courses taken during the clinical years. Admission to a hospital-based program is competitive and decisions are rendered by hospital staff.

The Associate degree program is three years in length. The first year is on-campus, while the second and third years consist of clinical internship in an accredited hospital-based school of radiologic technology. In the fall semester of the freshman year these students apply for admission to an accredited hospital-based school of radiologic technology.

Degree completion is available for a certified radiologic technologist for either the off-campus Bachelor or Associate degree. Proof of current American Registry of Radiologic Technologists (ARRT) registration must be provided. Sixty-four to sixty-seven (64-67) semester hours blanket credit in radiologic technology will be granted after students have successfully completed all other requirements for the specific degree.

### **Admission to Pre-Radiologic Technology**

Admission to the Pre-Radiologic Technology program is required to complete any of the three Radiologic Technology programs. Only applicants with an ACT composite of 18 or greater will be considered. Applicants must have completed any basic courses required on the basis of COMPASS placement scores in English and math.

In order to ensure patient safety and welfare, applicants must meet the **technical standards**:

1. Sufficient eyesight to observe patients, manipulate equipment and accessories, and evaluate radiographs for quality
2. Sufficient hearing to communicate effectively with members of the health care team and patients
3. Sufficient gross and fine motor coordination to effectively manipulate equipment and accessories, lift a stack of radiographic cassettes, and respond promptly to patient needs
4. Satisfactory verbal and written skills to effectively and promptly communicate in English
5. Satisfactory intellectual and emotional functions to ensure patient safety and to exercise independent judgment and discretion in the performance of assigned responsibilities

### **Progression in Pre-Radiologic/Radiologic Technology**

Pre-Radiologic Technology students will complete the academic requirements toward either the Bachelor of Science degree or the Associate of Science degree in Radiologic Technology. A minimum cumulative GPA of 2.50 and at least a "C" in all RT courses (including Anatomy and Physiology) are required for progression in the major. Students may apply for re-entry, although the program will readmit only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, technical standards, and professional suitability. **No student will be allowed to enter or re-enter after twice receiving less than a "C" in an RT course or less than a "C" in any two RT courses (this includes BI173, BI171, BI183, and BI181).** Preference will be given to students earning the highest GPA. Students desiring placement into the College-based program must spend two half-days at Avera St. Luke's Hospital (Aberdeen), Fairmont Medical Center (Fairmont), or Immanuel St. Joseph's Hospital (Mankato) observing in the Radiology Department.

### **Admission to College-Based Radiologic Technology Major**

Pre-Radiologic Technology students desiring a position in the College-based Bachelor of Science program will be evaluated by the Radiologic Technology program officials of Presentation College. Evaluation will be based on math and science background, GPA, minimum ACT composite of 18, progression in all prerequisite courses, interview, and references. Candidates accepted will be admitted to radiologic technology classes and associated clinicals which are conducted at Avera St. Luke's Hospital (Aberdeen), Immanuel St. Joseph's Hospital (Mankato), and other clinical sites. Up to 20 positions per year are currently available.

### **Admission to the Bachelor of Science or Associate of Science Off-Campus Clinical**

Pre-Radiologic Technology students desiring admittance to hospital-based accredited radiologic technology programs will be provided assistance in applying for a position. The College cannot guarantee admittance to any accredited hospital-based program; however, students in good standing in the Presentation College Bachelor of Science or Associate of Science in Radiologic Technology program will be in a competitive position with regard to most other applicants applying to that program. All hospital-based Radiologic Technology programs charge tuition. Financial aid is available for this cost and Presentation College's tuition cost to students who qualify. Students enrolled in the Off-Campus Clinical program do not qualify for institutional scholarship programs.

### **Graduation and Certification**

Prior to their final semester in the Bachelor of Science or Associate of Science curriculum, students may apply for graduation. Students must have a minimum cumulative GPA of 2.50 in order to graduate. All graduates are eligible to take the national certifying examination. **Note:** Persons who have been convicted of a felony offense or any crime involving moral turpitude are generally not eligible to write the national certifying exam. Applicants should contact the American Registry of Radiologic Technologists (ARRT) to determine eligibility.

The College-based Bachelor of Science in Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

**ASSOCIATE OF SCIENCE IN RADIOLOGIC TECHNOLOGY REQUIREMENTS:**

RT106 Radiologic Technology I	6 crs	RT323 Radiologic Technology VI	13 crs
RT201 Radiologic Technology II	13 crs	BI183/BL181 Human Anatomy and Physiology II	4 crs
RT302 Radiologic Technology III	13 crs	MA133 College Algebra	<u>3 crs</u>
RT306 Radiologic Technology IV	6 crs	<b>AS Radiologic Technology Credits</b>	<b>71 crs</b>
RT313 Radiologic Technology V	13 crs		

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	GE000A and GE000B College Experience	
BI173/BL171 Human Anatomy and Physiology I	4 crs	Mathematics Competency	
RS123 Christian Tradition or RS233 Catholicism	3 crs	Technology Competency	
RS283 Christian Ethics	3 crs	<b>General Education Credits</b>	<b>19 crs</b>

**ELECTIVES:**

Any General Electives	1 cr		
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**BACHELOR OF SCIENCE IN RADIOLOGIC TECHNOLOGY (COLLEGE-BASED) REQUIREMENTS:**

RT133 Fundamentals of Radiologic Science	3 crs	RT350 Radiologic Science Procedures IV	3 crs
RT253 Radiologic Science Procedures I	3 crs	RT353 Cross-Sectional Anatomy	3 crs
RT263 Radiologic Science Clinical I	3 crs	RT360 Radiologic Science Clinical IV	3 crs
RT273 Radiologic Science Procedures II	3 crs	RT413 Image Analysis and Quality Improvement	3 crs
RT275 Radiologic Science Clinical II	5 crs	RT423 Physical Principles of CT	3 crs
RT293 Radiologic Science Ethics and Patient Care	3 crs	RT425 Radiologic Science Clinical V	5 crs
RT294 Radiation Physics	3 crs	RT443 RT Senior Seminar	3 crs
RT320 Radiologic Science Procedures III	3 crs	RT453 Radiographic Pathology	3 crs
RT325 Radiologic Science Clinical III	5 crs	RT455 Radiologic Sciences Clinical VI	5 crs
RT330 Radiobiology and Radiation Protection	3 crs	Radiologic Technology Electives	<u>6 crs</u>
RT340 Image Formation, Processing, and Display	3 crs	<b>BS Radiologic Technology Credits</b>	<b>74 crs</b>

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Social Science/Human Culture Core	3 crs
EN133 College Composition II	3 crs	Humanities/Aesthetics Core	3 crs
MA133 College Algebra or MA243 Statistics	3 crs	(Laboratory Science	4 crs)
CT233 Communication Skills I: Interpersonal Communication	3 crs	(BI173/BL171 will meet this requirement)	
RS123 Christian Tradition or RS233 Catholicism	3 crs	GE000A and GE000B College Experience	
RS283 Christian Ethics	3 crs	Technology Competency	
		<b>General Education Credits</b>	<b>28 (24) crs</b>

**HEALTH PROFESSIONS TRACK REQUIREMENTS: ELECTIVES:**

BI173/BL171 Human Anatomy and Physiology I	4 crs	*Restricted Electives	9 crs
BI183/BL181 Human Anatomy and Physiology II	4 crs	Any General Electives	<u>6 crs</u>
Social Science/Human Culture Electives	<u>6 crs</u>	<b>Elective Credits</b>	<b>15 crs</b>
<b>Health Professions Track Credits</b>	<b>14 crs</b>		

\*These electives must be chosen outside the disciplines of radiologic technology and the natural sciences.

**BACHELOR OF SCIENCE IN RADIOLOGIC TECHNOLOGY (OFF-CAMPUS) REQUIREMENTS:**

RT106 Radiologic Technology I	6 crs	RT313 Radiologic Technology V	13 crs
RT201 Radiologic Technology II	13 crs	RT323 Radiologic Technology VI	13 crs
RT302 Radiologic Technology III	13 crs	RT443 RT Senior Seminar	<u>3 crs</u>
RT306 Radiologic Technology IV	6 crs	<b>BS Radiologic Technology Off-Campus Credits</b>	<b>67 crs</b>

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Social Science/Human Culture Core	3 crs
EN133 College Composition II	3 crs	Humanities/Aesthetics Core	3 crs
MA133 College Algebra or MA243 Statistics	3 crs	(Laboratory Science	4 crs)
CT233 Communication Skills I: Interpersonal Communication	3 crs	(BI173/BL171 will meet this requirement)	
RS123 Christian Tradition or RS233 Catholicism	3 crs	GE000A and GE000B College Experience	
RS283 Christian Ethics	3 crs	Technology Competency	
		<b>General Education Credits</b>	<b>28 (24) crs</b>

**HEALTH PROFESSIONS TRACK REQUIREMENTS: ELECTIVES:**

BI173/BL171 Human Anatomy and Physiology I	4 crs	*Restricted Electives	9 crs
BI183/BL181 Human Anatomy and Physiology II	4 crs	Any General Electives	<u>13 crs</u>
Social Science/Human Culture Electives	<u>6 crs</u>	<b>Elective Credits</b>	<b>22 crs</b>
<b>Health Professions Track Credits</b>	<b>14 crs</b>		

\*These electives must be chosen outside the disciplines of radiologic technology and the natural sciences.

**BACHELOR OF SCIENCE IN RADIOLOGIC TECHNOLOGY - COMPLETION****Admission/Progression**

Students who have earned an Associate degree from an accredited institution of higher learning or completed an accredited hospital-based program, are currently registered with the ARRT, and have a cumulative gpa of 2.50 or greater are eligible for this program. A minimum of 127 credits is required for a Presentation College Bachelor of Science degree in Radiologic Technology, including the 36 required credits listed below. Upon the receipt of official transcripts, students will receive a personal degree audit approved and official degree completion plan. Students are required to complete all required courses with a grade of "C" or better in each of the following courses:

**BACHELOR OF SCIENCE IN RADIOLOGIC TECHNOLOGY - DEGREE COMPLETION REQUIREMENTS:**

BU393 Human Resources Management	3 crs	RT353 Cross-Sectional Anatomy	3 crs
BU423 Health Service Finance	3 crs	RT363 Educational Methods	3 crs
BU433 Health Care Administration	3 crs	RT373 Quality/Risk Management	3 crs
BU443 Supervisory Management	3 crs	RT383 Pathophysiology	3 crs
BU473 Survey of Leadership Theories	3 crs	RT395 Computers in Radiology	<u>3 crs</u>
MA243 Statistics	3 crs	<b>BS Radiologic Technology - Completion Credits</b>	<b>36 crs</b>
MR143 Pharmacology	3 crs		

**ELECTIVES:**

Electives to reach 127 credit hours

**GENERAL EDUCATION OUTCOMES** (see pages 39-40)

## MEDICAL ASSISTING PROGRAM

Medical assistants are multi-skilled practitioners who work primarily in doctors' offices, clinics and health maintenance organizations. They are part of the allied health care professions, whose roles are to assist with the care and treatment of patients in both administrative and clinical procedures. The Medical Assisting program requires four semesters and a summer session. A nine-week externship at a clinical site is integrated into the curriculum. The Presentation College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (see [www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350.

### Admission/Progression

Students must be admitted to the College and successfully complete any required basic skills course(s) before applying to the program. To accomplish the essential requirements of the Medical Assisting program, all students must demonstrate ability in the following technical standards:

1. Communication by accurately carrying out verbal instructions and written procedures, and by writing reports on journal articles
2. Manual dexterity when performing phlebotomy
3. Visual acuity by accurately observing urine sediment findings
4. Emotional stability by appropriate patient and instructor interactions

**Program admission requirements: (see of Department of Allied Health "Requirements for Programs with Clinical Components")**

1. The health form and the following immunizations must be completed and submitted to the Program Director:
  - a. Tetanus (booster every 10 years)
  - b. Polio (proof of initial series)
  - c. Measles, Mumps, Rubella or titer
  - d. Tuberculosis skin test (if positive results, students must have a negative chest x-ray; this is an annual requirement)
  - e. Hepatitis B
2. Current in American Heart Association Heart Saver Plus
3. Completed background check with no history of criminal activity; cost incurred by students (except in Minnesota)

Clinical experience is integrated into the program and is obtained at a variety of clinical sites in the area. A "C" grade or above (or Pass) must be earned in all MA courses, BI162, BI173, BL171, BI183, BL181, PS133, and a cumulative 2.00 GPA must be maintained in order to qualify at an externship site. Medical Assisting students who do not achieve a minimum score of 41 on the mathematics placement exam (COMPASS) must complete competency in MA113 prior to PB102. All Medical Assisting students must meet the Associate degree general education mathematics competency requirement prior to graduation by either a score of 61 or above on the Algebra section of the COMPASS, completion of MA123 with a "C" or above, or transfer equivalency. Students must also demonstrate performance consistent with the criteria established by the clinical facilities and Presentation College Medical Assisting faculty. Failure to meet the above criteria will result in students returning to pre-program status until the minimum requirements are met.

### Certification

Graduating students of a program accredited by CAAHEP are eligible to take the national Certified Medical Assistant (CMA) examination conducted by the certifying board of the American Association of Medical Assistants. Upon passing the exam, the CMA credential is awarded. The graduate is also eligible to take the national certifying test from the American Medical Technologists (AMT) and become a Registered Medical Assistant (RMA).

**ASSOCIATE OF SCIENCE IN MEDICAL ASSISTING REQUIREMENTS:**

ME123 Medical Law and Ethics	3 crs	PB102/PL102 Lab Safety/Introduction to Phlebotomy	2 crs
ME132 Urinalysis	2 crs	BI183/BL181 Human Anatomy and Physiology II	4 crs
ME143 Pharmacology	3 crs	BI162 Medical Terminology	2 crs
ME203 Medical Transcription	3 crs	CS121 Introduction to Word Processing	1 cr
ME213 Introduction to Medical Coding	3 crs	CS141 Introduction to Spreadsheets	1 cr
ME223 Medical Office Procedures	3 crs	CS181 Introduction to Database	1 cr
ME274 Medical Assisting I	4 crs	CT233 Communication Skills I: Interpersonal Communication	<u>3 crs</u>
ME283 Medical Assisting II	3 crs	<b>AS Medical Assisting Credits</b>	<b>50 crs</b>
ME290 Medical Assisting Externship	10 crs		
ML142 Orientation to Medical Lab	2 crs		

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Social Science/Human Culture Elective:	
EN133 College Composition II	3 crs	PS133 General Psychology	3 crs
BI173/BL171 Human Anatomy and Physiology I	4 crs	GE000A and GE000B College Experience	
RS123 Christian Tradition or RS233 Catholicism	3 crs	Mathematics Competency	
RS283 Christian Ethics	3 crs	Technology Competency	<u>        </u>
		<b>General Education Credits</b>	<b>19 crs</b>

**ELECTIVES:**

Any General Electives	1 cr		
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## CERTIFICATE IN SURGICAL TECHNOLOGY

The surgical technologist is a skillful surgical team member who prepares and participates in surgical procedures. Surgical and ancillary duties include: application of conscientious patient cares (e.g. surgical wound preparation or foley catheter insertion), development and management of the sterile field, methodical disinfection of the operating room and surgical equipment, specialized cleaning, inspection and sterilization of instruments and supplies with proper verification of techniques, and assisting during surgical procedures (e.g., holding retractors, suctioning wounds, and cutting sutures). Surgical employment can be found in a hospital, surgery center, trauma center, or doctor's office. The program consists of academic courses integrated with clinical requirements based in a hospital setting. The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). For national Surgical Technology information visit [www.ast.org](http://www.ast.org)

### Pre-Program Requirement

Students must have a minimum ACT composite score of 18. Students who do not meet the minimum ACT composite of 18 will be allowed to enter the Pre-Surgical Technology program under a probationary status. During the probationary status, the student must be full-time and earn a term GPA of 3.00 during the Fall semester. Failure to do so will lead to dismissal from the program.

### Pre-Admission

The Surgical Technology faculty will evaluate Pre-Surgical Technology students during the first Fall semester of the Surgical Technology Program. Progression requirements are as follows:

1. A "C" or above must be earned in all courses
2. All Surgical Technology (ST) courses must be completed in the order of the checklist
3. Students may re-take an ST required course only once – see Readmission requirements

### Admission

Students must demonstrate performance consistent with the criteria established by all clinical affiliations and the following **technical and physical standards** of the program. In order to ensure patient safety surgical technology students must:

1. Maintain vision, hearing, and the appropriate ability to articulate words necessary to observe and communicate effectively in surgery
2. Maintain the physical functions needed to respond appropriately to a patient's needs including: standing for long periods of time, holding retractors for long periods of time, twisting and bending at the waist, carrying and lifting heavy trays of instruments, pushing surgical carts and equipment, lifting of heavy items, transferring patients to and from surgery, and using fine motor skills and manual dexterity needed to operate surgical supplies, instruments, and equipment
3. Exhibit meticulous attention to aseptic and sterile technique
4. Demonstrate a technological intelligence to prepare surgical instruments, equipment, and supplies
5. Present the anticipatory ability necessary to understand the surgeon's timely needs
6. Demonstrate and apply the intellectual and emotional functions needed to exercise independent judgment and discretion in the performance of assigned responsibilities

### Failure to meet the above criteria will result in dismissal from the program

Students are considered pre-program until the following is completed. The Surgical Technology faculty will evaluate Pre-Surgical Technology students at the end of the first Fall semester and determine acceptance into the clinical phase of the program. Students will be notified by letter of status by December 23. Acceptance will be based on the following:

Due by November 19:

1. Completed and signed program application and all other required paperwork (must be given to the ST Program Director)
2. Complete required immunization and physical evaluation records
3. Completed background check in accordance with affiliate and/or state requirements; cost incurred by students (except in Minnesota)
4. CPR certification

Completion of Fall semester:

1. All Fall courses have been passed with a "C" or above
2. Minimum 2.50 cumulative GPA
3. Students meet the technical and physical requirements of the program

**Progression**

The Surgical Technology faculty will evaluate ST students during the Spring and Summer semesters. Progression requirements are as follows:

1. A "C" or above must be earned in all courses
2. All ST courses must be completed in the order of the checklist
3. Minimum 2.50 cumulative GPA
4. Students may re-take a course only once – see Readmission requirements

**Readmission**

If students take a leave from the program greater than one semester or transfer to Presentation College from another Surgical Technology program, a variable topics course will be used to assess current competency levels. Following assessment, didactic, lab, or clinical requirements will be constructed. A "C" or above and a cumulative GPA of 2.50 or greater must be maintained before advanced placement is permitted.

**SURGICAL TECHNOLOGY CERTIFICATE REQUIREMENTS:**

ST111 Professional Communications/Ethics	1 cr	ST224 Surgical Procedures I	4 crs
ST122 Microbiology for the Surgical Technologist	2 crs	ST234 Surgical Procedures II	4 crs
ST134 Introduction to Surgical Technology	4 crs	ST236 Clinical Practicum II	6 crs
ST136 Clinical Practicum I	6 crs	ST242 Pharmacology for the Surgical Technologist	2 crs
ST143 Clinical Lab	3 crs	BI115/BL115 Introduction to Human Anatomy and Physiology/Human Biology	4 crs
ST211 Surgical Pathophysiology	1 cr	BI162 Medical Terminology	<u>2 crs</u>
ST212 Biomedical Science for the Surgical Technologist	2 crs	<b>Surgical Technology Certificate Credits</b>	<b>43 crs</b>
ST222 Professional Development	2 crs		

**ASSOCIATE OF SCIENCE IN SURGICAL TECHNOLOGY - COMPLETION****Admission/Progression**

Students who graduate with a Certificate in Surgical Technology from Presentation College are eligible for this program. A minimum of 61 credits is required for a Presentation College Associate of Science degree in Surgical Technology, including CT233 and the general education core below. Students must have a minimum cumulative GPA of 2.50 in order to enter, progress, and graduate from this program.

**Completion Program entry requirements:**

(see above for details) **43 crs**

**ASSOCIATE OF SCIENCE IN SURGICAL TECHNOLOGY COMPLETION REQUIREMENTS:**

CT233 Communication Skills I: Interpersonal Communication	3 crs
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**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	RS283 Christian Ethics	3 crs
EN133 College Composition II (Laboratory Science - may be met through Certificate program	3 crs	Social Science/Human Culture Elective	3 crs
RS123 Christian Tradition or RS233 Catholicism	4 crs)	*GE000A and GE000B College Experience	
	3 crs	Mathematics Competency	
		Technology Competency	
		<b>Total General Education Core:</b>	<b>19 (15) crs</b>

\*Students transferring in 12 credit hours or more of college credit with a cumulative GPA of 2.00 are exempt from GE000A and GE000B.



## MEDICAL OFFICE ADMINISTRATION

The Medical Office Administration Program is designed to prepare students for a wide variety of opportunities in a modern office setting. The program prepares students to accept the responsibilities and challenges expected in the professional medical field. Students are educated in areas including medical terminology, computer applications, medical billing, medical coding, medical transcription, medical insurance claims, and other administrative skills needed for demanding medical settings.

### Admission/Progression

Students must be admitted to the College and successfully complete any required basic skills course(s) and technology competencies before applying to the program. Students will be evaluated on the basis of their ACT scores and high school or college GPA (or GED) for placement in required courses. Progression in the program is achieved by obtaining a minimum of 40 words per minute on a timed typing test upon completion of MR113.

All Medical Office Administration students must meet the Associate degree general education mathematics competency requirement prior to graduation by either a score of 61 or above on the Algebra section of the mathematics placement test (COMPASS), completion of MA123 with a "C" or above, or transfer equivalency.

Associate degree students must maintain a cumulative GPA of 2.00 or greater, pass all program classes with a "C" or greater, earn a "C" or greater in BI162, BI115, and BL115, and demonstrate performance consistent with the criteria for medical office administrative personnel. Failure to meet the above criteria will result in students not being able to progress further in or complete the program. Once the minimum status is re-obtained, progression/completion in the program will resume.

The Associate degree program consists of four semesters and a summer session.

Medical Office Administration students need to meet all graduation requirements to obtain the Associate of Science degree. This includes all core general education requirements and program requirements.

### ASSOCIATE OF SCIENCE IN MEDICAL OFFICE ADMINISTRATION REQUIREMENTS:

ME123 Medical Law and Ethics	3 crs	MR214 Advanced Medical Transcription	4 crs
ME203 Medical Transcription	3 crs	MT216A Medical Transcription Clinical	3 crs
ME213 Introduction to Medical Coding	3 crs	BI162 Medical Terminology	2 crs
ME223 Medical Office Procedures	3 crs	BU233 Accounting I	3 crs
MR113 Introduction to Transcription	3 crs	BU253 Business Communications	3 crs
MR133 Lab Medicine/Physical Exam	3 crs	CS121 Introduction to Word Processing	1 cr
MR143 Pharmacology	3 crs	CS141 Introduction to Spreadsheets	1 cr
MR153 Medical Records/Ethics/Coding	3 crs	CS181 Introduction to Database	1 cr
MR163 Human Diseases	3 crs	CS203 Computer Management Systems	<u>3 crs</u>
MR213 Advanced Coding	3 crs	<b>AS Medical Office Administration Credits</b>	<b>51 crs</b>

### GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	GE000A and GE000B College Experience	
RS123 Christian Tradition or RS233 Catholicism	3 crs	Mathematics Competency	
RS283 Christian Ethics	3 crs	Technology Competency	
BI115/BL115 Introduction to Human Anatomy and Physiology/Human Biology	4 crs	<b>General Education Credits</b>	<b>19 crs</b>

## MEDICAL TRANSCRIPTION PROGRAM

A Medical Transcriptionist is a medical language specialist who interprets and transcribes dictation by physicians and other healthcare professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnosis, and prognosis. The medical transcriptionist is an important link in the documentation of patient care for the facilitation of healthcare delivery. A Certificate in Medical Transcription is offered in this program.

### Admission/Progression

Applicants will be evaluated on the basis of their ACT scores, high school or college GPA (or GED), and previous healthcare experience. Students must successfully complete competencies in computer technology before admission to the program. Progression in the program is achieved by obtaining a minimum of 40 words per minute on a timed typing test upon completion of MR113.

Certificate students must maintain a cumulative GPA of 2.00 or greater, pass all courses with a "C" or above, and demonstrate performance consistent with the criteria for certified medical transcriptionists. Failure to meet the above criteria will result in students not being able to progress further in or complete the program. Once the minimum status is re-obtained, progression/completion in the program will resume.

The one-year certificate program consists of two semesters of general education, foundational science, and program specific classes, followed by clinical experience at a hospital, clinical, or virtual arrangement.

### MEDICAL TRANSCRIPTION CERTIFICATE REQUIREMENTS:

MR113 Introduction to Transcription	3 crs	BI162 Medical Terminology	2 crs
MR125 Beginning Medical Transcription	5 crs	BI115 Introduction to Human Anatomy and Physiology/Human Biology	3 crs
MR133 Lab Medicine/Physical Exam	3 crs	CT233 Communication Skills I: Interpersonal Communication	3 crs
MR143 Pharmacology	3 crs	CS121 Introduction to Word Processing	<u>1 cr</u>
MR153 Medical Records/Ethics/Coding	3 crs	<b>Medical Transcription Certificate Credits</b>	<b>39 crs</b>
MR163 Human Diseases	3 crs		
MR214 Advanced Medical Transcription	4 crs		
MT216 Medical Transcription Clinical	6 crs		

### Certification

After successful completion of the courses, students will be awarded a Certificate in Medical Transcription by Presentation College. Those students desiring national certification can view details for eligibility to take the exam at [www.aamt.org](http://www.aamt.org)



# Arts & Sciences

## DEPARTMENT OF ARTS AND SCIENCES

The ultimate goal of the Department of Arts and Sciences is to provide students with a solid academic foundation upon which to pursue lifelong learning and build successful lives and careers. The Department of Arts and Sciences encompasses a wide variety of subject areas including humanities, natural and physical sciences, social sciences, communication, and mathematics.

The Department of Arts and Sciences offers both Bachelor and Associate degrees. Bachelor of Science degrees are offered in Biology, Health, Human Performance and Recreation, and Psychology. Associate degrees in Biology, Chemistry, Communication, Early Childhood Education, English, General Studies, Lifestyle Coaching, and Religious Studies are also offered.

In addition to its degree programs, the Department of Arts and Sciences offers a variety of minors for its own majors as well as for other baccalaureate programs. Students should consider a minor area of study as a means to complement their major program and/or to develop expertise in an additional area of study.

### BIOLOGY

Students who wish to attend graduate school to study chiropractic medicine, mortuary science, physician's assisting, physical therapy, occupational therapy, medicine, optometry, dentistry, veterinary medicine, or other professional areas may usually meet the professional schools' entrance requirements while completing a biology degree. All pre-professional students must determine the specific requirements of the school(s) they wish to attend, and they should work closely with an advisor at Presentation College to develop a plan of study. In addition, graduates of the Biology major can seek immediate workplace placement in such areas as medical research, pharmaceutical sales, ethanol development, or a number of other employment opportunities.

#### Admission

Applicants to the Biology major must have:

1. One semester (12 credits minimum) of coursework at Presentation College or another accredited institution
2. A cumulative GPA at the time of admission into the Biology major of at least 2.50 (on a minimum of 12 credits)
3. Successful completion of BI153/BL151 or its equivalent for 4 credits with a grade of "C" or better AND must have successfully completed BI173/BL171 or its equivalent for 4 credits with a grade of "C" or better

#### Progression

Continuation in the major requires a minimum cumulative GPA of 2.50. Students whose cumulative GPA falls below 2.50 will be placed in pre-program status until the minimum cumulative GPA is obtained.

#### Graduation

The Bachelor of Science degree in Biology is granted by Presentation College to those candidates who have completed the 120-credit requirement as described in the curriculum plan and who have met all degree requirements of Presentation College. A cumulative GPA of 2.50 or higher is required to graduate from the program.

The Associate of Science degree in Biology is granted by Presentation College to those candidates who have completed the 60-credit requirement as described in the curriculum plan and who have met all degree requirements of Presentation College. A cumulative GPA of 2.50 or higher is required to graduate from the program.

#### ASSOCIATE OF SCIENCE IN BIOLOGY REQUIREMENTS:

BI153/BL151 General Biology I	4 crs	MA133 College Algebra	3 crs
BI163/BL161 General Biology II	4 crs	CH153/CL151 College Chemistry I	4 crs
BI173/BL171 Human Anatomy and Physiology I	4 crs	CH163/CL161 College Chemistry II	4 crs
BI183/BL181 Human Anatomy and Physiology II	4 crs	Science Electives	<u>8 crs</u>
BI263/BL263 Introduction to Medical Microbiology	4 crs	<b>AS Biology Credits</b>	<b>39 crs</b>

#### GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	GE000A and GE000B College Experience	
RS123 Christian Tradition or RS233 Catholicism	3 crs	Mathematics Competency	
RS283 Christian Ethics	3 crs	Technology Competency	
Laboratory Science	4 crs	<b>General Education Credits</b>	<b>19 crs</b>

#### ELECTIVES:

Any General Electives 2-3 crs

**BACHELOR OF SCIENCE IN BIOLOGY REQUIREMENTS:**

BI153/BL151 General Biology I	4 crs	CH303/CL303 Organic Chemistry I	4 crs
BI162 Medical Terminology	2 crs	CH313/CL313 Organic Chemistry II	4 crs
BI163/BL161 General Biology II	4 crs	CH323/CL321 Biochemistry	4 crs
BI183/BL181 Human Anatomy and Physiology II	4 crs	MA243 Statistics	3 crs
BI263/BL263 Introduction to Medical Microbiology	4 crs	PC104/PL104 Fundamentals of Physics I	4 crs
BI400 Biology Research and Seminar	3 crs	PC114/PL114 Fundamentals of Physics II	4 crs
CH153/CL151 College Chemistry I	4 crs	Upper Level Science Electives	<u>6-7 crs</u>
CH163/CL161 College Chemistry II	4 crs	<b>BS Biology Credits</b>	<b>58-59 crs</b>

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Humanities/ Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA133 College Algebra	3 crs	RS283 Christian Ethics	3 crs
BI173/BL171 Human Anatomy and Physiology I	4 crs	GE000A and GE000B College Experience	
CT233 Communication Skills I: Interpersonal Communication	3 crs	Technology Competency	<u>        </u>
Social Science/Human Culture Core	3 crs	<b>General Education Credits</b>	<b>28 crs</b>

**LIBERAL ARTS TRACK REQUIREMENTS:**

Humanities/ Aesthetics Electives	9 crs
Social Science/Human Culture Electives: Upper Level Psychology Elective (3 crs) PS353 Abnormal Psychology (3 crs)	6 crs
<b>Liberal Arts Track Credits</b>	<u>        </u> <b>15 crs</b>

**ELECTIVES:**

*Restricted Electives	9 crs
Any General Electives	<u>10 crs</u>
<b>Electives</b>	<b>19 crs</b>

\*These electives must be chosen outside the discipline of the natural sciences

## CHEMISTRY

The Associate of Science degree in Chemistry prepares students for a career in a variety of entry-level positions. Graduates may find employment opportunities in areas such as biotechnology, chemical manufacturing, chemical or medical research, forensics, and pharmaceuticals. The Associate of Science degree in Chemistry is strongly recommended for pre-chiropractic, pre-dental, pre-medical, pre-pharmacy, pre-veterinary, or other professional areas.

The curriculum is designed to provide students with the scientific knowledge and skills necessary to transfer into a baccalaureate program in chemistry. Students are advised to counsel with the college/university of their choice to determine if the courses required by Presentation College are applicable at a transfer institution offering a bachelor's degree in chemistry.

### ASSOCIATE OF SCIENCE IN CHEMISTRY REQUIREMENTS:

CH153/CL151 College Chemistry I	4 crs	PC104/PL104 Fundamentals of Physics I	4 crs
CH163/CL161 College Chemistry II	4 crs	PC114/PL114 Fundamentals of Physics II	4 crs
CH303/CL303 Organic Chemistry I	4 crs	Science Electives	8 crs
CH313/CL313 Organic Chemistry II	4 crs	MA133 College Algebra	<u>3 crs</u>
CH323/CL321 Biochemistry	4 crs	<b>AS Chemistry Credits</b>	<b>39 crs</b>

### GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	GE000A and GE000B College Experience	
RS123 Christian Tradition or RS233 Catholicism	3 crs	Mathematics Competency	
RS283 Christian Ethics	3 crs	Technology Competency	
Laboratory Science	4 crs	<b>General Education Credits</b>	<b>19 crs</b>

### ELECTIVES:

Any General Electives 2-3 crs

## COMMUNICATION

The Associate of Science degree in Communication is a flexible program that offers a variety of elective choices and provides students with a certain amount of technical expertise in communication. The coursework in both communication and elective areas prepares students for entry-level positions in communication or continued education. Students who are serious about pursuing the Communication degree and seeking employment in the area of communication need to avail themselves of opportunities to volunteer in fields related to communication.

### ASSOCIATE OF SCIENCE IN COMMUNICATION REQUIREMENTS:

CT113/PH103 Philosophy of Argumentation: Logic/Rhetoric	3 crs	Communication/Related Electives (approved by department)	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	One course from the following disciplines: Sociology	3 crs
CT253 Field Experience I	3 crs	Literature	3 crs
CT323 Communication Skills II: Public Speaking	3 crs	Psychology	<u>3 crs</u>
Communication Technology Electives	6 crs	<b>AS Communication Credits</b>	<b>30 crs</b>

### GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	GE000A and GE000B College Experience	
RS123 Christian Tradition or RS233 Catholicism	3 crs	Mathematics Competency	
RS283 Christian Ethics	3 crs	Technology Competency	
Laboratory Science	4 crs	<b>General Education Credits</b>	<b>19 crs</b>

### ELECTIVES:

Any General Electives 11 crs

## EARLY CHILDHOOD EDUCATION

The Early Childhood Education program is a two-year curriculum leading to an Associate of Science degree. Students will be prepared to work professionally with all types of young children in schools and other childcare agencies. Program graduates will find satisfying career opportunities in a wide range of child care agencies. While some graduates will go directly from Presentation College to employment, others may choose to continue their education at colleges and universities.

Students will gain a broad understanding of the needs of young children and the methods of meeting those needs. The skills required for developmentally appropriate early childhood education are taught through classroom theory, observation, and student teaching in early childhood agencies and the primary grades in schools. As a result of this training, students understand how children develop emotionally, socially, physiologically, mentally and cognitively. Early Childhood Education students will have experiences in both on-campus and off-campus facilities designed to enhance their learning experiences.

The Presentation College Early Childhood Education degree is based around the standards put forth by the National Association for the Education of Young Children. These standards are:

1. Promoting child development and learning
2. Building family and community relationships
3. Observing, documenting, and assessing to support young children and families
4. Teaching and learning
  - a. Connecting with children and families
  - b. Using developmentally effective approaches
  - c. Understanding content knowledge in early education
  - d. Building meaningful curriculum
5. Becoming a professional

### Admission and Progression

Students must obtain their Child Development Associate credential, a nationally recognized program administered through The Council for Professional Recognition in Washington, D.C., and provided by Early Childhood Partners, prior to acceptance into the program. In order to obtain a CDA credential, students must meet the following requirements:

1. Be 18 years of age or older
2. Hold a high school diploma or equivalent
3. Be able to speak, read and write well enough to fulfill the responsibilities of a CDA candidate
4. Sign a statement of ethical conduct
5. Submit to criminal background screening when agencies require it; cost incurred by students

Application for acceptance into the Early Childhood Education degree program may be made at the end of the semester in which the students are enrolled in CDA. Continuation in the program requires a cumulative GPA of 2.50.

### THE FOLLOWING CDA REQUIREMENTS MUST BE COMPLETED PRIOR TO ENTRY INTO THE PROGRAM:

Health, Safety, Nutrition for Young Children	3 crs
Experiences With Young Children	3 crs
Human Personality and Development	3 crs
Early Childhood Experience	<u>2 crs</u>
<b>Total CDA Credits:</b>	<b>11 crs</b>



ASSOCIATE OF SCIENCE EARLY CHILDHOOD EDUCATION REQUIREMENTS:

**Pre-Program Entry Requirements** 11 crs  
(see page 63 for details)

ECE201 Guidance of Young Children	3 crs	PS333 Child and Adolescent Psychology	3 crs
ECE202 Curriculum and Materials for Young Children	3 crs	Persons with Exceptionalities	3 crs
ECE203 Infants/Toddlers: Developmentally Appropriate Practice	3 crs	Family Relations	3 crs
ECE204 Children's Literature and Language Development	3 crs	Lakota Culture and Language	<u>2 crs</u>
		<b>AS Early Childhood Education Credits</b>	<b>23 crs</b>

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	PS133 General Psychology	
RS123 Christian Tradition or RS233 Catholicism	3 crs	GE000A and GE000B College Experience	
RS283 Christian Ethics	3 crs	Mathematics Competency	
Laboratory Science	4 crs	Technology Competency	
		<b>General Education Credits</b>	<b>19 crs</b>

ELECTIVES:

Any General Electives 9 crs

## ENGLISH

The Associate of Arts degree in English is a 60-credit, two-year degree which consists of program requirements, general education requirements, and electives. This degree is preparation for a wide variety of baccalaureate programs and careers. The abilities to write clearly, synthesize information, and speak with clarity and effectiveness are valuable assets in any field.

### ASSOCIATE OF ARTS IN ENGLISH REQUIREMENTS:

CT233 Communication Skills I: Interpersonal Communication	3 crs	English Electives (200-400 level) <b>AA English Credits</b>	<u>15 crs</u> <b>27 crs</b>
Humanities Electives (not in English)	9 crs		

### GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	GE000A and GE000B College Experience	
RS123 Christian Tradition or RS233 Catholicism	3 crs	Mathematics Competency	
RS283 Christian Ethics	3 crs	Technology Competency	_____
Laboratory Science	4 crs	<b>General Education Credits</b>	<b>19 crs</b>

### ELECTIVES:

Any General Electives	14 crs		
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## GENERAL STUDIES

The Associate of Arts degree in General Studies is a 60-credit, two-year degree which consists of program requirements, general education requirements, and electives. It is a balanced curriculum that forms a good basis for a wide range of baccalaureate programs and careers.

### ASSOCIATE OF ARTS IN GENERAL STUDIES REQUIREMENTS:

CT233 Communication Skills I: Interpersonal Communication	3 crs	Two of the following: EN326 British Literature I	6 crs
Humanities Electives (not in area of concentration)	9 crs	EN329 British Literature II	
Two of the following: HS213 History of the United States I	6 crs	EN347 American Literature I	
HS223 History of the United States II		EN350 American Literature II	
HS253 World Civilization I		Social Science/Human Culture Electives	<u>6 crs</u>
HS263 World Civilization II		<b>AA General Studies Credits</b>	<b>30 crs</b>

### GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	GE000A and GE000B College Experience	
RS123 Christian Tradition or RS233 Catholicism	3 crs	Mathematics Competency	
RS283 Christian Ethics	3 crs	Technology Competency	_____
Laboratory Science	4 crs	<b>General Education Credits</b>	<b>19 crs</b>

### ELECTIVES:

Any General Electives	11 crs		
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## HEALTH, HUMAN PERFORMANCE AND RECREATION

Presentation College offers a Bachelor of Science degree in Health, Human Performance and Recreation. This major offers all students an opportunity to develop skills and knowledge that are vital in developing a personal, lifetime wellness concept. The primary objective is for individuals to develop a life-span involvement in physical activity and health-related behaviors.

The curriculum is designed to ensure that students have the disciplinary knowledge and professional skills necessary for the development of strategies and programs that promote healthy lifestyles. The HHPR major is designed to prepare students for entry-level positions in therapeutic recreation, fitness, wellness, and health promotion programs in corporate, business, resort or community settings. Students may choose from a general HHPR degree, or may choose a major in Exercise Science or Recreation. After completing the major, students may choose to become certified in various health professions. They may also choose to earn a graduate degree in a health-related field.

### Admission

Applicants to the Health, Human Performance and Recreation major must have:

1. One semester (12 credits minimum) of coursework at Presentation College or another accredited institution
2. A cumulative GPA at the time of admission into the HHPR major of at least 2.50 (on a minimum of 12 credits)
3. Successful completion of REC203 or its equivalent for 3 credits with a grade of "C" or better

### Progression

Continuation in the major requires a minimum cumulative GPA of 2.50. Students whose cumulative GPA falls below 2.50 will be placed in pre-program status until the minimum cumulative GPA is obtained.

### Graduation

The Bachelor of Science degree in Health, Human Performance and Recreation is granted by Presentation College to those candidates who have completed the 120-credit requirement as described in the curriculum plan and who have met all degree requirements of Presentation College. A cumulative GPA of 2.50 or higher is required to graduate from the program.

### BACHELOR OF SCIENCE IN HEALTH, HUMAN PERFORMANCE AND RECREATION REQUIREMENTS:

#### GENERAL HHPR CORE REQUIREMENTS

HHPR353 Program Design and Management	3 crs	HW393/BI393 Kinesiology	3 crs
HW110 Weight Training	2 crs	HW413/REC413 Senior Seminar	3 crs
HW112/REC112 First Aid/Emergency Care	2 crs	HW496/REC496 Internship	6 crs
HW333 Prevention and Treatment of Athletic Injuries	3 crs	HW3082 Introduction to Biomechanics	2 crs
HW343 Fitness Measurements and Prescriptions	3 crs	NUTR101 Introduction to Nutrition	3 crs
HW373/BI343 Exercise Physiology	3 crs	REC203 Introduction to Fitness	<u>3 crs</u>
		<b>BS HHPR Core Requirements</b>	<b>36 crs</b>

#### GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Humanities/ Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA133 College Algebra or MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	GE000A and GE000B College Experience Technology Competency	_____
BI173/BL171 Human Anatomy and Physiology I	4 crs	<b>General Education Credits</b>	<b>28 crs</b>
Social Science/Human Culture Core	3 crs		

#### LIBERAL ARTS TRACK REQUIREMENTS:

Humanities/ Aesthetics Electives	9 crs
Social Science/Human Culture Electives:	6 crs
PS133 General Psychology (3 crs)	
PS153 Developmental Psychology (3 crs)	
<b>Liberal Arts Track Credits</b>	<b>15 crs</b>

#### ELECTIVES:

* Restricted Electives	9 crs
Any General Electives	<u>32 crs</u>
<b>Elective Credits</b>	<b>41 crs</b>

\* These electives must be chosen outside the discipline of HHPR, Recreation, and Health and Wellness.

**BACHELOR OF SCIENCE IN HEALTH, HUMAN PERFORMANCE AND RECREATION REQUIREMENTS**  
**MAJOR IN RECREATION**

**GENERAL HHPR CORE REQUIREMENTS**

HHPR353 Program Design and Management	3 crs	HW393/BI393 Kinesiology	3 crs
HW110 Weight Training	2 crs	HW413/REC413 Senior Seminar	3 crs
HW112/REC112 First Aid/Emergency Care	2 crs	HW496/REC496 Internship	6 crs
HW333 Prevention and Treatment of Athletic Injuries	3 crs	HW3082 Introduction to Biomechanics	2 crs
HW343 Fitness Measurements and Prescriptions	3 crs	NUTR101 Introduction to Nutrition	3 crs
HW373/BI343 Exercise Physiology	3 crs	REC203 Introduction to Fitness	<u>3 crs</u>
		<b>BS HHPR Core Requirements</b>	<b>36 crs</b>

**RECREATION CORE REQUIREMENTS**

BSA303 Event Planning	3 crs	REC223 Recreation Programming	3 crs
BSA304/BSL304 Sports Marketing, Promotion and Fundraising	4 crs	REC303 Organization and Administration of Recreation	3 crs
BU353 Marketing	3 crs	REC353 Recreation Leadership	3 crs
BU3003/HW3003 Planning Sports Facilities	3 crs	Recreation Electives	<u>3 crs</u>
HW203 Activities for Special Populations	3 crs	<b>Recreation Core Credits</b>	<b>31 crs</b>
REC103 Introduction to Recreation	3 crs		

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Humanities/ Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA133 College Algebra or MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	GE000A and GE000B College Experience Technology Competency	_____
BI173/BL171 Human Anatomy and Physiology I	4 crs	<b>General Education Credits</b>	<b>28 crs</b>
Social Science/Human Culture Core	3 crs		

**LIBERAL ARTS TRACK REQUIREMENTS:**

Humanities/ Aesthetics Electives	9 crs
Social Science/Human Culture Electives: PS133 General Psychology (3 crs) PS153 Developmental Psychology (3 crs)	6 crs
<b>Liberal Arts Track Credits</b>	<b>15 crs</b>

**ELECTIVES:**

* Restricted Electives	9 crs
Any General Electives	<u>1 crs</u>
<b>Elective Credits</b>	<b>10 crs</b>

\* These electives must be chosen outside the discipline of HHPR, Recreation, and Health and Wellness.

**BACHELOR OF SCIENCE IN HEALTH, HUMAN PERFORMANCE AND RECREATION REQUIREMENTS**  
**MAJOR IN EXERCISE SCIENCE**

**GENERAL HHPR CORE REQUIREMENTS**

HHPR353 Program Design and Management	3 crs	HW393/BI393 Kinesiology	3 crs
HW110 Weight Training	2 crs	HW413/REC413 Senior Seminar	3 crs
HW112/REC112 First Aid/Emergency Care	2 crs	HW496/REC496 Internship	6 crs
HW333 Prevention and Treatment of Athletic Injuries	3 crs	HW3082 Introduction to Biomechanics	2 crs
HW343 Fitness Measurements and Prescriptions	3 crs	NUTR101 Introduction to Nutrition	3 crs
HW373/BI343 Exercise Physiology	3 crs	REC203 Introduction to Fitness	<u>3 crs</u>
		<b>BS HHPR Core Requirements</b>	<b>36 crs</b>

**EXERCISE SCIENCE CORE REQUIREMENTS**

BI162 Medical Terminology	2 crs	Two of the following:	6 crs
BI183/BL181 Human Anatomy and Physiology II	4 crs	HW203 Activities for Special Populations	
BU3103 Principles of Sports Management		HW263 Fitness Activities	
or		HW3003/BU3003 Planning Sports Facilities	
REC203 Organization and Administration of Recreation	3 crs	HW395/PS395 Sports Psychology	
HHPR103 Aerobic Fitness	3 crs	NUTR312 Sports Nutrition	2 crs
HHPR113 Introduction to Exercise Science	3 crs	Exercise Science Electives	<u>5 crs</u>
HHPR303 Motor Development and Learning	3 crs	<b>Recreation Core Credits</b>	<b>31 crs</b>

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Humanities/ Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA133 College Algebra or MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	GE000A and GE000B College Experience Technology Competency	_____
BI173/BL171 Human Anatomy & Physiology I	4 crs	<b>General Education Credits</b>	<b>28 crs</b>
Social Science/Human Culture Core	3 crs		

**LIBERAL ARTS TRACK REQUIREMENTS:**

Humanities/ Aesthetics Electives	9 crs
Social Science/Human Culture Electives:	6 crs
PS133 General Psychology (3 crs)	
PS153 Developmental Psychology (3 crs)	
<b>Liberal Arts Track Credits</b>	<b>15 crs</b>

**ELECTIVES:**

* Restricted Electives	9 crs
Any General Electives	<u>1 crs</u>
<b>Elective Credits</b>	<b>10 crs</b>

\* These electives must be chosen outside the discipline of HHPR, Recreation, and Health and Wellness.

## LIFE STYLE COACH

In order to meet the expected increase in employment opportunities in the areas of home health services, students may choose one of three concentrations: Personal Trainer, Senior or Direct Support Professional. The Life Style Coach Degree will provide career opportunities in home health, nursing homes, assisted living facilities, fitness facilities, and developmental centers. The personal training option provides services to health and fitness industries. Personal trainer life coaches work one-on-one with clients either in a gym or in the client's home. The direct support professional concentration educates in the areas of a support team as a professional career caring for individuals with special needs.

Life Style Coaches provide instruction and psychological support to their patients and may advise families and patients on nutrition, activities, cleanliness, and assistance with daily household tasks. These individuals provide routine, health, personal and holistic care such as bathing, dressing, grooming, therapy assistance, cognitive activities, and nutrition.

### ASSOCIATE OF SCIENCE IN LIFE STYLE COACHING REQUIREMENTS CONCENTRATION IN DIRECT SUPPORT

#### LIFE STYLE CORE REQUIREMENTS

CT233 Communication Skills I: Interpersonal Communication	3 crs	PS153 Developmental Psychology	3 crs
HW112/REC112 First Aid/Emergency Care	2 crs	REC203 Introduction to Fitness	3 crs
HW3063 Internship-Life Style Coaching	3 crs	RS253 Prayer and Spirituality	3 crs
NUTR110/NUTL110 Food Science Principles	4 crs	SO103 Introduction to Sociology	<u>3 crs</u>
Nutrition Elective	1 cr	<b>AS Life Style Core Requirements</b>	<b>25 crs</b>

#### DIRECT SUPPORT PROFESSIONAL REQUIREMENTS

GE122 Introduction to American Sign Language	2 crs	PS353 Abnormal Psychology	3 crs
HW203 Activities for Special Populations	3 crs	PS3053 Cognition and Learning	3 crs
HW204 Principles of Direct Support	4 crs	SPED202 Individuals with Exceptionalities	<u>2 crs</u>
NAC104 Nursing Assistant Certification	5 crs	<b>Direct Support Professional Requirements</b>	<b>22 crs</b>

#### GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	(PS133 General Psychology)	
RS123 Christian Tradition or RS233 Catholicism	3 crs	GE000A and GE000B College Experience	
RS283 Christian Ethics	3 crs	Mathematics Competency	
(Laboratory Science	4 crs)	Technology Competency	
(NUTR/NUTL110 will meet this requirement)		<b>General Education Credits</b>	<b>(19) 15 crs</b>

#### ELECTIVES:

Any General Electives	1 cr
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**ASSOCIATE OF SCIENCE IN LIFE STYLE COACHING REQUIREMENTS  
CONCENTRATION IN GERONTOLOGY**

**LIFE STYLE CORE REQUIREMENTS**

CT233 Communication Skills I: Interpersonal Communication	3 crs	PS153 Developmental Psychology	3 crs
HW112/REC112 First Aid/Emergency Care	2 crs	REC203 Introduction to Fitness	3 crs
HW3063 Internship-Life Style Coaching	3 crs	RS253 Prayer and Spirituality	3 crs
NUTR110/NUTL110 Food Science Principles	4 crs	SO103 Introduction to Sociology	<u>3 crs</u>
Nutrition Elective	1 cr	<b>AS Life Style Core Requirements</b>	<b>25 crs</b>

**GERONTOLOGY REQUIREMENTS**

NAC104 Nursing Assistant Certification	5 crs	SW293 Gerontology	3 crs
PS353 Abnormal Psychology	3 crs	SW303 Death and Dying	<u>3 crs</u>
PS393 Psychology of Aging	3 crs	<b>Gerontology Requirements</b>	<b>20 crs</b>
PS3053 Cognition and Learning	3 crs		

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	(PS133 General Psychology)	
RS123 Christian Tradition or RS233 Catholicism	3 crs	GE000A and GE000B College Experience	
RS283 Christian Ethics	3 crs	Mathematics Competency	
(Laboratory Science (NUTR/NUTL110 will meet this requirement)	4 crs)	Technology Competency	
		<b>General Education Credits</b>	<b>(19) 15 crs</b>

**ELECTIVES:**

Any General Electives	3 crs		
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**ASSOCIATE OF SCIENCE IN LIFE STYLE COACHING REQUIREMENTS  
CONCENTRATION IN PERSONAL TRAINING**

**LIFE STYLE CORE REQUIREMENTS**

CT233 Communication Skills I: Interpersonal Communication	3 crs	PS153 Developmental Psychology	3 crs
HW112/REC112 First Aid/Emergency Care	2 crs	REC203 Introduction to Fitness	3 crs
HW3063 Internship-Life Style Coaching	3 crs	RS253 Prayer and Spirituality	3 crs
NUTR110/NUTL110 Food Science Principles	4 crs	SO103 Introduction to Sociology	<u>3 crs</u>
Nutrition Elective	1 cr	<b>AS Life Style Core Requirements</b>	<b>25 crs</b>

**PERSONAL TRAINING REQUIREMENTS**

BI173/BL171 Human Anatomy and Physiology I	4 crs	HW393/BI393 Kinesiology	3 crs
HW110 Weight Training	2 crs	HW3082 Introduction to Biomechanics	2 crs
HW243 Stress Management and Relaxation	3 crs	PS3003 Health Psychology	<u>3 crs</u>
HW343 Fitness Measurements and Prescriptions	3 crs	<b>Personal Training Requirements</b>	<b>23 crs</b>
HW373/BI343 Exercise Physiology	3 crs		

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	(PS133 General Psychology)	
RS123 Christian Tradition or RS233 Catholicism	3 crs	GE000A and GE000B Learning Communities	
RS283 Christian Ethics	3 crs	Mathematics Competency	
(Laboratory Science (NUTR/NUTL110 will meet this requirement)	4 crs)	Technology Competency	
		<b>General Education Credits</b>	<b>(19) 15 crs</b>

**ELECTIVES:**

Any General Electives	1 cr		
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## PSYCHOLOGY

The Bachelor of Science degree in Psychology offers those students pursuing this degree access to all of the exciting and interesting areas of the “study of the mind.” The focus of the Psychology program is to give students a solid foundation in the field of mental health with an emphasis on the value and dignity of the individual. As a result, students will be prepared for exciting work in a psychology-related field or to continue on to graduate work.

The Psychology major offers four areas of specialization:

- **Child-Adolescent Psychology** focuses on understanding the mental health of children and adolescents and working with them in a variety of settings, including hospitals
- **Industrial-Organizational Psychology** prepares students for the world of work and the various aspects of mental health and its effects on both the worker and the manager
- **Sports Psychology** focuses on the understanding of the mental side of the athlete and sports and how mental health affects performance
- **Generalist in Psychology** provides students with a general orientation to the field of psychology

### Admission

Students may declare their interest in the Psychology program at any time after admission to the College. Students may apply for formal admission to the Psychology major after completing the required prerequisites.

Students transferring from other psychology programs at other colleges and universities may also apply for formal admission to the major. The department will review the coursework completed by students from other institutions and will grant credit where applicable.

### Admission Process

Students may apply to the Psychology major after completion of:

1. PS133 and PS153 with a grade of “C” or above
2. General education requirements, including CT233, EN113, EN133, RS123 or RS233, and RS283

Students may apply for admission to the major in the fall or spring semester. An application is available from the Psychology program director or other faculty. The application includes a personal statement, brief autobiography, and three (3) references.

The deadline for receipt of applications is October 15 in the fall semester and March 15 in the spring semester. An admissions committee reviews the applications and schedules an interview with students. The committee includes the Psychology faculty and at least one appointed member from the mental health community.

In reviewing each application, the committee has the following options:

1. grant admission to the major,
2. grant provisional admission, or
3. deny admission.

Provisional admission includes a contract which outlines specific activities for students to complete. Students who are denied admission to the major may apply again the following semester.

### Progression

Students in the psychology major are expected to:

1. Complete the program of study as outlined in this catalog;
2. Maintain an overall cumulative GPA of 2.50 or have a contract with an advisor;
3. Sign a statement of ethical conduct;
4. Submit to criminal background screening when agencies require it; cost incurred by students (except in Minnesota);
5. Earn a minimum of “C” in all Psychology major and minor courses; and
6. Meet with assigned advisor as required

### Graduation

A Bachelor of Science degree in Psychology is granted by Presentation College to students who have met the requirements of the Psychology major, as well as all requirements of Presentation College. A cumulative GPA of 2.50 or higher is required to graduate from the program.



**BACHELOR OF SCIENCE IN PSYCHOLOGY REQUIREMENTS:**

PS133 General Psychology	3 crs	PS403 Psychology Internship	3 crs
PS153 Developmental Psychology	3 crs	PS383 Tests and Measurements	3 crs
PS313 Theories of Personality	3 crs	PS393 Psychology of Aging	3 crs
PS343/SO343 Social Psychology	3 crs	PS3003 Health Psychology	3 crs
PS353 Abnormal Psychology	3 crs	PS3033 Psychopharmacology	3 crs
PS402 Senior Seminar in Psychology	2 crs	Upper Level Psychology Electives	<u>6 crs</u>
		<b>BS Psychology Credits</b>	<b>38 crs</b>

**MINOR:** (minimum of one Psychology minor)      **18 crs**  
(see minors below)

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Humanities/ Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	GE000A and GE000B College Experience	_____
Laboratory Science	4 crs	Technology Competency	_____
Social Science/Human Culture Core	3 crs	<b>General Education Credits</b>	<b>28 crs</b>

**LIBERAL ARTS TRACK REQUIREMENTS:**

Humanities/ Aesthetics Electives	9 crs
Social Science/Human Culture Electives:	6 crs
SW243 Interviewing Skills (3 crs)	
SW253 Counseling Theory (3 crs)	
<b>Liberal Arts Track Credits</b>	<b>15 crs</b>

**ELECTIVES:**

* Restricted Electives	9 crs
Any General Electives	<u>12 crs</u>
<b>Elective Credits</b>	<b>21 crs</b>

\* These electives must be chosen outside the discipline of Psychology

**PSYCHOLOGY MINORS**

(All Psychology minor courses must be completed with a grade of "C" or above)

**SPORTS PSYCHOLOGY REQUIREMENTS:**

HW243 Stress Management and Relaxation	3 crs
HW393/BI393 Kinesiology	3 crs
PS395/HW395 Sports Psychology	3 crs
REC103 Introduction to Recreation	3 crs
REC203 Introduction to Fitness	3 crs
Nutrition Electives	<u>3 crs</u>
<b>Sports Psychology Credits</b>	<b>18 crs</b>

**GENERALIST IN PSYCHOLOGY REQUIREMENTS:**

Electives from any 200-level or above psychology courses	18 crs
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**INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY REQUIREMENTS:**

BU383 Health Care Marketing	3 crs
BU412 Communication in Organizations	3 crs
HW393/BI393 Kinesiology	3 crs
PS3013 Industrial/Organizational Psychology	3 crs
SW213 Crime in America	3 crs
SW323/SO333 Institutional Racism/Sexism	<u>3 crs</u>
<b>Industrial/Organizational Psychology Credits</b>	<b>18 crs</b>

**CHILD-ADOLESCENT PSYCHOLOGY:**

ECE201 Guidance of Young Children	3 crs
ECE203 Infants/Toddlers: Developmentally Appropriate Practice	3 crs
HW203 Activities for Special Populations	3 crs
PS333 Child and Adolescent Psychology	3 crs
PS3043 Pediatric Psychology	3 crs
SW263 Child and Family Welfare	<u>3 crs</u>
<b>Child-Adolescent Psychology Credits</b>	<b>18 crs</b>

## RELIGIOUS STUDIES

Students earn the Associate of Arts degree in Religious Studies to prepare for work in religious education, to prepare for advanced studies in religion, theology, or ministry, or simply for their own personal spiritual or academic enrichment.

### ASSOCIATE OF ARTS IN RELIGIOUS STUDIES REQUIREMENTS:

CT233 Communication Skills I: Interpersonal Communication	3 crs	Religious Studies Electives	<u>15 crs</u>
		<b>AA Religious Studies Credits</b>	<b>27 crs</b>
Humanities Electives (not in Religious Studies)	9 crs		

### GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	GE000A and GE000B College Experience	
RS123 Christian Tradition or RS233 Catholicism	3 crs	Mathematics Competency	
RS283 Christian Ethics	3 crs	Technology Competency	_____
Laboratory Science	4 crs	<b>General Education Credits</b>	<b>19 crs</b>

### ELECTIVES:

Any General Electives	14 crs		
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## ARTS AND SCIENCES MINORS

### BIOLOGY REQUIREMENTS:

BI153/BL151 General Biology I	4 crs
BI163/BL161 General Biology II	4 crs
BI263/BL263 Introduction to Medical Microbiology	4 crs
Upper Level Biology Electives	<u>6 crs</u>
<b>Biology Credits</b>	<b>18 crs</b>

### CHILD-ADOLESCENT PSYCHOLOGY REQUIREMENTS:

ECE201 Guidance of Young Children	3 crs
ECE203 Infants/Toddlers: Developmentally Appropriate Practice	3 crs
HW203 Activities for Special Populations	3 crs
PS333 Child and Adolescent Psychology	3 crs
PS3043 Pediatric Psychology	3 crs
SW263 Child and Family Welfare	<u>3 crs</u>
<b>Child-Adolescent Psychology Credits</b>	<b>18 crs</b>

### COACHING REQUIREMENTS:

BI173/BL171 Human Anatomy and Physiology I	4 crs
HW333 Prevention and Treatment of Athletic Injuries	3 crs
HW373/BI343 Exercise Physiology	3 crs
HW393/BI393 Kinesiology	3 crs
HW3082 Introduction to Biomechanics	2 crs
Two of the following:	4 crs
HW250 Theory of Coaching Baseball	
HW251 Theory of Coaching Basketball	
HW252 Theory of Coaching Soccer	
HW253 Theory of Coaching Volleyball	
<b>Coaching Credits</b>	<b>19 crs</b>

### COMMUNICATION REQUIREMENTS:

BU412 Communication in Organizations	3 crs
CT113/PH103 Philosophy of Argumentation: Logic/Rhetoric	3 crs
CT323 Communication Skills II: Public Speaking	3 crs
CT413 Communication Theory	3 crs
Communication Technology Elective	3 crs
Communication Elective	<u>3 crs</u>
<b>Communication Credits</b>	<b>18 crs</b>

### CORPORATE/RECREATION FITNESS REQUIREMENTS:

Nutrition Electives	4 crs
HW343 Fitness Measurements and Prescriptions	3 crs
HW373/BI343 Exercise Physiology	3 crs
HW393/BI393 Kinesiology	3 crs
HW3082 Introduction to Biomechanics	2 crs
REC203 Introduction to Fitness	<u>3 crs</u>
<b>Corporate/Recreation Fitness Credits</b>	<b>18 crs</b>

### GENERALIST IN PSYCHOLOGY REQUIREMENTS:

Electives from any 200-level or above psychology courses	18 crs
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**ARTS AND SCIENCES MINORS (cont'd)****INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY REQUIREMENTS:**

BU383 Health Care Marketing	3 crs
BU412 Communication in Organizations	3 crs
HW393/BI393 Kinesiology	3 crs
PS3013 Industrial/Organizational Psychology	3 crs
SW213 Crime in America	3 crs
SW323/SO333 Institutional Racism/Sexism	<u>3 crs</u>
<b>Industrial/Organizational Psychology Credits</b>	<b>18 crs</b>

**NUTRITION REQUIREMENTS:**

BI183/BL181 Human Anatomy and Physiology II	4 crs
NUTR110/NUTL110 Food Science Principles	4 crs
NUTR303 Human Nutrition	3 crs
Nutrition Electives	<u>7 crs</u>
<b>Nutrition Credits</b>	<b>18 crs</b>

**PSYCHOLOGY REQUIREMENTS:**

PS153 Developmental Psychology	3 crs
PS313 Theories of Personality	3 crs
PS343/SO343 Social Psychology	3 crs
PS353 Abnormal Psychology	3 crs
Upper Level Psychology Electives	<u>6 crs</u>
<b>Psychology Credits</b>	<b>18 crs</b>

**RELIGIOUS STUDIES REQUIREMENTS:**

RS283 Christian Ethics	3 crs
RS303 World Religions	3 crs
Scriptural Electives	6 crs
Religious Studies Electives	<u>6 crs</u>
<b>Religious Studies Credits</b>	<b>18 crs</b>

**SPORTS PSYCHOLOGY REQUIREMENTS:**

HW243 Stress Management and Relaxation	3 crs
HW393/BI393 Kinesiology	3 crs
HW395/PS395 Sports Psychology	3 crs
REC103 Introduction to Recreation	3 crs
REC203 Introduction to Fitness	3 crs
Nutrition Electives	<u>3 crs</u>
<b>Sports Psychology Credits</b>	<b>18 crs</b>

**SPORTS/WELLNESS REQUIREMENTS:**

BU3003/HW3003 Planning Sports Facilities	3 crs
HW112/REC112 First Aid/Emergency Care	2 crs
HW263 Fitness Activities	3 crs
HW373/BI343 Exercise Physiology	3 crs
HW393/BI393 Kinesiology	3 crs
Health/Wellness Elective	<u>4 crs</u>
<b>Sports/Wellness Credits</b>	<b>18 crs</b>

## ARTS AND SCIENCES MINORS (cont'd)

### THERAPEUTIC RECREATION REQUIREMENTS

REC213 Introduction to Therapeutic Recreation	3 crs
REC233 Processes and Techniques in Therapeutic Recreation	3 crs
REC323 Therapeutic Recreation for Physical Disabilities	3 crs
REC333 Program Design and Evaluation in Therapeutic Recreation	3 crs
REC343 Current Trends and Issues in Therapeutic Recreation	3 crs
REC363 Therapeutic Recreation with Mental Retardation/ Developmental Disabilities	<u>3 crs</u>
<b>Therapeutic Recreation Credits</b>	<b>18 crs</b>

Additional coursework is needed to become certified in  
Therapeutic Recreation:

PS353 Abnormal Psychology  
6 additional credits of REC496 Recreation Internship

and two of the following courses:

BI393/HW393 Kinesiology  
PS343/SO343 Social Psychology  
SO103 Introduction to Sociology  
SO353/SW353 Social Problems  
Nutrition course

# Business & Technology



## DEPARTMENT OF BUSINESS AND TECHNOLOGY

The Department of Business and Technology offers Bachelor of Science and Associate of Science degrees in Business. A student seeking a Bachelor of Science degree can major in either **General Business** or in **Sports Administration**. Students can also choose from minors in business essentials, management, finance, human resources management, and health services administration.

Presentation College has received specialized accreditation for its business and business-related programs through the International Assembly for Collegiate Business Education (IACBE), Olathe, Kansas. The following degree programs are accredited by the IACBE:

\*Bachelor of Science degree in Business

\*Associate of Science degree in Business

### **Business Department Mission Statement:**

The mission of the Department of Business and Technology is to offer undergraduate students a business education of distinction. We seek to educate the whole person, to help students develop a global perspective, to provide students a basis for life-long learning, to encourage students to seek opportunities to serve others, and to prepare students for success in the business environment of the 21st century.

## BACHELOR OF SCIENCE IN BUSINESS

Business majors, whether in general Business or Sports Administration, will experience a program designed to provide students with the best preparation possible for a successful career in managing people and organizations in a business environment. The business internship provides students with supervised practical experience that relates to their field of study while obtaining course credit. This allows students to apply knowledge and skills acquired in their academic program to practical on-the-job situations which enhance student learning and preparation for careers in all types of organizations and/or successful entrance to graduate school.

Students with a **general Business** major must also seek a minimum of one business minor.

Students with a major in **Sports Administration** must complete the Sports Administration core course requirements. These specialized courses help the business student in Sports Administration prepare for a career in this exciting and growing field.

### **Admission:**

To be accepted into the PC Business major, students must:

1. Complete the first two semesters of general education curriculum
2. Have a cumulative GPA of 2.00 or higher
3. Complete BU253 and CS203 with a grade of "C" or higher
4. Take the Comprehensive Business Examination (CBE) offered at the Presentation College Career and Learning Institute
5. Apply for admission to the Business major using the standard form

### **Progression:**

Progression in the Business major includes:

1. Maintain a cumulative GPA of 2.00
2. Earn a minimum grade of "C" in all business courses
3. Meet with advisor regularly

*A growth plan will be developed for business students not meeting these criteria in order to remain enrolled in the major.*

Students are required to complete the business curriculum with a "C" or better in each course, and with the courses included in the minor. In addition to the general education requirements, the following courses are included in the Business curriculum:

**BACHELOR OF SCIENCE - GENERAL BUSINESS REQUIREMENTS:**

BU233 Accounting I	3 crs	BU413 Business Management	3 crs
BU243 Accounting II	3 crs	BU485 Senior Seminar	3 crs
BU253 Business Communications	3 crs	BU494 Internship	3 crs
BU323 Business Finance	3 crs	BU4023 Production Operations	3 crs
BU333 Business Law I	3 crs	CS203 Computer Management Systems	3 crs
BU353 Marketing	3 crs	EC243 Introductory Macroeconomics	3 crs
BU393 Human Resources Management	3 crs	EC253 Introductory Microeconomics	<u>3 crs</u>
		<b>BS Business Credits</b>	<b>42 crs</b>
<b>MINOR:</b> (minimum of one Business minor) (see minors below)	<b>18 crs</b>		

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Humanities/Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	GE000A and GE000B College Experience Technology Competency	_____
Laboratory Science	4 crs	<b>General Education Credits</b>	<b>28 crs</b>
Social Science/Human Culture Core	3 crs		

**LIBERAL ARTS TRACK REQUIREMENTS:**

Humanities/Aesthetics Electives	9 crs
Social Science/Human Culture Electives	<u>6 crs</u>
<b>Liberal Arts Track Credits</b>	<b>15 crs</b>

**ELECTIVES:**

* Restricted Electives	9 crs
Any General Electives	<u>8 crs</u>
<b>Elective Credits</b>	<b>17 crs</b>

\*These electives must be outside the discipline of the major.

**BUSINESS MINORS**

(All Business minor courses must be completed with a grade of "C" or above)

**MANAGEMENT REQUIREMENTS:**

BU363 Small Business and Cooperative Management	3 crs
BU3043 Managerial Accounting	3 crs
BU422 Theories of Organization	3 crs
BU443 Supervisory Management	3 crs
BU483 Management Policy and Strategy	3 crs
Business Elective	<u>3 crs</u>
<b>Management Credits</b>	<b>18 crs</b>

**HUMAN RESOURCES MANAGEMENT REQUIREMENTS:**

BU443 Supervisory Management	3 crs
BU4043 Labor Management Relations	3 crs
CT323 Communication Skills II: Public Speaking	3 crs
PS343/SO343 Social Psychology	3 crs
SO333/SW323 Institutional Racism/Sexism	3 crs
Business/Social Work Elective	<u>3 crs</u>
<b>Human Resources Management Credits</b>	<b>18 crs</b>

**FINANCE REQUIREMENTS:**

(Note: for this minor, Accounting I, Accounting II, and Business Finance are required as prerequisites)

BU407 Income Tax Accounting	3 crs
BU429 Investments	3 crs
BU3043 Managerial Accounting	3 crs
BU3243 Money and Banking	3 crs
BU4103 Intermediate Finance	3 crs
MA193 Calculus I	<u>3 crs</u>
<b>Finance Credits</b>	<b>18 crs</b>

**BUSINESS ESSENTIALS REQUIREMENTS: (Not available to students with a business major)**

BU233 Accounting I	3 crs
BU333 Business Law I	3 crs
BU393 Human Resources Management	3 crs
<b>and</b>	
BU363 Small Business and Cooperative Management <b>OR</b> BU413 Business Management	3 crs
<b>and</b>	

**HEALTH SERVICES ADMINISTRATION REQUIREMENTS\*:**

BU383 Health Care Marketing	3 crs
BU423 Health Service Finance	3 crs
BU433 Health Care Administration	3 crs
SW293 Gerontology	3 crs
SW303 Death and Dying	3 crs
Business/Social Work Elective	<u>3 crs</u>
<b>Health Services Administration Credits</b>	<b>18 crs</b>

BU253 Business Communications <b>OR</b> BU353 Marketing	3 crs
<b>and</b>	
CS203 Computer Management Systems <b>OR</b> CS293W/BU3203 Web Site Planning	<u>3 crs</u>
<b>Business Essential Credits</b>	<b>18 crs</b>

\*Students who seek a career in Health Services Administration may be subject to a pre-employment criminal background evaluation. Before students pursue this minor, it is suggested they check to see if they can pass a background evaluation.



**BACHELOR OF SCIENCE IN BUSINESS-SPORTS ADMINISTRATION REQUIREMENTS:****GENERAL BUSINESS CORE REQUIREMENTS**

BU233 Accounting I	3 crs	BU413 Business Management	3 crs
BU243 Accounting II	3 crs	BU485 Senior Seminar	3 crs
BU253 Business Communications	3 crs	BU494 Internship	3 crs
BU323 Business Finance	3 crs	BU4023 Production Operations	3 crs
BU333 Business Law I	3 crs	CS203 Computer Management Systems	3 crs
BU353 Marketing	3 crs	EC243 Introductory Macroeconomics	3 crs
BU393 Human Resources Management	3 crs	EC253 Introductory Microeconomics	<u>3 crs</u>
		<b>General Business Core Credits</b>	<b>42 crs</b>

**SPORTS ADMINISTRATION CORE REQUIREMENTS**

BSA301 Sports Administration Clinical I	1 cr	BSA413 Sports Finance	3 crs
BSA302 Sports Administration Clinical II	2 crs	BSA423 Sports Media and Public Relations	3 crs
BSA303 Event Planning	3 crs	BU3003/HW3003 Planning Sports Facilities	3 crs
BSA304/BSL304 Sports Marketing, Promotion and Fundraising	4 crs	BU3103 Principles of Sports Management or	
BSA403 Legal and Ethical Issues in Sports Administration	3 crs	REC303 Organization and Administration of Recreation	<u>3 crs</u>
		<b>Sports Administration Core Credits</b>	<b>25 crs</b>

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Humanities/ Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	GE000A and GE000B College Experience Technology Competency	<u>      </u>
Laboratory Science	4 crs	<b>General Education Credits</b>	<b>28 crs</b>
Social Science/Human Culture Core	3 crs		

**LIBERAL ARTS TRACK REQUIREMENTS:**

Humanities/ Aesthetics Electives	9 crs
Social Science/Human Culture Electives	<u>6 crs</u>
<b>Liberal Arts Track Credits</b>	<b>15 crs</b>

**ELECTIVES:**

* Restricted Electives	9 crs
Any General Elective	<u>1 cr</u>
<b>Elective Credits</b>	<b>10 crs</b>

\*These electives must be outside the discipline of the major.

NOTE: Business students majoring in Sports Administration must earn a minimum grade of "C" in all courses listed as general Business or Sports Administration core requirements.

## BACHELOR OF SCIENCE IN BUSINESS - COMPLETION

Students who have earned an Associate degree in any field from an accredited institution of higher learning are eligible for this program. A minimum of 120 credits is required for a Presentation College Bachelor of Science degree in Business, 33 of which must be earned from Presentation College's Business Department. The business courses below OR other advanced business courses approved by the department chair may apply. Upon the receipt of an official transcript, each student will receive a personal degree audit approved and official degree completion plan.

Students are required to complete the business curriculum with a grade of "C" or better in each of the following courses:

### BACHELOR OF SCIENCE IN BUSINESS DEGREE - COMPLETION REQUIREMENTS:

BU233 Accounting I	3 crs	BU485 Senior Seminar	3 crs
BU243 Accounting II	3 crs	BU494 Internship	3 crs
BU253 Business Communications	3 crs	BU4023 Production Operations	3 crs
BU323 Business Finance	3 crs	CS203 Computer Management Systems	3 crs
BU333 Business Law I	3 crs	EC243 Introductory Macroeconomics	3 crs
BU353 Marketing	3 crs	EC253 Introductory Microeconomics	3 crs
BU393 Human Resources Management	3 crs	MA243 Statistics	<u>3 crs</u>
BU413 Business Management	3 crs	<b>Total BS Business- Completion Credits</b>	<b>45 crs</b>

### ELECTIVES:

Electives to reach 120 credit hours

GENERAL EDUCATION OUTCOMES (see pages 39-40)

## ASSOCIATE OF SCIENCE IN BUSINESS

Students complete an Associate of Science in Business by following the first two years in the Business degree. This option permits students who meet the necessary requirements to either graduate with an Associate of Science degree or continue toward a Bachelor of Science degree in Business.

Students are required to complete the business curriculum with a grade of "C" or better in each course. The remaining credits will be electives.

### ASSOCIATE OF SCIENCE IN BUSINESS REQUIREMENTS:

BU233 Accounting I	3 crs	Business Electives	3 crs
BU243 Accounting II	3 crs	CS203 Computer Management Systems	3 crs
BU253 Business Communications	3 crs	CT233 Communication Skills I: Interpersonal Communication	3 crs
BU333 Business Law I	3 crs	Business/Computer Electives	3 crs
BU363 Small Business and Cooperative Management	3 crs	EC243 Introductory Macroeconomics	3 crs
BU393 Human Resources Managements	3 crs	EC253 Introductory Microeconomics	<u>3 crs</u>
BU413 Business Management	3 crs	<b>AS Business Credits</b>	<b>39 crs</b>

### GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	GE000A and GE000B College Experience	
Laboratory Science	4 crs	Mathematics Competency	
RS123 Christian Tradition or RS233 Catholicism	3 crs	Technology Competency	
RS283 Christian Ethics	3 crs	<b>General Education Credits</b>	<b>19 crs</b>

### ELECTIVES:

Any General Electives 2-3 crs

### **SUPPLEMENTAL ACTIVITIES IN BUSINESS**

Although the classroom and internship experiences are the major components of the educational process, it is not the only means of learning available. Students are encouraged to supplement their formal coursework by becoming active in student organizations. The Presentation College Business Club provides experiences essential in the areas of leadership, cooperation, and professional development.

The PC Help Desk also offers opportunities for technical experience through internships and/or work-study positions. The PC Help Desk offers technical assistance and troubleshooting to students, faculty, and staff of Presentation College.

# Education



## DEPARTMENT OF EDUCATION

The education program at Presentation College, responding to the mission of the Presentation Sisters and the philosophy of their founder, Nano Nagle, believes that the development of a reflective professional is dependent upon a program that focuses on the education of the heart as well as the mind both in classroom instruction as well as in practical and clinical experiences. The Presentation College Teacher Education program reflects the belief that teaching is a vocation, a calling, if not from God, at least from within oneself, to become a competent, caring, and reflective educator. The mission statement for the Education department reads:

The mission of the teacher education program at Presentation College is to provide a quality education that challenges teacher-candidates to pursue their vocation through scholarly inquiry, reflective analysis and guided practice to become competent, caring and reflective practitioners enriched by Christian principles and values.

### SECONDARY EDUCATION

#### **Admission**

Teacher candidates will know and demonstrate the content, pedagogical and professional knowledge and skills necessary to help all students learn. Assessments will be given to ensure the candidate meets professional, state, and institutional standards and will understand the influence of diversity on teaching and learning. Students encounter several transition points during their path in the teacher education program. Students must meet minimum criteria as stated below for admittance, progression, and completion in the teacher education program. Data from portfolios, grade point averages, teacher work samples, lesson plans, student teaching evaluations, Praxis Pre-Professional Skills Test, and Praxis II Content and PLT examination scores will be used to assess competencies in areas related to the 10 INTASC standards.

Prerequisites for Admission to the Teacher Education Program are:

1. Completion of application process
2. Completion of a minimum of 45 semester credit hours
3. Successful completion of the Praxis I, Pre-Professional Skills Test (reading 173, writing 172, and mathematics 171)
4. Cumulative GPA of 2.60
5. Cumulative GPA of 2.70 in major area of study, including education core
6. A grade of "C" or better in the courses indicated with an asterisk (\*) (see checklist)
7. Satisfactory completion of the Sophomore Teaching Experience found within SEED211
8. Completion of health forms
9. Completion of background testing

#### **Progression**

1. Maintain an overall 2.60 cumulative GPA
2. Maintain a 2.7 cumulative GPA within education and major coursework
3. Meet all program requirements and any prerequisite requirements that may be stated in the College Catalog and/or the education program
4. Documented progress on teaching portfolio

#### **Graduation**

A Bachelor of Science degree in Secondary Education is granted by Presentation College to students who have met the requirements of the Secondary Education major, as well as all requirements of Presentation College. A cumulative GPA of 2.60 or higher, minimum cumulative GPA of 2.70 or higher in education and major courses, and successful completion/scores on all Praxis exams and student teaching experiences are required to graduate from the program.

**BACHELOR OF SCIENCE IN SECONDARY EDUCATION - BIOLOGY MAJOR:****GENERAL SECONDARY EDUCATION CORE REQUIREMENTS**

EDPS212 Educational Psychology	2 crs	SEED402 Classroom Management and Discipline	2 crs
PS333 Child and Adolescent Psychology	3 crs	SEED410 Student Teaching/Capstone	10 crs
SEBI383 Methods of Teaching Science	3 crs	SPED202 Individuals with Exceptionalities	2 crs
SEED211 Foundations of Education I	1 cr	(HS313 History and the American Indian	3 crs)
SEED311 Teaching with Technology	1 cr	(PS133 General Psychology	3 crs)
SEED312 Foundations of Education II	2 crs	(SO333 Institutional Racism/Sexism	3 crs)
SEED322 Measurement, Evaluation and Assessment	2 crs	<b>BS Secondary Education Core Requirements</b>	<b>31 crs</b>
SEED323 Curriculum and Instruction for Secondary/Middle Schools	3 crs		

**BIOLOGY MAJOR REQUIREMENTS**

BI153/BL151 General Biology I	4 crs	BI303 Genetics	3 crs
BI163/BL161 General Biology II	4 crs	BI313 Plant Systematics	3 crs
BI173/BL171 Anatomy and Physiology I	4 crs	BI320 Animal Systematics	3 crs
BI183/BL181 Anatomy and Physiology II	4 crs	BI400 Biology Research and Seminar	3 crs
BI263/BL263 Introduction to Medical Microbiology	4 crs	Upper Level Science Elective	3 crs
		<b>BS Biology Major Requirements</b>	<b>35 crs</b>

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Humanities/Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA133 College Algebra or MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	GE000A/GE000B College Experience	_____
Social Science/Human Culture Core	3 crs	Technology Competency	_____
(Laboratory Science (BI153/BL151 will meet this requirement)	4 crs)	<b>General Education Credits</b>	<b>(28) 24 crs</b>

**LIBERAL ARTS TRACK REQUIREMENTS:**

Humanities/Aesthetics Electives	9 crs
Social Science/Human Culture Electives: HS313 History and the American Indian (3 crs)	6 crs
PS133 General Psychology (3 crs)	_____
<b>Liberal Arts Track Credits</b>	<b>15 crs</b>

**ELECTIVES:**

* Restricted Electives	9 crs
SO333 Institutional Racism/Sexism (3 crs)	
Other Restricted Electives (6 crs)	
Any General Electives	7 crs
CT323 Communication Skills II: Public Speaking (3 crs)	
PS153 Developmental Psychology (3 crs)	
Other General Elective (1 cr)	_____
<b>Elective Credits</b>	<b>16 crs</b>

\* These electives must be chosen outside the discipline of Education and Natural Sciences.

**BACHELOR OF SCIENCE IN SECONDARY EDUCATION - BUSINESS MAJOR:****GENERAL SECONDARY EDUCATION CORE REQUIREMENTS**

EDPS212 Educational Psychology	2 crs	SEED402 Classroom Management and Discipline	2 crs
PS333 Child and Adolescent Psychology	3 crs	SEED410 Student Teaching/Capstone	10 crs
SEBU383 Methods of Teaching Business	3 crs	SPED202 Individuals with Exceptionalities	2 crs
SEED211 Foundations of Education I	1 cr	(HS313 History and the American Indian	3 crs)
SEED311 Teaching with Technology	1 cr	(PS133 General Psychology	3 crs)
SEED312 Foundations of Education II	2 crs	(SO333 Institutional Racism/Sexism	<u>3 crs)</u>
SEED322 Measurement, Evaluation and Assessment	2 crs	<b>BS Secondary Education Core Requirements</b>	<b>31 crs</b>
SEED323 Curriculum and Instruction for Secondary/Middle Schools	3 crs		

**BUSINESS MAJOR REQUIREMENTS**

BU233 Accounting I	3 crs	BU413 Business Management	3 crs
BU243 Accounting II	3 crs	BU3053 Office Procedures	3 crs
BU253 Business Communications	3 crs	BU3063 Information Systems	3 crs
BU333 Business Law I	3 crs	CS203 Computer Management Systems	3 crs
BU353 Marketing	3 crs	EC243 Introductory Macroeconomics	3 crs
BU363 Small Business and Cooperative Management	3 crs	EC253 Introductory Microeconomics	<u>3 crs</u>
		<b>BS Business Major Requirements</b>	<b>36 crs</b>

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Humanities/ Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA133 College Algebra or MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	GE000A and GE000B College Experience Technology Competency	_____
Laboratory Science	4 crs	<b>General Education Credits</b>	<b>28 crs</b>
Social Science/Human Culture Core	3 crs		

**LIBERAL ARTS TRACK REQUIREMENTS:**

Humanities/ Aesthetics Electives	9 crs
Social Science/Human Culture Electives: PS133 General Psychology (3 crs) HS313 History and the American Indian (3 crs)	6 crs
<b>Liberal Arts Track Credits</b>	<b>15 crs</b>

**ELECTIVES:**

* Restricted Electives	9 crs
SO333 Institutional Racism/Sexism (3 crs) Other Restricted Electives (6 crs)	
Any General Electives	7 crs
CT323 Communication Skills II: Public Speaking (3crs) PS153 Developmental Psychology (3 crs) Other General Electives (1 cr)	_____
<b>Elective Credits</b>	<b>16 crs</b>

\* These electives must be chosen outside the discipline of Education and Business.

**BACHELOR OF SCIENCE IN SECONDARY EDUCATION - ENGLISH MAJOR:****GENERAL SECONDARY EDUCATION CORE REQUIREMENTS**

EDPS212 Educational Psychology	2 crs	SEED402 Classroom Management and Discipline	2 crs
PS333 Child and Adolescent Psychology	3 crs	SEED410 Student Teaching/Capstone	10 crs
SEED211 Foundations of Education I	1 cr	SEEN383 Methods of Teaching English	3 crs
SEED311 Teaching with Technology	1 cr	SPED202 Individuals with Exceptionalities	2 crs
SEED312 Foundations of Education II	2 crs	(HS313 History and the American Indian	3 crs)
SEED322 Measurement, Evaluation and Assessment	2 crs	(PS133 General Psychology	3 crs)
SEED323 Curriculum and Instruction for Secondary/Middle Schools	3 crs	(SO333 Institutional Racism/Sexism	3 crs)
		<b>BS Secondary Education Core Requirements</b>	<b>31 crs</b>

**ENGLISH MAJOR REQUIREMENTS**

EN213 Introduction to Literacy Criticism	3 crs	EN263 Creative Writing, EN315 Technical Writing, or EN423 Advanced Composition	3 crs
EN303 Elements and Forms of Literature	3 crs	EN203 Introduction to Linguistics, EN403 History of English Language, or Elements of Grammar	3 crs
EN326 British Literature I or EN329 British Literature II	3 crs	Literature Elective	3 crs
EN347 American Literature I or EN349 American Literature II	3 crs	Concentration Choice (see below)	12 crs
EN353 Shakespeare	3 crs	<b>BS English Major Requirements</b>	<b>36 crs</b>

**SPECIALIZATION: (must choose one):****LITERATURE CONCENTRATION:**

Other British Literature Course  
Other American Literature Course  
EN383 World Literature I or EN393 World Literature II  
Literature Elective

**TEACHING CONCENTRATION:**

EN325 Children's Literature  
EN413 Mythology  
Rhetoric  
Elements of Grammar

**WRITING CONCENTRATION:**

Two electives from the following:

EN315 Technical Writing  
EN263 Creative Writing  
EN423 Advanced Composition  
Rhetoric

Two electives from the following:

Other British Literature Course  
Other American Literature Course  
EN383 World Literature I or EN393 World Literature II

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	(Humanities/Aesthetics Core	3 crs)
EN133 College Composition II	3 crs	(EN303 will meet this requirement)	
MA133 College Algebra or MA243 Statistics	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	RS283 Christian Ethics	3 crs
Laboratory Science	4 crs	GE000A and GE000B College Experience	
Social Science/Human Culture Core	3 crs	Technology Competency	
		<b>General Education Credits</b>	<b>(28) 25 crs</b>

**LIBERAL ARTS TRACK REQUIREMENTS:**

Humanities/Aesthetics Electives	9 crs
Social Science/Human Culture Electives:	6 crs
PS133 General Psychology (3 crs)	
HS313 History and the American Indian (3 crs)	
<b>Liberal Arts Track Credits</b>	<b>15 crs</b>

**ELECTIVES:**

* Restricted Electives	9 crs
SO333 Institutional Racism/Sexism (3 crs)	
Other Restricted Electives (6 crs)	
Any General Electives	7 crs
CT323 Communication Skills II: Public Speaking (3 crs)	
PS153 Developmental Psychology (3 crs)	
Other General Elective (1 cr)	
<b>Elective Credits</b>	<b>16 crs</b>

\* These electives must be chosen outside the discipline of Education and English.



**BACHELOR OF SCIENCE IN SECONDARY EDUCATION - HISTORY MAJOR:****GENERAL SECONDARY EDUCATION CORE REQUIREMENTS**

EDPS212 Educational Psychology	2 crs	SEED402 Classroom Management and Discipline	2 crs
PS333 Child and Adolescent Psychology	3 crs	SEED410 Student Teaching/Capstone	10 crs
SEED211 Foundations of Education I	1 cr	SESS383 Methods of Teaching Social Science	3 crs
SEED311 Teaching with Technology	1 cr	SPED202 Individuals with Exceptionalities	2 crs
SEED312 Foundations of Education II	2 crs	(HS313 History and the American Indian	3 crs)
SEED322 Measurement, Evaluation and Assessment	2 crs	(PS133 General Psychology	3 crs)
SEED323 Curriculum and Instruction for Secondary/Middle Schools	3 crs	(SO333 Institutional Racism/Sexism	<u>3 crs</u> )
		<b>BS Secondary Education Core Requirements</b>	<b>31 crs</b>

**HISTORY MAJOR REQUIREMENTS**

HS213 History of the United States I	3 crs	Upper Level European History	6 crs
HS223 History of the United States II	3 crs	HS393 Historical Research/Writing	3 crs
HS253 World Civilization I	3 crs	Upper Level Non-Western History	3 crs
Upper Level United States History	6 crs	History Electives (including Geography and Political Science)	<u>9 crs</u>
		<b>BS History Major Requirements</b>	<b>36 crs</b>

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Humanities/ Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA133 College Algebra or MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	GE000A and GE000B College Experience	_____
Laboratory Science	4 crs	Technology Competency	_____
(Social Science/Human Culture Core (HS253 will meet this requirement)	3 crs)	<b>General Education Credits</b>	<b>(28) 25 crs</b>

**LIBERAL ARTS TRACK REQUIREMENTS:**

Humanities/ Aesthetics Electives	9 crs
Social Science/Human Culture Electives: PS133 General Psychology (3 crs) HS313 History and the American Indian (3 crs)	6 crs
<b>Liberal Arts Track Credits</b>	<b>15 crs</b>

**ELECTIVES:**

* Restricted Electives	9 crs
SO333 Institutional Racism/Sexism (3 crs) Other Restricted Electives (6 crs)	
Any General Electives	10 crs
CT323 Communication Skills II: Public Speaking (3 crs) PS153 Developmental Psychology (3 crs) Other General Elective (4 crs)	
<b>Elective Credits</b>	<b>19 crs</b>

\* These electives must be chosen outside the discipline of Education and History.

**BACHELOR OF SCIENCE IN SECONDARY EDUCATION - PSYCHOLOGY MAJOR:****GENERAL SECONDARY EDUCATION CORE REQUIREMENTS**

EDPS212 Educational Psychology	2 crs	SEED402 Classroom Management and Discipline	2 crs
PS333 Child and Adolescent Psychology	3 crs	SEED410 Student Teaching/Capstone	10 crs
SEED211 Foundations of Education I	1 cr	SESS383 Methods of Teaching Social Science	3 crs
SEED311 Teaching with Technology	1 cr	SPED202 Individuals with Exceptionalities	2 crs
SEED312 Foundations of Education II	2 crs	(HS313 History and the American Indian	3 crs)
SEED322 Measurement, Evaluation and Assessment	2 crs	(PS133 General Psychology	3 crs)
SEED323 Curriculum and Instruction for Secondary/Middle Schools	3 crs	(SO333 Institutional Racism/Sexism	<u>3 crs)</u>
		<b>BS Secondary Education Core Requirements</b>	<b>31 crs</b>

**PSYCHOLOGY MAJOR REQUIREMENTS**

PS133 General Psychology	3 crs	PS3003 Health Psychology	3 crs
PS153 Developmental Psychology	3 crs	PS3063 Positive Psychology	3 crs
PS313 Theories of Personality	3 crs	PS3073 Psychology of Gender	3 crs
PS343 Social Psychology	3 crs	PS3083 Research Methodology	2 crs
PS353 Abnormal Psychology	3 crs	Psychology Electives	<u>5 crs</u>
PS383 Tests and Measurements	3 crs	<b>BS Psychology Major Requirements</b>	<b>36 crs</b>
PS413 Research Methods in Psychology	2 crs		

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Humanities/Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA133 College Algebra or MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	GE000A and GE000B College Experience Technology Competency	_____
Laboratory Science	4 crs	<b>General Education Credits</b>	<b>28 crs</b>
Social Science/Human Culture Core	3 crs		

**LIBERAL ARTS TRACK REQUIREMENTS:**

Humanities/Aesthetics Electives	9 crs
Social Science/Human Culture Electives: HS313 History and the American Indian (3 crs) Other Social Science/Human Culture Elective (3 crs)	6 crs _____
<b>Liberal Arts Track Credits</b>	<b>15 crs</b>

**ELECTIVES:**

* Restricted Electives	9 crs
SO333 Institutional Racism/Sexism (3 crs) Other Restricted Electives (6 crs)	_____
Any General Electives	7 crs
CT323 Communication Skills II: Public Speaking (3 crs) Other General Electives (4 crs)	_____
<b>Elective Credits</b>	<b>16 crs</b>

\* These electives must be chosen outside the discipline of Education and Psychology.



# Nursing

## DEPARTMENT OF NURSING

The Department of Nursing offers the Bachelor of Science in Nursing and Associate of Science in Nursing programs. The associate program began in 1966. The traditional four-year baccalaureate nursing program began in 1995. This program also provides the opportunity for the registered nurse with an Associate degree or diploma in nursing to earn a Bachelor of Science in Nursing degree. The BSN completion program for RNs began in 1990. The Department of Nursing also allows licensed practical nurses to establish credit for selected nursing courses in both the Bachelor and Associate degree programs. Graduates of the traditional Bachelor and Associate degree programs are eligible to take the NCLEX licensing examination for registered nurses.

Both the baccalaureate and associate degree programs are fully accredited by the National League for Nursing Accrediting Commission (NLNAC) and are approved by the South Dakota Board of Nursing. Additionally, the BSN program is approved by the North Dakota and Minnesota Boards of Nursing.

### OVERVIEW OF PROGRAMS

#### **Bachelor of Science in Nursing Program (Aberdeen and Fairmont Campuses)**

Baccalaureate nursing education has as its goal the education of professional nurses who have a broad knowledge of nursing, the physical and behavioral sciences, and the humanities. Graduates provide leadership in nursing and collaborate with other professionals in the health care system, assume responsibility for competent nursing practice and continued professional development, and demonstrate commitment to the profession. In order to prepare generalists in nursing for beginning-level professional practice, learning experiences are designed to foster the development of critical thinking and analytical reasoning skills, decision-making abilities, and competent nursing practice. Baccalaureate degree completion courses are available at various distance education sites.

#### **Associate of Science in Nursing Program (Lakota Campus only)**

Associate degree education in nursing prepares the graduate to assume the role of a registered nurse competent to serve in entry-level nursing positions. Associate degree nurses are skilled in technical aspects of nursing care and are qualified to give bedside care, most commonly in a hospital setting or extended care facility. The associate degree nursing program combines principles from nursing, other sciences, and liberal arts essential to the practice of nursing. Clinical experiences may be in Eagle Butte, Pierre, Mobridge, Aberdeen, Yankton, and other sites.

### ADMISSION TO ALL NURSING PROGRAMS (General Requirements and Information)

The Department of Nursing acknowledges the responsibility of admitting to a program only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, health, and professional suitability for nursing.

Students newly admitted and re-entering Presentation College should carefully read the Presentation College Catalog. Special attention should be directed to the Academic Policies section.

The [Nursing Student Handbook](#) is updated and available online at the beginning of each academic year. It is the students' responsibility to review the handbook and be accountable for the policies. The policies guide the students as they progress through the program.

The Department of Nursing reserves the right to refuse admission to any student who does not meet the established criteria for program admission. Additionally, the Department of Nursing reserves the right to revoke the admission of any applicants or suspend any students who have falsified or withheld the required admission information. The following criteria must be met to be considered for admission to the first nursing course.

Students must:

1. Be admitted to Presentation College and complete specified pre-nursing or non-nursing courses
2. Students may repeat non-nursing natural science courses only one time
3. **Students who have earned less than a 2.00 ("C") in two science courses (either lab or lecture) at Presentation College or another institution (same course repeated or two different courses) will not be admitted**
4. If students are unsuccessful in two nursing courses from another program, they will not be considered for admission
5. Submit to criminal background screening; cost is incurred by the students (except in Minnesota). See policy in the [Nursing Student Handbook](#) regarding interpretation of results
6. Have no felony convictions. Students with felony convictions should contact the Board of Nursing (BON) before seeking admission. The BON may declare such persons ineligible to write the NCLEX

7. Provide a completed health form and proof of the following immunizations no later than August 1st:
  - a. Tetanus (booster every 10 years)
  - b. Polio (proof of initial series)
  - c. Two doses of Measles, Mumps, Rubella vaccine or proof of positive immune titers
  - d. A two-step Mantoux test or a written statement from a health care provider documenting completion of drug therapy and certifying the absence of active disease is required for admission to the program. The TB skin test (1-step) or certification is an annual requirement. Students must be covered for the academic year, August through May.
  - e. Hepatitis B vaccine series of three (must show proof of at least the first vaccination in the series by August 1 and must complete the series during the first year after enrolling in a nursing course)
  - f. Age is not considered an exception for immunization
8. Hold current certification in CPR for the Health Care Provider (two-person; infant, child and adult; AED). This certification must remain current throughout enrollment in nursing courses. It may be necessary to be recertified during the summer to meet this requirement. Certification is valid for up to two years
9. A laptop computer is required; access to high-speed internet is also recommended
10. Maintain a cumulative GPA of 2.70 or higher
11. Satisfactorily complete a self-assessment
12. Submit satisfactory **professional** character references

**NOTE:**

1. All prerequisite courses must be completed before enrollment in a course with the prefix NA, NB, or NU
2. Students must be admitted to a nursing program and have been given a place in a class before final registration for any course with the prefix NA, NB, or NU is allowed
3. A tuition deposit is required by July 1 after notification of acceptance
4. **Any students for whom health requirements will expire during a semester will not be allowed to register for any course beginning with the NL prefix**
5. Courses with the prefix NA, NB, or NU may not be audited
6. Unclassified students may not enroll in courses with the prefixes of NA, NB, or NU
7. To enroll in some nursing courses, students may need the approval of the Department of Nursing Chairperson
8. Due to the complexity of orientation to a nursing clinical course the first week of the semester, late registration after a nursing class has begun is not permitted
9. The Department of Nursing reserves the right to change the curriculum as deemed necessary to maintain current practice knowledge and to meet updated accreditation criteria and standards

**Policy on Payment and Refund of Clinical Lab Fees**

Students enrolled in any nursing course at Presentation College which includes a lab or clinical component beginning with the prefix NL are assessed a clinical lab fee for the course according to the fee schedule published in the College Catalog. Clinical and laboratory experiences are an integral part of these nursing courses and must be completed according to specific guidelines as established for each course in order to attain educational outcomes necessary for students to successfully complete the course. This applies whether courses are completed in the traditional classroom setting or by alternative methods including independent study or in a concentrated or accelerated format. If the course is completed for academic credit, no full or partial refund will be given for any nursing lab or clinical fee associated with a course section beginning with the NL prefix. Requests for refunds for withdrawal will otherwise be given according to the standard College refund policy. Students who successfully challenge an entire course which would otherwise include a clinical or lab component are assessed a challenge fee in lieu of the standard course lab fee as described in the College Catalog.

## ADMISSION TO BACHELOR OF SCIENCE IN NURSING PROGRAM

### The Traditional Bachelor of Science in Nursing Program

Applicants are considered on an individual basis. Each student should have completed a college preparatory program that included:

English and literature - 8 semesters

History

Mathematics (algebra, geometry, trigonometry, calculus) - 4-8 semesters

Laboratory science (chemistry 2-4 semesters, biology 2-4 semesters)

Social Studies

Natural Sciences

Upper level rank in high school graduating class

Aptitude test scores - American College Test (ACT). Scores must be dated within five years. *Individuals who have not taken the ACT should contact the Admissions Office.*

### Admission to the major:

College-accepted students may be admitted to Pre-Nursing. To be admitted to the major, students must apply by March 1st in the academic year preceding anticipated entry. Successful applicants will:

1. Have and maintain a 2.70 or above cumulative GPA and earn a "C" (2.00) or above in all required nursing major and health professions track requirement courses
2. Demonstrate readiness by successful completion of nursing prerequisite courses
3. Demonstrate defining qualities by providing two (2) professional letters of reference
4. Demonstrate readiness by satisfactory completion of a self-assessment

### Transfer

Individuals having completed coursework in another Presentation College major or in another institution may apply for admission to the major. Individuals having a degree in another discipline are exempt from the ACT/SAT requirement. Completed coursework and academic performance in the previous enrollment will be considered, with a minimum 2.70 cumulative GPA. There is no guarantee of a place in the class. Individuals in this category will be notified by June 1 of the year students request a place in the 200-level class the following fall. Transfer students needing to complete nursing prerequisite courses at "C" or higher may enroll in the College and follow the procedure outlined for a place in the 200-level class on a competitive basis. Applicants who previously have earned a satisfactory grade in a nursing course in another NLNAC- or CCNE-accredited nursing program must first be admitted to Presentation College, and then send a request to the Department of Nursing Admission and Progression Committee. **If students are unsuccessful in two nursing courses from another program, they will not be considered for admission.**

### Licensed Practical Nurse - Advanced Placement Opportunity

LPNs with one-year certificate education seeking admission to the baccalaureate degree program may establish selected credit in the traditional BSN program. The Department of Nursing Admission and Progression Committee will review files and individual plans for completion will be developed.

Advanced placement applicants must:

1. Be admitted to Presentation College
2. Hold an unencumbered, active LPN license
3. Graduate from state-approved practical nursing degree program (1 year)
4. Have a cumulative GPA of 2.70 or higher
5. Have a minimum of 1,000 hours of nursing practice experience (or less with permission of department)
6. Submit two satisfactory professional character references (forms available)
7. Submit to criminal background screening; cost incurred by students (except in Minnesota)

### Policy on Acknowledgment of Professional Development and Alternative Learning

The Department of Nursing recognizes the important contributions and accomplishments of RN and LPN students and values and supports recognition of professional development and alternative learning in the educational process. A policy has been established whereby professional development and alternative learning may be recognized for individual students. Refer to the Department of [Nursing Student Handbook](#) and general graduation requirements in the College Catalog for more information.

## BACCALAUREATE DEGREE PROGRAM POLICIES

### *Sequential Progression*

1. Enrollment in entry level nursing courses will be permitted only if students have:
  - a. Completed all prerequisite courses
  - b. Earned a grade of "C" (2.00) or above in all required nursing major and health professions track requirement courses
  - c. Maintained a minimum cumulative GPA of 2.70 or higher
2. Students may continue to progress according to the curriculum plan if they:
  - a. Complete all prerequisite courses prior to enrollment in any nursing course
  - b. Earn a grade of "C" (2.00) or above in all required nursing major and health professions track requirement courses
  - c. Maintain a minimum cumulative GPA of 2.50 or higher
  - d. Demonstrate satisfactory performance of designated nursing skills
  - e. Earn a satisfactory grade in both the theory and clinical components of the nursing courses. In the event that the earned clinical grade is unsatisfactory, the course grade assigned will not be higher than the letter grade of "D"
  - f. Pass the math calculation competency test at 100% each semester (RNs are exempt)
  - g. Demonstrate full compliance with all standards of the nursing profession as defined by the American Nurses Association (ANA) standards of practice, the ANA code for nurses, and South Dakota, Minnesota, and North Dakota law
  - h. Maintain current health requirements/CPR
  - i. Submit satisfactory background screening annually by August 1; cost incurred by students (except in Minnesota)
3. If students **fail or withdraw** from any nursing course, they must petition in writing the Department of Nursing Admission and Progression Committee to be readmitted
4. Students having **withdrawn from or earned less than a "C" (2.00)** in a nursing course may be readmitted one time only
5. Students are accountable to follow all policies in the current handbook
6. All program requirements must be completed within six years of first admission to nursing courses. Due to curriculum changes, students not progressing in the major in a continuous manner may be required to complete additional courses

Failure to achieve any of these standards shall constitute reason for students to be dismissed from the program. The faculty and administration of the Department of Nursing reserve the right to dismiss any student enrolled in the major for unethical, dishonest, unprofessional, or illegal conduct that is inconsistent with the **ANA Code for Nurses**.

### **Readmission**

Students requesting readmission must apply in writing to the Department of Nursing Admission and Progression Committee. Student situations are reviewed on an individual basis. **Requests for readmission for fall semester must be submitted by April 1 of the year in which readmission would occur, or by October 1 for readmission which would occur the following spring.** Placement is dependent upon class size and course enrollment constraints. Readmission cannot be guaranteed to any student.

Specific guidelines for readmission include the following:

1. Course repetition policies:
  - a. A nursing course withdrawn from or earned less than a "C" (2.00) may be repeated one time only
  - b. Only one (1) nursing course may be repeated
  - c. Non-nursing science courses may be repeated only one time
  - d. A repeated course must be repeated within the next academic year
  - e. **Students who have earned less than a 2.00 ("C") in two science courses (either lab or lecture) at Presentation College or another institution (same course repeated or two different courses) will not be readmitted**
  - f. If students are allowed to repeat a nursing course, they must repeat the course in its entirety
  - g. Students may appeal decisions in writing based on course repetition policies to the Department of Nursing Admission and Progression Committee. The appeal should include a recommendation from the academic advisor or course instructor. Decisions on appeal requests are the responsibility of the Admission and Progression Committee and may be approved or denied based on individual circumstances and an evaluation of the request.



2. Students readmitted to the major will be required to:
  - a. Meet College readmission criteria
  - b. Demonstrate a satisfactory level of knowledge from prerequisite nursing courses
  - c. Successfully validate prior medication calculation competency and clinical skills\*
3. Readmitted students will be expected to meet graduation requirements in effect at the time of readmission and to follow the baccalaureate degree nursing policies in effect for that academic year
4. Students must have a cumulative GPA of 2.70 or higher to be considered for readmission
5. A tuition deposit is required to hold a place in the class
6. Students must meet #1 – 12 under “Admission to All Nursing Programs (General Requirements and Information)”

\*The range of fees for validation of mathematics and nursing skills is \$50 - \$150 dependent upon which semester of the program students re-enter. See the Department of Nursing Student Handbook for detailed discussion of program policies.

### Graduation

The degree of Bachelor of Science in Nursing is granted by Presentation College to those candidates who have completed the 127-credit requirement as described in the traditional nursing curriculum course plan and who have met all degree requirements of Presentation College. **A cumulative GPA of 2.50 or higher is required to graduate from the program.**

### State Board of Nursing Regulations for Licensure

The Board of Nursing may deny, revoke, or suspend any license or application for licensure or may take corrective action if the licensee or applicant has:

1. Been convicted or pled guilty to a felony. If the applicant has a felony conviction, or if the applicant has ever pled guilty to a felony, the Board of Nursing should be contacted before seeking admission;
2. Become addicted to the habitual use of intoxicating liquors or controlled drugs.

Prior to the Department of Nursing approval for the candidate’s licensure (NCLEX) application, an exit interview with the Department of Nursing is required. Additionally, all College graduation requirements must be met and students’ accounts must be cleared.

**Official transcripts or certificates of completion of education program forms will not be released to State Boards of Nursing until students have successfully completed Nursing Department requirements for NCLEX-RN preparation. No exceptions to the Nursing Department NCLEX-RN preparation requirements will be made.**

#### BACHELOR OF SCIENCE IN NURSING REQUIREMENTS:

NB213 Introduction to Professional Nursing	3 crs	NB368 Adult Health Nursing I	8 crs
NB235 Fundamentals of Nursing and Care of the Older Adult	5 crs	NB436 Community Health Nursing	6 crs
NB243 Health Assessment	3 crs	NB454 Leadership Roles in Managing Client Care	4 crs
NB303 Pathophysiology	3 crs	NB455 Adult Health Nursing II	5 crs
NB311 Therapeutic Nutrition	1 cr	NB473 Research in Nursing	3 crs
NB323 Applied Drug Therapy	3 crs	CH133/CL131 Introduction to Organic and Biochemistry	4 crs
NB338 Maternal-Child Nursing	8 crs	MA133 College Algebra	3 crs
NB344 Mental Health Nursing	4 crs	PS353 Abnormal Psychology	3 crs
		SO103 Introduction to Sociology	<u>3 crs</u>
		<b>BS Nursing Credits</b>	<b>69 crs</b>

#### GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Humanities/ Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	GE000A and GE000B College Experience	_____
BI263/BL263 Introduction to Medical Microbiology	4 crs	Technology Competency	_____
Social Science/Human Culture Core	3 crs	<b>General Education Credits</b>	<b>28 crs</b>

#### HEALTH PROFESSIONS TRACK REQUIREMENTS: ELECTIVES:

BI173/BL171 Human Anatomy and Physiology I	4 crs	*Restricted Electives	9 crs
BI183/BL181 Human Anatomy and Physiology II	4 crs	Any General Electives	<u>7 crs</u>
Social Science/Human Culture Electives:	6 crs	<b>Elective Credits</b>	<b>16 crs</b>
PS133 General Psychology (3 crs)			
PS153 Developmental Psychology (3 crs)	_____		
<b>Health Professions Track Credits</b>	<b>14 crs</b>	*These electives must be chosen outside the disciplines of nursing, the natural sciences, and psychology.	

## BSN COMPLETION PROGRAM FOR 2-Year LPN DEGREE

### To be admitted to the BSN program students must:

1. Be admitted to Presentation College
2. Hold unencumbered, active LPN license
3. Graduate from state-approved practical nursing degree program (2 years)
4. Have a cumulative GPA of 2.70 or higher
5. Have a minimum of 1,000 hours of nursing practice experience (or less with permission of department)
6. Submit two satisfactory professional character references (forms available)
7. Submit to criminal background screening; cost incurred by students (except in Minnesota)
8. A laptop computer is required. Access to high-speed internet recommended

### For progression in the nursing program students must:

1. Maintain a cumulative GPA of 2.50 or higher
2. Maintain current LPN license (on file)
3. Meet all course prerequisites
4. Be in compliance with South Dakota, North Dakota, Minnesota, and other appropriate state Nurse Practice Acts at all times
5. Earn a "C" (2.00) in all required nursing major and health professions track requirement courses
6. Demonstrate competence on all NLN Mobility profiles at the decision score of 90 (mental health, adults and families) prior to enrolling in the first clinical course
7. NU333 Health Assessment challenge requires a score of 90% on both the exam and head-to-toe assessment. The challenge exam process for NU333 must be completed by May 1
8. Demonstrate competence in medication test at 100% in NB436 and NB455
9. Meet the credits and general education competencies required for graduation; 33 credits must be earned at Presentation College
10. Submit satisfactory background screening annually by August 1; cost incurred by students (except in Minnesota)

### Procedures during the program:

1. Once admitted, students will work closely with an advisor to complete all program requirements and general education competencies
2. NU313 is the prerequisite to all nursing courses
3. NB454 must be the last nursing course
4. Students must demonstrate computer literacy and have access to a computer and the Internet
5. Students are responsible for scheduling the NLN exams with the proctor and must be completed by June 1 of the first year; payment must be received prior to exam
6. If a decision score of 90 is not achieved on any mobility profile exam the first time, students will do formal remediation to master the content prior to retaking the exam. If the exam is not passed on the second attempt, students will be required to take the appropriate course. Success in the course does not include automatic credit for the courses listed below (1, 2, 3). **Allow one month to order the NLN exam and another month to receive results**
7. Courses challenged with exams will be recorded on the transcript for a fee \$42.00 per credit hour - not including the challenge test fee\*
8. All health requirements must be current and on file in the department prior to registration for NB436/NB455; a Presentation College lab jacket and name pin must also be purchased prior to the first clinical course
9. Clinical courses require travel; it may be possible to arrange clinical with mentors/preceptors in the students' community
10. Students requesting challenge of nursing courses must successfully complete the corresponding NLN/ATI exam(s) **and** clinical competency prior to earning full course credit

### \*Successful challenge exams can include:

1. NLN mobility exam for mental health (NB344 - 4 crs and PS133 - 3 crs)
2. NLN mobility exam for maternal-child (NB338 - 8 crs and PS153 - 3 crs)
3. NLN mobility exam for adults (NB368 - 8 crs, BI263 - 3 crs, BL263 - 1 cr, BI183 - 3 crs, BL181 - 1 cr, NB303 - 3 crs, and NB235 - 2 crs)
4. NU333 Health Assessment
5. College Composition I - CLEP (prerequisite to EN133 or EN313)
6. CH123/CL121 (prerequisite to CH133/CL131)

**BSN COMPLETION FOR LPN, ASSOCIATE DEGREE REQUIREMENTS:**

NB303 Pathophysiology	3 crs	NU313 Dimensions of Professional Nursing	3 crs
NB311 Therapeutic Nutrition	1 cr	NU333 Health Assessment	3 crs
NU413/NB323 Applied Drug Therapy	3 crs	NU373 Family as Client	3 crs
NB338 Maternal-Child Nursing	8 crs	NB235 Fundamentals of Nursing and Care of the Older Adult (NLN challenge)	2 crs
NB344 Mental Health Nursing	4 crs	CH133/CL131 Introduction to Organic and Biochemistry	4 crs
NB368 Adult Health Nursing I	8 crs	MA133 College Algebra	3 crs
NB436 Community Health Nursing	6 crs	PS353 Abnormal Psychology	3 crs
NB454 Leadership Roles in Managing Client Care	4 crs	SO103 Introduction to Sociology	<u>3 crs</u>
NB455 Adult Health Nursing II	5 crs	<b>NDASPN-BSN Credits</b>	<b>69 crs</b>
NB473 Research in Nursing	3 crs		

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Humanities/ Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	GE000A and GE000B College Experience Technology Competency	_____
BI263/BL263 Introduction to Medical Microbiology	4 crs	<b>General Education Credits</b>	<b>28 crs</b>
Social Science/Human Culture Core	3 crs		

**HEALTH PROFESSIONS TRACK REQUIREMENTS:**

BI173/BL171 Human Anatomy and Physiology I	4 crs
BI183/BL181 Human Anatomy and Physiology II	4 crs
Social Science/Human Culture Electives: PS133 General Psychology (3 crs) PS153 Developmental Psychology (3 crs)	6 crs <u>3 crs</u>
<b>Health Professions Track Credits</b>	<b>14 crs</b>

**ELECTIVES:**

*Restricted Electives	9 crs
Any General Electives	<u>7 crs</u>
<b>Elective Credits</b>	<b>16 crs</b>
*These electives must be chosen outside the disciplines of nursing, the natural sciences, and psychology.	

**BSN COMPLETION PROGRAM FOR CERTIFICATE LPN (1-Year LPN)****To be admitted to the BSN program students must:**

1. Be admitted to Presentation College
2. Hold unencumbered, active LPN license
3. Graduate from state-approved practical nursing degree program (1 year)
4. Have a cumulative GPA of 2.70 or higher
5. Have a minimum of 1,000 hours of nursing practice experience (or less with permission of department)
6. Submit two satisfactory professional character references (forms available)
7. Submit to criminal background screening; cost incurred by students (except in Minnesota)
8. A laptop computer is required. Access to high-speed internet recommended

**For progression in the nursing program students must:**

1. Maintain a cumulative GPA of 2.50 or higher
2. Maintain current LPN license (on file)
3. Meet all course prerequisites
4. Be in compliance with South Dakota, North Dakota, Minnesota, and other appropriate state Nurse Practice Acts at all times
5. Earn a "C" (2.00) in all required nursing major and health professions track requirement courses
6. Demonstrate competence in medication test at 100% in NB436 and NB455
7. Meet the credits and general education competencies required for graduation; 33 credits must be earned at Presentation College
8. Submit satisfactory background screening annually by August 1

**Procedures during the program:**

1. Once admitted, students will work closely with an advisor to complete all program requirements and general education competencies
2. NU313 is the prerequisite to all nursing courses
3. NB454 must be the last nursing course

4. Students must demonstrate computer literacy, and have access to a computer and the Internet
5. Students are responsible for scheduling the NLN exams with the proctor and must be completed by June 1 of the first year; payment must be received prior to exam
6. If a score of 80% is not achieved on any mobility profile exam the first time, students will do formal remediation to master the content prior to retaking the exam. If it is not passed on the second attempt, students will be required to take the appropriate course. Success in the course does not include automatic credit for the courses listed below (1, 2, 3). **Allow one month to order the NLN exam and another month to receive results**
7. Courses challenged with exams will be recorded on the transcript for a fee \$42.00 per credit hour - not including the challenge test fee\*
8. All health requirements must be current and on file in the department prior to registration for NB375; a Presentation College nursing uniform must also be purchased prior to the first clinical course
9. Clinical courses may require travel
10. Students requesting challenge of nursing courses must successfully complete the corresponding NLN/ATI exam(s) **and** clinical competency prior to earning full course credit

\*Successful challenge exams can include:

1. NLN ACE I ( NB235-5 crs and PS153 - 3 crs)
2. NLN Basic Care II (NB303-3 crs, NB368-3 crs, and NB338- 3 crs)
3. NLN Anatomy & Physiology (BI183 - 3 crs and BL181 - 1 cr)
4. NLN Microbiology (BI263 - 3 crs and BL263 - 1 cr)
5. College Composition I - CLEP (prerequisite to EN133 or EN313 with written essay)
6. CH123/CL121 (prerequisite to CH133/CL131)

#### **BSN COMPLETION FOR CERTIFICATE LPNs (1 Year) REQUIREMENTS:**

NB303 Pathophysiology	3 crs	NB455 Adult Health Nursing II	5 crs
NB311 Therapeutic Nutrition	1 cr	NB473 Research in Nursing	3 crs
NB323 Applied Drug Therapy	3 crs	NU313 Dimensions of Professional Nursing	3 crs
NB335 Maternal-Child Nursing-LPN	5 crs	NU333/NB243 Health Assessment	3 crs
NB338 Maternal-Child Nursing (NLN challenge)	3 crs	NB235 Fundamentals of Nursing	5 crs
NB344 Mental Health Nursing	4 crs	CH133/CL131 Introduction to Organic and Biochemistry	4 crs
NB375 Adult Health Nursing I-LPN	5 crs	MA133 College Algebra	3 crs
NB368 Adult Health Nursing I (NLN challenge)	3 crs	PS353 Abnormal Psychology	3 crs
NB436 Community Health Nursing	6 crs	SO103 Introduction to Sociology	<u>3 crs</u>
NB454 Leadership Roles in Managing Client Care	4 crs	<b>Certificate LPN-BSN Credits</b>	<b>69 crs</b>

#### **GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Humanities/ Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	GE000A and GE000B College Experience	_____
BI263/BL263 Introduction to Medical Microbiology	4 crs	<b>General Education Credits</b>	<b>28 crs</b>
Social Science/Human Culture Core	3 crs		

#### **HEALTH PROFESSIONS TRACK REQUIREMENTS:**

BI173/BL171 Human Anatomy and Physiology I	4 crs
BI183/BL181 Human Anatomy and Physiology II	4 crs
Social Science/Human Culture Electives:	6 crs
PS133 General Psychology (3 crs)	
PS153 Developmental Psychology (3 crs)	_____
<b>Health Professions Track Credits</b>	<b>14 crs</b>

#### **ELECTIVES:**

*Restricted Electives	9 crs
Any General Electives	<u>7 crs</u>
<b>Elective Credits</b>	<b>16 crs</b>

\*These electives must be chosen outside the disciplines of nursing, the natural sciences, and psychology.

### BSN COMPLETION FOR RNs

**To be admitted to the BSN Completion program students must:**

1. Be admitted to Presentation College
2. Hold unencumbered, active RN license
3. Graduate from state-approved associate degree or diploma nursing program
4. Have a minimum of 1,000 hours of nursing practice experience (or less with permission of department)
5. Submit two satisfactory professional character references
6. Submit to criminal background screening; cost incurred by students (except in Minnesota)
7. A laptop computer is required. Access to high-speed internet recommended

**For progression in the nursing completion program students must:**

1. Maintain 2.50 cumulative GPA
2. Maintain current RN license (on file)
3. Meet all course prerequisites
4. Be in compliance with South Dakota, North Dakota, Minnesota, and other appropriate state Nurse Practice Acts at all times
5. Earn a "C" (2.00) in all required nursing major and health professions track requirement courses
6. Meet the required credits and general education competencies required for graduation; 33 credits must be earned at Presentation College
7. Submit satisfactory background screening annually by August 1

**Procedures during the program:**

1. Once admitted, students will work closely with an advisor to complete all program requirements
2. NU313 is the prerequisite to all nursing courses
3. NU454 must be the last nursing course
4. Students must demonstrate computer literacy, and have access to a computer and the Internet
5. Courses challenged with exams will be recorded on the transcript for a fee of \$42.00 per credit hour- not including the cost of the challenge test fee\*
6. All health requirements must be current and on file in the department prior to registration for NU436; a Presentation College name pin must be secured prior to NU436
7. NU333 Health Assessment challenge requires a score of 90% on both the exam and head-to-toe assessment. The challenge exam process for NU333 must be completed by May 1
8. It may be possible to arrange clinicals with mentors/preceptors in the students' community; however travel to clinicals may be necessary

\*Successful challenge exams can include:

1. NU333 Health Assessment
2. EN133/EN313 - portfolio
3. NU436 Community Health Nursing

#### BSN COMPLETION FOR RNs REQUIREMENTS:

NU313 Dimensions of Professional Nursing	3 crs	NU454 Leadership Roles in Nursing	4 crs
NU333 Health Assessment	3 crs	NU473 Nursing Research	3 crs
NU373 Family as Client	3 crs	MA243 Statistics	3 crs
NU413 Applied Drug Therapy	3 crs	PS353 Abnormal Psychology	<u>3 crs</u>
NU436 Community Health Nursing	6 crs	<b>RN-BSN Credits</b>	<b>31 crs</b>

**ELECTIVES:**

Electives to reach 121 credit hours

**(Need 121 credits; minimum 36 upper level (300/400) credits to meet College standard and most need to be upper level to meet NLNAC standards.) A minimum of 33 credit hours must be taken at Presentation College to meet residency requirement for a Bachelor's degree.**

**GENERAL EDUCATION OUTCOMES** (see pages 39-40)

## ADMISSION TO THE ASSOCIATE DEGREE NURSING PROGRAM (ADN) (PCLC only)

Students are admitted to the Associate of Science in Nursing degree program from three categories: pre-nursing, direct admission, or transfer. Students admitted to the program from one of the three categories will meet all admission requirements of the department as listed.

### Pre-Nursing

Students may also be admitted to pre-nursing and take three years to complete the program. Students must request admission to NA106 by April 1 of the semester prior. A cumulative GPA of 2.70 or higher is required.

### Direct

Students in this category will complete the Associate degree nursing program in two academic years, meeting all program requirements. The Department of Nursing determines eligibility for this category. Students will have demonstrated, via the ACT or nursing pre-admission test scores, their potential to succeed without taking foundation courses. Official scores must be dated within the last five years. A cumulative GPA of 2.70 or higher is required.

### Transfer

Applications from individuals who have attended another accredited institution are considered based on the candidate's previous college records, high school records, and standardized test scores (ACT/SAT or nursing pre-admission test). A cumulative GPA of 2.70 or higher is required. Applicants who previously have earned a satisfactory grade in a nursing course in another NLNAC- or CCNE-accredited nursing program must first be admitted to Presentation College and then send a request to the Department of Nursing Admission and Progression Committee. **If students are unsuccessful in two nursing courses from another program, they will not be considered for admission.** Students may repeat natural sciences courses only one time.

### Licensed Practical Nurse - Advanced Placement Opportunity

The LPN seeking admission to the Associate degree program should contact the Admissions Office. If desired, credit may be established for NA106 by challenge exam.

Advanced placement applicants must:

1. Graduate from a state-approved practical nursing program
2. Hold an active, unencumbered LPN license in South Dakota
3. Be admitted to Presentation College
4. Be admitted and given a place in the nursing class by meeting associate degree admission policies
5. Successfully complete the first year general education courses before being eligible to test out of NA106 or present a plan of study to complete the first year general education courses before enrolling in NA128 the same academic year
6. Successfully complete the challenge exam process during the first semester of enrollment
7. Maintain compliance at all times with the Nurse Practice Act
8. Complete department requirements listed in the College Catalog
9. Provide ACT/SAT or nursing pre-admission test scores dated within the last five years
10. Submit to criminal background screening; cost incurred by students (except in Minnesota)

The licensed practical nurse that establishes credit for NA106 must successfully complete the one (1) credit course "Orientation for Advanced Placement" (NA111) before December 1 of the academic year in which enrollment in NA128 is expected. Students should work with their academic advisor to register for the course.

## ASSOCIATE DEGREE PROGRAM POLICIES

### *Sequential Progression:*

1. Students may continue to progress according to the curriculum if they:
  - a. Complete all courses required on the curriculum course plan
  - b. Earn a grade of "C" (2.00) or above in each nursing course (any course number with the prefix NA)
  - c. Earn a grade of "C" (2.00) or above in all required nursing major and health requirement courses
  - d. Maintain a cumulative GPA of 2.50 or higher
  - e. Demonstrate satisfactory performance of designated skills
  - f. To pass a nursing course, students must earn both a satisfactory theory and clinical grade. In the event students earn an unsatisfactory clinical grade, the highest course grade the students may earn is the letter grade of "D"
  - g. Pass the math calculation competency test at 100%
  - h. Demonstrate full compliance with all standards of the nursing profession as defined by the ANA standards of practice, the ANA code for nurses, and South Dakota law
  - i. Maintain current health requirements/CPR
  - j. Submit satisfactory background screening annually by August 1

2. If students **fail or withdraw** from any nursing course, they must petition in writing the Department of Nursing Admission and Progression Committee to be readmitted
3. Students having **withdrawn from the program or earned less than a "C" (2.00)** in a nursing course may be readmitted one time only
4. Students are accountable to follow all policies in the current handbook
5. All program requirements must be completed within six years of first admission to nursing courses. Due to curriculum changes, students not progressing in the program in a continuous manner may be required to complete additional courses
6. Submit to satisfactory background screening annually by August 1; cost incurred by students (except in Minnesota)

Failure to achieve any of these standards shall constitute reason for students to be dismissed from the program. The faculty and administration of the Department of Nursing also reserve the right to dismiss any students enrolled in the program for unethical, dishonest, unprofessional, or illegal conduct that is inconsistent with the **ANA Code for Professional Nurses**.

Associate degree nursing program policies that describe standards for continued program progression are outlined in detail in the Department of [Nursing Student Handbook](#).

### Readmission

Students requesting readmission must apply to the Department of Nursing Admission and Progression Committee. Guidelines are available through the Department of Nursing office. Student situations are reviewed on an individual basis. **Requests for readmission for fall semester must be submitted by April 1 of the year the students request to return to the program or October 1 for readmission in the spring.** Placement is dependent upon class size and course enrollment constraints. Readmission cannot be guaranteed for any student.

Specific guidelines for readmission include the following:

1. Course repetition policies:
  - a. A nursing course may be repeated one time only; any course designated by prefix NU or NA is considered a nursing course
  - b. Only one (1) nursing course may be repeated
  - c. A repeated course must be repeated within the next academic year
  - d. Science courses may be repeated one time only; only one course may be repeated
  - e. **Students who have earned less than a 2.00 ("C") in two science courses (either lab or lecture) at Presentation College or another institution (same course repeated or two different courses) will not be readmitted**
  - f. If students are allowed to repeat a nursing course, they must repeat the course in its entirety
  - g. Students may appeal a decision in writing based on course repetition policies to the Department of Nursing Admission and Progression Committee. The appeal should include a recommendation from the academic advisor or course instructor. Decisions on appeal requests are the responsibility of the Admission and Progression Committee and may be approved or denied based on individual circumstances and an evaluation of the request
2. Any students readmitted to the program will be required to:
  - a. Meet College criteria for re-entry
  - b. Demonstrate a satisfactory level of knowledge from prerequisite nursing courses
  - c. Successfully validate prior medication calculation competency and clinical skills\*
3. Readmitted students will be expected to meet graduation requirements in effect at the time of readmission and to follow the associate degree nursing policies in effect for the academic year of readmission
4. Students must have a cumulative GPA of 2.70 or higher to be considered for readmission
5. Students who fail or withdraw from NA106 will not be readmitted
6. Students must meet #1 - 12 under "Admission to All Nursing Programs (General Requirements and Information)"

\*The range of fees for validation of mathematics and nursing skills is \$50 - \$150 dependent upon which semester of the program the students re-enter.

### Graduation

The degree of Associate of Science in Nursing is granted by Presentation College to those candidates who have completed the 69-credit hour requirement as described in the nursing curriculum course plan and who have met all degree requirements of Presentation College. A cumulative GPA of 2.50 or higher is required to graduate from the program.

### State Board of Nursing Regulations for Licensure

The Board of Nursing may deny, revoke, or suspend any license or application for licensure or may take corrective action if the licensee or applicant has:

1. Been convicted or pled guilty to a felony. If the applicant has a felony conviction, or if the applicant has ever pled guilty to a felony, the Board of Nursing should be contacted before seeking admission;
2. Become addicted to the habitual use of intoxicating liquors or controlled drugs.

Prior to Department of Nursing approval for the candidate's licensure (NCLEX) application, an exit interview with the Department of Nursing is required. Additionally, all College graduation requirements must be met and students' accounts must be cleared. **Official transcripts or certificates of completion of education program forms will not be released to State Boards of Nursing until students have successfully completed Nursing Department requirements for NCLEX-RN preparation. No exceptions to the Nursing Department NCLEX-RN preparation requirements will be made.**

#### ASSOCIATE OF SCIENCE IN NURSING REQUIREMENTS

NA106 Nursing Concepts	6 crs	NA253 Synthesis of Nursing Concepts	3 crs
NA128 Nursing Concepts II	8 crs	BI173/BL171 Human Anatomy and Physiology I	4 crs
NA207 Nursing Concepts Applied to the Care of Adults	7 crs	BI183/BL181 Human Anatomy and Physiology II	4 crs
NA223 Psychiatric and Mental Health Nursing	3 crs	BI263/BL263 Introduction to Medical Microbiology	4 crs
NA227 Nursing Concepts Applied to the Childbearing and Childrearing Family	7 crs	SO103 Introduction to Sociology	<u>3 crs</u>
		<b>AS Nursing Credits</b>	<b>49 crs</b>

#### GENERAL EDUCATION CORE REQUIREMENTS

EN113 College Composition I	3 crs	Social Science/Human Culture Elective:	
EN133 College Composition II	3 crs	PS133 General Psychology	3 crs
CH123/CL121 General Chemistry	4 crs	GE000A and GE000B Learning Communities	
RS123 Christian Tradition or RS233 Catholicism	3 crs	Mathematics Competency	
RS283 Christian Ethics	3 crs	Technology Competency	
		<b>General Education Credits</b>	<b>19 crs</b>

#### ELECTIVES:

Any General Elective	1 cr
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## DEPARTMENT OF NURSING STUDENT ORGANIZATIONS

### **Presentation College Nursing Student Association (PCNSA)**

The Presentation College Nursing Student Association (PCNSA) is a pre-professional organization for students in nursing programs at Presentation College. PCNSA is designed to involve student nurses of all levels in activities of interest to professional nurses. Students are able to become involved with activities in the community and in the College. Guest speakers are invited to meetings throughout the year. Participation in PCNSA allows students to meet other nursing students at programs and conventions. A convention held in the spring involves business conducted by attending delegates and election of state officers. In addition, guest speakers and a large number of recruiters from various hospitals and health care agencies are present.

PCNSA is the local chapter of the Nursing Student Association of South Dakota (NSASD), Minnesota Student Nursing Association (MSNA), and the National Student Nurses' Association (NSNA). Membership is required for all nursing students (except RN to BSN; Associate degree LPN to BSN). Membership dues are included in clinical lab fees. Paying membership dues includes membership in NSASD or MSNA. Fees for the NSNA provide the following benefits:

- National NSNA publications
- Discount registration for select seminars and conventions
- Insurance programs
- Discount registration for some NCLEX review courses

Participating at the local level gives students an opportunity to be selected a delegate to the NSNA Convention, which is held in various parts of the United States each year. NSNA also has numerous nursing scholarships to which members can apply. Faculty advisors serve as resource professionals.

### **Sigma Theta Tau International – Rho Xi Chapter**

This honor society promotes and recognizes academic excellence, leadership abilities and scholarship in nursing. Membership is comprised of leaders in nursing education, practice and research, and upper level baccalaureate students who demonstrate academic excellence and leadership potential. Baccalaureate nursing students are required to have completed one-half of the nursing curriculum to be considered for membership. Students invited for membership shall have a minimum cumulative GPA of 3.00 and rank within the upper 35% of third- and fourth-level students. Eligible students are invited each year by the membership to join the society. An induction ceremony honoring new members is held each year. Members may participate in all local and regional society related activities.

### **Nurses Christian Fellowship (NCF)**

Nurses Christian Fellowship provides a local, regional, national and international network for Christian nursing. NCF membership is open to all nurses and nursing students who affirm the vision and basis of faith. NCF is a non-denominational organization that equips and mobilizes nurses and nursing students to develop special friendships among peers, promotes spiritual wellness when providing client care, and provides professional networking during conventions and professional meetings. NCF is student-led and has informal activities, which include games and activities, mutual encouragement, prayer and Bible study.

# Social Work

## DEPARTMENT OF SOCIAL WORK

The Department of Social Work offers a Bachelor of Science degree in Social Work (BSW). The degree program is accredited by the Council on Social Work Education (CSWE). A variety of minors are available to students majoring in social work, including criminal justice, psychology, recreation, nutrition, religious studies and health services administration. The department also offers many of the courses needed for chemical dependency certification in South Dakota.

The BSW program is offered at the Aberdeen campus of Presentation College, at the Lakota Campus in Eagle Butte, South Dakota and at the Kilian campus in Sioux Falls, South Dakota. Courses are offered in a variety of formats, including traditional classroom settings, online and via videoconferencing.

Students with a BSW degree have a wide range of career possibilities, including positions in social services, health care, gerontology, youth work, and corrections.

### Admission

Students may declare their interest in social work as a major at any time after admission to the College. Students may apply for formal admission to the Social Work major after completing prerequisites.

Students **transferring from social work programs** at other colleges and universities may also apply for formal admission to the major. The department will review social work courses completed by students at other schools and grant credit where applicable.

Academic credit for life experience and previous work experience is not given in the Social Work program. Field practicum courses cannot be transferred from a program which is not accredited by CSWE. The courses may, however, be applied to the volunteer experience portion of the program application.

### Admission Process

Application to the Social Work major comes after completion of:

1. Prerequisite social work courses, which include SW111, SW243, SW273 with a grade of "C" or above
2. 100 hours of volunteer service
3. A foundational liberal arts base, including these classes: BI115/BL115, CT233, EN113, EN133, HS223, MA243, PS133, RS123, RS283, and SO103

Students may apply for admission to the Social Work major in the fall or spring semester. A Social Work student handbook, which includes an application for admission, is available online at the Social Work page of the College website.

The deadline for receipt of applications is October 15 in the fall semester and March 15 in the spring semester. An admissions committee of faculty members reviews applications to the program.

In reviewing each application, the committee has the following options:

1. grant admission to the major,
2. grant provisional admission or
3. deny admission

Provisional admission includes a contract which outlines specific activities for students to complete. Students who are denied admission to the major may apply again the following semester.

### Progression

Students in the Social Work major are expected to:

1. Complete the program of study in the sequence outlined in the catalog
2. Maintain an overall cumulative GPA of 2.50 or have a contract with an advisor
3. Earn a minimum of "C" in all social work courses
4. Meet with an advisor at least twice a semester

### Graduation

A Bachelor of Science in Social Work degree is granted by Presentation College to students who have met the requirements of the Social Work major, as well as all requirements of Presentation College. A cumulative GPA of 2.50 or higher is required to graduate from the program.

**BACHELOR OF SCIENCE IN SOCIAL WORK REQUIREMENTS:**

SW111 Social Work Project	1 cr	SW415 Field Practicum I	5 crs
SW233 Social Welfare Policy I	3 crs	SW425 Field Practicum II	5 crs
SW243 Interviewing Skills	3 crs	SW452 Community Practice and Policy I	2 crs
SW273/SO273 Introduction to Social Work	3 crs	SW454 Community Practice and Policy II	4 crs
SW324/PS324 Human Behavior in the Social Environment	4 crs	Social Work Electives	9 crs
SW353/SO353 Social Problems	3 crs	EC243 Introductory Macroeconomics	3 crs
SW363 Social Work Research	3 crs	HS223 History of the United States II	3 crs
SW374 Social Work Practice I: Individual	4 crs	SO103 Introduction to Sociology	<u>3 crs</u>
SW383 Social Work Practice II: Groups and Family	3 crs	<b>BS Social Work Credits</b>	<b>61 crs</b>

**GENERAL EDUCATION CORE REQUIREMENTS:**

EN113 College Composition I	3 crs	Humanities/ Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs	GE000A and GE000B College Experience Technology Competency	_____
BI115/BL115 Introduction to Human Anatomy and Physiology/Human Biology	4 crs	<b>General Education Credits</b>	<b>(28) 25 crs</b>
(Social Science/Human Culture Core (SW353 will meet this requirement)	3 crs)		

**LIBERAL ARTS TRACK REQUIREMENTS:**

Humanities/ Aesthetics Electives	9 crs
Social Science/Human Culture Electives: PS133 General Psychology (3 crs) PS153 Developmental Psychology (3 crs)	6 crs
<b>Liberal Arts Credits</b>	<u>15 crs</u>

**ELECTIVES:**

*Restricted Electives	9 crs
Any General Electives	<u>10 crs</u>
<b>Elective Credits</b>	<b>19 crs</b>

\*These electives must be chosen outside the disciplines of social work and the social sciences.

**SOCIAL WORK MINORS**

A variety of minors are available to students majoring in social work, including criminal justice, psychology, recreation, religious studies, and health services administration.

The requirements for the criminal justice minor are:

**CRIMINAL JUSTICE REQUIREMENTS:**

SW203 Corrections	3 crs
SW213 Crime in America	3 crs
SW223 Introduction to Criminal Justice	3 crs
SW353/SO353 Social Problems	3 crs
Two of the following:	6 crs
SW356 Juvenile Delinquency	
Hate and Bias Motivated Crimes	
Criminal Law	
Contemporary Issues in Criminal Justice	
Values and Ethics in Criminal Justice	
<b>Total Criminal Justice Credits</b>	<u>18 crs</u>

Requirements for minors in the Department of Arts and Sciences can be found on pages 74-76. Requirements for minors in the Business Department can be found on page 79.

### **CHEMICAL DEPENDENCY CERTIFICATION**

Presentation College offers many of the academic courses necessary to become certified for Level I and II under South Dakota law. A state licensing board determines the courses which are part of certification. Besides coursework, certification also requires a placement in counseling, plus a written and oral exam. Additional information is available from the South Dakota Chemical Dependency Counselor Certification Board.

### **STUDENT SOCIAL WORK ORGANIZATIONS**

Students in the Social Work program are encouraged to participate in established student organizations and to create other student organizations in areas of interest. There are Social Work clubs at the Aberdeen, Eagle Butte, and Kilian campuses.

Social Work clubs at each campus are student groups with the mission of promoting social work through service to the school and community. The clubs engage in a variety of activities, including promoting Social Work Month and organizing social activities for students. All students interested in social work are encouraged to participate. A faculty member in the Social Work program serves as an advisor to the club.

# Course Descriptions



## COURSE DESCRIPTIONS

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### ART

- A300 Variable Topics in Art**..... (3)  
 In this course students will have the opportunity to study specific topics of interest in art/aesthetics not covered in the present course offerings.
- AR112 Drawing** ..... (2)  
 A series of drawing experiences is designed to increase perception and skills through environmental imagery and various media. (Studio course)
- AR123 Foundation of Design**..... (3)  
 This course is designed for the beginning art student who has the desire to learn to paint and draw, but who has lacked the opportunity or confidence to try. It is tailored for the student who has had little or no formal art education. As principles and elements of art are presented, the student will experience a hands-on project reflecting their understanding of each presentation.
- AR232 Painting Oils/Acrylic** ..... (2)  
 This course offers experience in color, composition and painting techniques through projects in oil and/or acrylic. (Studio course)
- AR252 Calligraphy**..... (2)  
 This course teaches the art of beautiful writing through practice in the formation of the letters with simplicity, beauty, uniformity and arrangement. Symbols from the liturgy are studied in regard to meaning and style. (Studio course)
- AR303 History of World Art** ..... (3)  
 The chronological account of art from prehistoric to modern. Topics include painting, sculpture, architecture, practical arts, and photography. (Humanities/Aesthetics Core course)
- AR413 Fine Arts Appreciation**..... (3)  
 This course is designed to expose the student to an overview of the major periods of art in Western culture together with an exploration of major artists and their individual works.

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### BIOLOGY

- BI100 Variable Topics in Biology** ..... (1-5)  
 In this course, students have the opportunity to investigate in depth an aspect of biological science or study material which is not usually covered in the regular biology courses.
- BI115/BL115 Introduction to Human Anatomy and Physiology/Human Biology** ..... (3)(1)  
 This one-semester combined anatomy and physiology course includes a brief overview of human anatomy and physiology designed to introduce students to each of the systems of the human body and familiarize students with the medical terminology associated with each system. Emphasis is on structure and function of the systems and the relationship of the body structures (anatomy) to their function (physiology). This course is specifically designed for students not progressing on to advanced learning in human anatomy and physiology. (Foundational Science course)
- BI153/BL151 General Biology I**..... (3)(1)  
 This course introduces the student to basic biological concepts including evolution and other origin of life theories, biochemical fundamentals, cell biology, photosynthesis, plant physiology, and molecular genetics. 3 hours lecture and 3 hours lab weekly. (Foundational Science course)
- BI162 Medical Terminology**..... (2)  
 This course is the study of the meaning, derivation, and usage of medical terminology. This course is designed to help the students achieve a mastery of the medical terminology essential to its understanding and use in health fields and in medical records. 2 hours lecture.
- BI163/BL161 General Biology II**..... (3)(1)  
 As a continuation of General Biology I, this course introduces the student to concepts in the fields of biotechnology, cell reproduction, genetics, animal physiology, and ecology. 3 hours lecture and 3 hours lab weekly. Prerequisite: BI153/BL151.

- BI173/BL171 Human Anatomy and Physiology I** ..... (3)(1)  
 This course is designed to give the student a knowledge of the normal structure and function of the human body. The lectures concentrate on the physiological principles and the labs involve an exploration of the human anatomy with the use of cadavers. The course will look specifically at the musculoskeletal systems such as skin, bone, muscle, and nervous systems. 3 hours lecture and 2 hours lab. (Foundational Science course)
- BI183/BL181 Human Anatomy and Physiology II**..... (3)(1)  
 A continuation of BI173/BL171, this course is designed to give the student knowledge of the normal structure and function of the human body. The lectures concentrate on the physiological principles and the labs involve an exploration of the human anatomy with the use of cadavers. The course will look specifically at the internal organ systems such as the digestive, urinary, respiratory, cardiovascular, lymphatic, and other internal systems. 3 hours lecture and 2 hours lab. Prerequisite: BI173/BL171 or instructor permission.
- BI200 Variable Topics in Biology** .....(1-5)  
 In this course, students have the opportunity to investigate in depth an aspect of biological science or study material which is not usually covered in the regular biology courses.
- BI263/BL263 Introduction to Medical Microbiology**..... (3)(1)  
 This course is a study of microbial structure and function, host defense mechanisms, and specific pathogenic agents with their associated diseases. It includes a study of the basic principles and laboratory skills in bacteriology, immunology, mycology, and parasitology. The lab may only be taken if previously or concurrently enrolled in the lecture section. 3 hours lecture and 2 hours lab. (Foundational Science course)
- BI294/BL294 Diagnostic Microbiology** ..... (4)(0)  
 This course is a comprehensive study of the morphology, physiology and classifications of the bacteria pathogenic to humans. The course will also include anaerobic bacteria, parasites and fungi associated with diseases of humans. Techniques of isolation, cultivation, identification, sensitivity testing, sterilization, disinfection and quality control are taught. Emphasis will be put on identification of unknown pathogenic organisms. 3 hours lecture and 3 hours lab. Prerequisite: BI263/BL263.
- BI300 Variable Topics in Biology** .....(1-4)  
 In this course students have the opportunity to investigate in depth an aspect of biological science or study material which is not usually covered in the regular biology courses.
- BI300H The Biology of Human Behavior**..... (3)  
 The study of the anatomy and physiology of nervous tissue and the nerve impulse, hormonal effect on the nervous system, brain pathologies and addictions, the biology of wakefulness, sleep, learning and memory. 3 hours lecture and/or discussion weekly. Prerequisite: 100-level college biology. (PS133 or PS153 is recommended)
- BI303 Genetics** ..... (3)  
 This course is designed to provide an introduction to the field of genetics with an understanding of the structure, function, and transmission of genes, the interactions both among genes and between genes and the environment, and the role of genetic factors in health and disease. The course will examine classic (Mendelian) genetics, cytogenetics, molecular and clinical genetics with an emphasis on the genetics of human traits and heritable diseases. Prerequisite: BI153/BL151 and BI163/BL161, or instructor permission.
- BI313 Plant Systematics** ..... (3)  
 The study of the diversity, classification, and evolutionary history of various types of plants. This course will introduce the principles of plant identification, nomenclature, classification, speciation, adaptation, biogeography, specimen collection and preservation, and current systematic methodologies. Prerequisite: BI153/BL151, BI163/BL161.
- BI320 Animal Systematics**..... (3)  
 An investigation of the animal kingdom focusing on biological diversity, ecology and evolutionary relationships, systematics, reproductive patterns, and the principles of functional anatomy and function. Develop a basic understanding of methods for constructing phylogenies for comparing phenotypes, and for analyzing diversity.
- BI323 Aspects of Human Disease** ..... (3)  
 This course is a study of the physiology of disease with an organ-system approach. Prerequisite: 8 credits of college biological sciences to include BI263/BL263.
- BI343/HW373 Exercise Physiology** ..... (3)  
 A study of the physiologic responses and adaptations to exposure to exercise and training. Concepts learned will include the physiologic effects of muscular activity under different intensities, durations, and environments on the human organism. 3 hours lecture. Prerequisite: BI173/BL171 and HW3082 (or concurrent), or instructor permission.



**BI373 Immunology**..... (3)  
 A comprehensive study of the human immune system. Anatomy and physiology of the system will be reviewed. The course will also include gene expression, immune system activation, the different types of immunity, tolerance, cancer, autoimmunity and immune deficiencies. Prerequisite: BI173, BI183 and BI263.

**BI393/HW393 Kinesiology**..... (3)  
 The study of anatomical, physiological, and mechanical principles of motion, body movements, muscular action and joint mechanics in response to human movement. Study will include application to how human motion is created and maintained. The concepts learned will include principles of anatomical and biomechanical analysis. Prerequisite: BI173/BL171.

**BI400 Biology Research and Seminar** ..... (3)  
 In a seminar format, students will focus on critical issues in biology and current research in the field. Students will engage in reading, research, discussion, and presentation to the seminar cohort. The objective is to guide students to integrate academic preparation in biology to their professional lives, further developing lifelong learning skills and a perspective of intellectual curiosity. 3 hours seminar. Prerequisite: Senior standing in Biology.

**BI423 Epidemiology**..... (3)  
 The study of epidemiology concepts and methods specifically related to health care. The course is designed to help students evaluate the validity of epidemiological studies. Students will review data on major causes of morbidity and mortality through the life cycle, applications of epidemiology in clinical practice, care management and public health administration. Prerequisite: MA243.

**BI453 Internship**..... (1-3)  
 Students will integrate theoretical knowledge from academic work with practical experience in their areas of concentration. This is accomplished by supervised work in a biology setting. Prerequisite: Junior or Senior standing in Biology and Biology Program Director permission.

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## BUSINESS

**BU133 Principles of Business** ..... (3)  
 This course surveys the nature of our capitalistic system with an emphasis on modern business problems in the various specialized areas of management, marketing, and finance. This course introduces students to the concepts of working with others in a professional manner, managing and organizing their work, and managing other employees. Other key skill areas emphasized throughout the semester are: decision-making and planning, teamwork, technology, and communication.

**BU153 Business Mathematics** ..... (3)  
 This course focuses on the applied mathematical skills required by modern business in a variety of business forms and situations.

**BU233 Accounting I** ..... (3)  
 This is an introductory study of modern accounting principles, procedures, and practices with attention given to the creation of financial statements and reports for single proprietorships.

**BU243 Accounting II**..... (3)  
 This course focuses on principles and application of accounting for partnerships and corporations. Attention is given to analysis and reports. Prerequisite: "C" or above in BU233.

**BU253 Business Communications** ..... (3)  
 This course is designed to teach the writing of effective business letters through the proper use of words and sentences to achieve the desired purpose. Emphasis is placed on the mechanics of good English and letter appearance, as well as on composing messages to cover various business situations.

**BU271/272/273 Variable Topics in Business** ..... (1/2/3)  
 In this course, students will have the opportunity to study specific topics of interest in business not usually covered in the present course offerings.

**BU323 Business Finance** ..... (3)  
 This course focuses on business management decisions. Topics included are financial environment, financial institutions, interest rates, planning, securities and credit. In addition, risk, budgeting, leveraging and inflation will be integrated to give students an overall concept of how they are related. Prerequisite: BU233.

- BU333 Business Law I** ..... (3)  
This course is a study of the interrelationship of the law and business decision-making. The materials covered are those most common to business and under the provisions of the Uniform Commercial Code.
- BU343 Business Law II** ..... (3)  
This course is a study of the interrelationship of the law and business decision-making. The materials covered are those most common to business and under the provisions of the Uniform Commercial Code.
- BU353 Marketing** ..... (3)  
This course focuses on market strategy, including strategy and decision-making in the marketing of real property, personal property, services and organizations. Topics to be covered include product distribution, product development and pricing, and consumer motivation.
- BU363 Small Business and Cooperative Management**..... (3)  
The purpose of this course is to familiarize students with a small business/cooperative as defined in the United States and identify its role in our economic system.
- BU383 Health Care Marketing**..... (3)  
This course covers an historical perspective of health care marketing. It examines the motivations of health care consumers and the techniques used in marketing health care products and services. The course also covers the development of a marketing plan for a health care facility.
- BU393 Human Resources Management**..... (3)  
This course studies human factors in organizations, emphasizing the findings of behavioral research and the changing environment in which today's and tomorrow's employees and managers can expect to work.
- BU403 Cost Accounting** ..... (3)  
A study of cost principles emphasizing cost control, allocation and distribution. Prerequisite BU243.
- BU407 Income Tax Accounting** ..... (3)  
Procedures and guidelines used for individual and business tax problems and preparations. Prerequisite: BU243.
- BU412 Communication in Organizations** ..... (3)  
This course develops an understanding of the communication process, the effects of organizational structure on communication and conflict management. An emphasis is placed on understanding of the process of communication in leadership roles and the improvement of interpersonal skills. Prerequisite: CT233 or BU253.
- BU413 Business Management**..... (3)  
This course further develops business student skills in the business management/administration area. Students will learn management skills such as planning, implementation, organization, and leadership, as well as expanding their knowledge of the business environment in a global society.
- BU421 International Business**..... (3)  
This course overviews some of the problems faced by firms engaging in international business activities. The importance of understanding the foreign economic, social, political, cultural, and legal environment is stressed. Importing/exporting, joint ventures, franchising, and subsidiaries, international dimensions of management, marketing, problems of multinational corporations, and recent problems of international trade and countertrade are analyzed. Prerequisite: EC243 and EC253.
- BU422 Theories of Organization**..... (3)  
This course analyzes the major organizational theories and their interfacing with the organization's mission statement. Participants will study the role, process and influence of organizations in general and their own organization in particular.
- BU423 Health Service Finance**..... (3)  
This advanced course further develops the financial management concepts related to the health service industry. Included are the financial needs of hospitals, nursing homes and other related medical facilities.
- BU429 Investments** ..... (3)  
This course is an overview of basic investment concepts identifying methods and techniques for analyzing investment opportunities. It considers investment environments, analysis and principles of portfolio management. Prerequisite: BU323 or permission of instructor.
- BU433 Health Care Administration**..... (3)  
This advanced course emphasizes the overall administration of health care providers, including structure and operations. Course coverage will include the following topics: human resources, financial resources, legal and regulatory requirements and coordination of administrative activities to provide high quality health care.

- BU443 Supervisory Management** ..... (3)  
This course focuses on the skills necessary to be an effective supervisor. The course builds on a foundation of basic human resources knowledge. The role of supervision and various techniques for effective supervision will be covered. Prerequisite: BU393.
- BU453 Intermediate Accounting I** ..... (3)  
A summary course designed to re-emphasize many of the concepts of accounting principles, plus a more in-depth study into the development of additional procedures. Prerequisite: BU243.
- BU463 Intermediate Accounting II** ..... (3)  
A summary course designed to re-emphasize many of the concepts of accounting principles, plus a more in-depth study into the development of additional procedures. Prerequisite: BU243 and BU453.
- BU473 Survey of Leadership Theories**..... (3)  
This course introduces major leadership theories such as intellectual leadership, reform leadership, revolutionary leadership and transformational leadership.
- BU483 Management Policy and Strategy** ..... (3)  
This advanced course focuses on the broad problems encountered by organizations. Problem solving will be examined in several areas including the following: evaluating an organization's resources, developing objectives and strategies to achieve those objectives, evaluating alternatives, implementing strategic actions, and monitoring results. This course will use case studies, simulations, and guest speakers.
- BU485 Senior Seminar** ..... (3)  
This capstone course will give students an opportunity to develop an idea for a new business, to create a detailed business plan to start that business and to enter the business plan in a state competition. Students will also apply accumulated knowledge to real world situations using simulation software. Business leaders with expertise will meet with students to share knowledge and practical tips.
- BU494 Internship** ..... (3)  
The internship will provide students with an opportunity to earn academic credit for experiential learning in a business environment suitable to their field of study.
- BU491/492/495 Variable Topics in Business** ..... (1/2/3)  
In this course, students will have the opportunity to study specific topics of interest in business not usually covered in the present course offerings.
- BU3003/HW3003 Planning Sports Facilities** ..... (3)  
This course covers the planning of sport facilities involving proper design, dimensions and safety features.
- BU3013/CS3013 Multimedia Applications**..... (3)  
This course covers basic multimedia concepts such as the principles of design, graphics and animation, video, and digital sound and music and their application to the needs of business.
- BU3023/CS3023 Desktop Publishing** ..... (3)  
This course will provide students with an overview of page layout and working with text, graphics, backgrounds, formatting, and color. The student will create a variety of printed and web publications using professional design guidelines.
- BU3033/CS3033 Advanced Microsoft Office**..... (3)  
This computer course develops advanced and post-advanced concepts and techniques for word processing, spreadsheets, and database software. Students will prepare for and take the Expert MOS (Microsoft Office Specialist) test. Prerequisite: CS203.
- BU3043 Managerial Accounting**..... (3)  
This course focuses on managerial uses of financial and accounting information in decision making, planning, and evaluating performance. It integrates coverage of both traditional topics (such as costing, pricing, and production), and more innovative topics (such as opportunity cost analysis and quality cost management). Prerequisite BU243 or instructor permission.
- BU3053 Office Procedures** ..... (3)  
This course introduces an overview of the management and organization of the business office, including appropriate office related skills, leadership, communication, problem solving, meeting management, and other human resource and supervisory practices.
- BU3063 Information Systems** ..... (3)  
Management issues and practical business applications in telecommunications. Prerequisite: CS203 or instructor permission.
- BU3103 Principles of Sports Management** ..... (3)  
This course is a critical study of problems, philosophy and principles of various physical education and sports programs. Additional issues such as cost, budgeting, and sponsorships will be covered.

- BU3203/CS293W Web Site Planning** ..... (3)  
 This course will cover the creation of web sites and will provide students with an overview of web page layout and working with text, graphics, backgrounds, formatting, and color using professional web page design guidelines.
- BU3213 Internet Business Applications** ..... (3)  
 The purpose of this course is to give students an understanding in the Internet process. The Internet environment will help students understand the unique components, capabilities and culture of the system.
- BU3223/CS293E E-Trading** ..... (3)  
 This course examines the emerging technologies and how to conduct business in a wired world. The course emphasizes how to access and evaluate investment information for stocks, bonds and mutual funds.
- BU3233 Cyber Business** ..... (3)  
 This course examines the impact Internet has on business practices and the changes it has introduced. A major focus on the course is the emerging culture of e-business.
- BU3243 Money and Banking** ..... (3)  
 This is a course covering the financial institutions and their impact on economic activity. This course also covers the Federal Reserve System, the multiplier effect and general equilibrium analysis. Prerequisite: EC243.
- BU4023 Production Operations** ..... (3)  
 This course is a comprehensive introduction to operation topics and issues faced by service and manufacturing organizations. An emphasis on new developments in the field of operation management, while retaining a strong focus on fundamental concepts such as forecasting, inventory and project management, material requirements and quality control. Prerequisite: MA123, MA243, or math placement score of 61 or greater, or permission of instructor.
- BU4043 Labor Management Relations** ..... (3)  
 The study of unionization and collective bargaining in the private sector; the mediation and arbitration process; a review of the workers compensation system; conditions of employment; federal and state employment anti-discrimination laws; application of the ADA in the workplace and occupational health and safety issues in the work environment. Prerequisite: BU393.
- BU4103 Intermediate Finance** ..... (3)  
 This course reinforces the concepts and techniques covered in BU323. Through the use of case studies, intermediate finance gives the skills required to analyze various financial problems, write reports, and make decisions. Prerequisite: BU323.

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## BUSINESS-SPORTS ADMINISTRATION

- BSA200 Variable Topics in Business-Sports Administration** ..... (3)  
 In this course, students will have the opportunity to study topics of interest in Sports Administration not usually covered in the present course offerings.
- BSA301 Sports Administration Clinical I** ..... (1)  
 Students will learn to handle the administrative and organizational challenges of actually running a sports team or organization by being paired with the team's coach or administrator during the team's "off-season" semester. Prerequisite: Junior or senior status as defined by the College catalog or permission of instructor.
- BSA302 Sports Administration Clinical II** ..... (2)  
 Students will learn to handle the administrative and organizational challenges of actually running a sports team or organization by being paired with the team's coach or administrator during the team's "in-season" semester. Prerequisite: Junior or senior status as defined by the College catalog or permission of instructor.
- BSA303 Event Planning** ..... (3)  
 This course covers the management and operation of meetings, conventions and various athletic and other events and the economic impact of these events. Students gain an introduction to the sports tourism industry and the marketing of hospitality. Students will also learn about the meetings industry and the process of negotiation for meeting and convention equipment and services including food and beverage catering and other services. Facilities, technology, media and trends are discussed. Students will plan and manage an actual event.
- BSA304/BSL304 Sports Marketing, Promotion and Fundraising** ..... (3)(1)  
 This course will study the basic principles of marketing theory and practice in the sports industry and will include the areas of promotion and fundraising. Emphasis will be placed on professional sports, corporate fitness, college/high school athletics, and youth, amateur and recreational sports, leagues and organizations. Three credits lecture and one credit lab (20 hours). Prerequisite: BU353.

**BSA400 Variable Topics in Business-Sports Administration** ..... (3)  
 In this course, students will have the opportunity to study topics of interest in Sports Administration not usually covered in the present course offerings.

**BSA403 Legal and Ethical Issues in Sports Administration**..... (3)  
 This course is designed to build on the basic legal concepts taught in Business Law I. Students are required to demonstrate the ability to understand, analyze and apply the substantive areas of sports law, regulation and ethics governing players, teams and sports organizations. The course will focus on the practical application and impact of such laws, regulations and ethical considerations at various competitive levels including youth, amateur, high school, collegiate and professional sports. Prerequisite: BU333.

**BSA413 Sports Finance** ..... (3)  
 This course is designed to build on the basic concepts of financial analysis and decision making taught in BU323. Students will demonstrate the ability to apply these concepts to make financial, management and other decisions in the unique world of sports business. Students will also sharpen their analytic skills and will gain practical experience by solving real world problems related to sports finance. Prerequisite: BU323.

**BSA423 Sports Media and Public Relations**..... (3)  
 This course focuses on the study and application of media relations and communications and the role they play in contemporary sports. Prerequisites: CT233 and BU253.

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## CHEMISTRY

**CH123/CL121 General Chemistry** ..... (3)(1)  
 This course provides a one-semester study of atomic structure, states of matter, chemical bonding, physical and chemical transformations, and solutions. This course includes 3 hours of lecture plus 2 hours of laboratory and/or recitation weekly. Prerequisite: ACT subscore in mathematics greater than 17 (or SAT equivalent). (Foundational Science course)

**CH133/CL131 Introduction to Organic and Biochemistry** ..... (3)(1)  
 This is a one-semester course that offers an introduction to the chemical principles important to biological systems. It is designed mainly for students of nursing, health sciences, and those not planning to take additional chemistry courses. Topics covered are those especially important for health-related majors with special emphasis placed on examples illustrating the relevance of organic and biochemical principles to medical applications. It will involve approximately five weeks of organic chemistry and ten weeks of biochemistry. This course includes 3 hours of lecture and 2 hours of lab and/or recitation weekly. Prerequisite: "C" or above in CH123/CL121 or its equivalent, or a satisfactory score on the departmental-approved placement exam. The lab may only be taken if previously or concurrently enrolled in CH133. (Foundational Science course)

**CH153/CL151 College Chemistry I**..... (3)(1)  
 This course utilizes a modern concepts approach to atomic structure, periodic classification, gases, solutions, oxidation and reduction, and chemical equilibrium. It explores the systematic separation of the common cations and anions using semi-micro analytical techniques. This course includes 3 hours lecture plus 3 hours of laboratory and/or recitation weekly. Prerequisite: ACT subscore in mathematics greater than 17 (or SAT equivalent) and high school chemistry, or "C" or above in CH123/CL121 or its equivalent, or instructor permission. The lab may only be taken if previously or concurrently enrolled in CH153.

**CH163/CL161 College Chemistry II**..... (3)(1)  
 This course covers the states of matter, solids, liquids, gases, solutions, oxidation and reduction reactions, rates of chemical reaction, chemical equilibrium, thermodynamics, electrochemistry and nuclear chemistry. 3 hours lecture and 3 hours lab. Prerequisite: successful completion of CH153/CL151. This lab may only be taken if previously or concurrently enrolled in CH163.

**CH303/CL303 Organic Chemistry I** ..... (3)(1)  
 This course is the study of carbon compounds with emphasis put on saturated and unsaturated hydrocarbons. It includes the classification of organic compounds by their functional groups and a study of alkanes, alkenes, alkynes, alkyl halides, alcohols, ethers, aldehydes and ketones. This course includes 3 hours lecture plus 3 hours of laboratory and/or recitation weekly. Prerequisite: successful completion of CH163/CL161.

**CH313/CL313 Organic Chemistry II**..... (3)(1)  
 This course is the second half of a two-semester sequence with emphasis on aromatics, acids, esters, amides, carbohydrates, lipids, and amino acids. 3 hours of lecture and 3 hours of laboratory and/or recitation weekly. Prerequisite: CH303/CL303.

**CH323/CL321 Biochemistry**..... (3)(1)  
 A study of the organization of living cells, the structure and function of the biomolecules, enzymatic reactions, metabolism and information pathways. 3 hours lecture and 3 hours laboratory weekly. Prerequisite: ACT sub-score in mathematics greater than 17 (or SAT equivalent) and high school chemistry, or "C" or above in CH123/CL121 or its equivalent, or instructor permission.

**CH353 Science in Society ..... (3)**  
 This course is designed to integrate concepts and views from the natural sciences, the social sciences, and philosophy through the exploration of complex issues current to modern societal structures using cooperative and interactive learning projects. Classes include 3 hours of lecture weekly plus project hours outside of class to be arranged. Prerequisite: Junior or Senior status and a minimum of six (6) credit hours in the natural sciences or mathematics.

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## COMMUNICATION

**CT111 College Newspaper Staff ..... (1)**  
 This course offers students the opportunity to explore aspects of reporting, writing, editing, photography, and graphic layout used in newspapers. Research and writing skills, as well as initiative and self-discipline, are emphasized. Students will work together in planning and design, as well as in implementation of publication of the student newspaper. This course may be taken up to six times for credit.

**CT113/PH103 Philosophy of Argumentation: Logic/Rhetoric..... (3)**  
 This course is designed to enhance the students' capacities to analyze, evaluate, critique and respond to verbal structures by assessing the arguments of others, by presenting their own in oral and written form, and by subjecting their own arguments to the same scrutiny to which they have subjected others. May be used as a humanities/aesthetics elective.

**CT233 Communication Skills I: Interpersonal Communication..... (3)**  
 This course goes beyond the basic verbal communication offering by developing the skills of critical listening and by emphasizing the wide range of nonverbal messages as they influence the speech communication process. A combination of activities is designed to provide insight into the relationship between perception of self and success in the communicative/interactive process.

**CT253 Field Experience I..... (3)**  
 This course offers the Associate degree students opportunity for directed work experience in the field of communication.

**CT300 Variable Topics in Communication..... (3)**  
 In this course students will have the opportunity to study material not usually covered in the present course offerings. Prerequisite: EN113 and CT233.

**CT311 College Newspaper Editor..... (1)**  
 This course offers students the opportunity to edit and manage a small publication. Teamwork and leadership skills, as well as initiative and self-discipline, are emphasized. Editor will lead a student group in planning and design, as well as in implementation of publication of the student newspaper. This course may be taken up to two times for credit. Prerequisite: Instructor permission.

**CT323 Communication Skills II: Public Speaking..... (3)**  
 This course continues the proficiency in verbal and non-verbal communication gained in CT233 Communication Skills I: Interpersonal Communication, with increased one-to-one and group skills involving presentations (talks/speeches) on a variety of topics. Limited to 20 students. Prerequisite: CT233.

**CT353 Field Experience II..... (3)**  
 This course offers the students opportunity for directed work experience in the field of communication. Besides providing this work experience, this course requires each student to present a 1,500 to 2,000 word reflection paper on the work experience. Prerequisite: Junior or Senior status in the Communication degree program or permission of instructor.

**CT413 Communication Theory ..... (3)**  
 This course is concerned with understanding some of the many approaches to the study and analysis of communication. Consideration of the background, principles, and implications of particular approaches or theories will be accompanied by attention to the ways that differing approaches and theories color the ways communication behaviors are perceived and interpreted. (Humanities/ Aesthetics elective)

**CT433 Interpersonal Communication..... (3)**  
 Taking a transactional perspective, this course provides an introduction to the academic study of communication in interpersonal relationships. Students will study the influence of individual differences and the roles played by fundamental communication skills in relationship development. Theoretical work on communication in interpersonal relationships will be presented. Throughout the course, feature films will be used to illustrate communication and relationship concepts of interest. Prerequisite: CT233. (Humanities/ Aesthetics elective)

**CT463 Research Project in Communication..... (3)**  
 An introduction to the principles of research as applied to an original research project in communication which is conceived, designed, implemented, and reported by the students. Prerequisite: CT413.

**CT475 Extended Field Experience.....(12)**  
 This course offers the students opportunity for a summer- or semester-long full-time directed work experience in the field of communication. Prerequisite: Junior or Senior status in the Communication degree program.

**CT483 Communication Senior Seminar .....(3)**  
 A seminar-style class in which students meet to discuss a particular theme related to the field of communication. The seminar will be based on student reading of assigned works, group discussion of issues that arise from the reading, student writing about these issues, and applying critical methods to evaluating the discussion. Enrollment is limited to Senior Communication students.

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## COMPUTER SCIENCE

**CS091 Windows Essentials .....(1)**  
 In this course, students become familiar with Windows and learn the different elements of the Windows operating system. A satisfactory grade in this course will satisfy the remediation requirement of the corresponding section of the technology competency examination. (Remedial course; cannot be used toward hours required for graduation)

**CS092 Word Processing Essentials .....(1)**  
 In this course, students will learn the basic features of word processing application software. No prior computer experience is required. A satisfactory grade in this course will satisfy the remediation requirement of the corresponding section of the technology competency examination. (Remedial course; cannot be used toward hours required for graduation)

**CS093 Spreadsheet Essentials.....(1)**  
 In this course, students will learn the basic features of spreadsheet software. No prior computer experience is required. A satisfactory grade in this course will satisfy the remediation requirement of the corresponding section of the technology competency examination. (Remedial course; cannot be used toward hours required for graduation)

**CS094 Presentation Essentials .....(1)**  
 In this course, students will learn the basic features of presentation software. No prior computer experience is required. A satisfactory grade in this course will satisfy the remediation requirement of the corresponding section of the technology competency examination. (Remedial course; cannot be used toward hours required for graduation)

**CS095 Internet Essentials .....(1)**  
 In this course, students become familiar with accessing and using the Internet to find a wide variety of information. A satisfactory grade in this course will satisfy the remediation requirement of the corresponding section of the technology competency examination. (Remedial course; cannot be used toward hours required for graduation)

**CS115 Introduction to Windows.....(1)**  
 This is a computer lab course on the Windows computer operating system with practice in how to start, navigate, customize and exit Windows.

**CS121 Introduction to Word Processing.....(1)**  
 This computer course is designed to provide a basic knowledge of word processing software.

**CS141 Introduction to Spreadsheets .....(1)**  
 This computer course is designed to provide an understanding of basic electronic spreadsheet concepts and hands-on experience.

**CS181 Introduction to Database.....(1)**  
 This beginning computer course is designed to teach the principles of database management systems with an emphasis on the fundamental operations.

**CS190 Introduction to Computer Presentations .....(1)**  
 This course is designed to teach the fundamentals of presentation design and creation. Students will learn how to produce effective, well-designed presentations.

**CS191 Introduction to the Internet.....(1)**  
 This computer course is an introduction to the origin and organization of the Internet, information and communication services available on the Internet and the use of web browsers to find information.

**CS193 Variable Topics in Computer Science .....(1-3)**  
 This course is an exploration of various areas of Computer Science according to the needs and interests of the students.

- CS201 Introduction to Hardware** ..... (1)  
 In this introductory course students will learn to identify the various units of a computer and their functions. Students will understand the interrelated workings of these units and employ the appropriate terminology which identifies these units, their functions, and their relationships.
- CS203 Computer Management Systems**..... (3)  
 This course uses case studies to develop an understanding of different approaches to the use of computers in the business setting. These applications will demonstrate advanced techniques in word processing, database and spreadsheet software packages and slide presentations. Prerequisite: students must meet the minimum technology competency requirements set by the College.
- CS293 Variable Topics in Computer Science** ..... (1-3)  
 This course is an exploration of various programming areas of Computer Science according to the needs and interests of the students.
- CS293E/BU3223 E-Trading** ..... (3)  
 This course examines the emerging technologies and how to conduct business in a wired world. The course emphasizes how to access and evaluate investment information for stocks, bonds and mutual funds.
- CS293W/BU3203 Web Site Planning** ..... (3)  
 This course will cover the creation of web sites and will provide students with an overview of web page layout and working with text, graphics, backgrounds, formatting, and color using professional web page design guidelines.
- CS3013/BU3013 Multimedia Applications**..... (3)  
 This course covers basic multimedia concepts such as the principles of design, graphics and animation, video, and digital sound and music and their application to the needs of business.
- CS3023/BU3023 Desktop Publishing** ..... (3)  
 This course will provide students with an overview of page layout and working with text, graphics, backgrounds, formatting, and color. The student will create a variety of printed and web publications using professional design guidelines.
- CS3033/BU3033 Advanced Microsoft Office** ..... (3)  
 This computer course develops advanced and post-advanced concepts and techniques for word processing, spreadsheets, and database software. Students will prepare for and take the Expert MOS (Microsoft Office Specialist) test. Prerequisite: CS203.

## EARLY CHILDHOOD EDUCATION

- ECE201 Guidance of Young Children**..... (3)  
 This course will help providers create the physical and social environments that foster developmentally appropriate behavior in young children. Emphasis is given to working with children individually and in groups, promoting positive behaviors and preventing behavior problems, fostering self-esteem and self-control, and establishing active, cooperative learning climates.
- ECE202 Curriculum and Materials for Young Children** ..... (3)  
 This course is designed to examine developmentally appropriate curriculum, methods and materials in preschool and K-3 settings. Students will observe diverse programs, learn to develop curriculum, plan integrated instruction, set up positive learning environments, and create experiences for meaningful learning. Emphasis will be upon developing classrooms that motivate children through active learning, inquiry, and supportive interaction.
- ECE203 Infants/Toddlers: Developmentally Appropriate Practice**..... (3)  
 This course covers the skills needed to effectively implement quality group or individual setting care for infants and toddlers. Emphasis is placed on child development, skill, theory, understanding values and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.
- ECE204 Children's Literature and Language Development**..... (3)  
 This course overviews the language and literacy development of children from the beginnings of communication until age 8. Various factors affecting language abilities are explored, with major emphasis given to methods and materials which promote language and literacy development.
- ECE211 Business Practices for Child Care Providers**..... (2)  
 This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include development of policies to implement program philosophy, staff development, bookkeeping and record keeping practices, personnel practices, implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a South Dakota child care license.



**ECE325/EN325 Children's Literature** ..... (3)  
 This course is designed to acquaint students with a broad range of children's literature and with critical tools for evaluating that literature. Students will learn about the types of children's literature and then immerse themselves in reading that literature. Students will also explore how diversity issues of western culture have been reflected in literature written for children. This course stresses both critical reading skills and reading for enjoyment. Prerequisite: EN113 and EN133. (Humanities/Aesthetics Core course) (Cultural Diversity course)

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## ECONOMICS

**EC243 Introductory Macroeconomics** ..... (3)  
 This course is an introduction to the foundations of economic analysis concentrating on macroeconomic structures and models as they relate to the global economy. Special attention will be paid to the United States economy. The course focuses on fundamentals of supply and demand; features of the economy's performance; measures of economic growth such as GDP; employment and inflation; determinants of trends in economic growth and business cycle fluctuations; fiscal, monetary and international trade policies and their effects on domestic and foreign business.

**EC253 Introductory Microeconomics** ..... (3)  
 This course is an economic analysis of consumer and producer behavior and decision-making with a concentration on how economic agents voluntarily interact in markets for various goods and services. Topics include advanced supply/demand analysis; the theory of consumer utility maximization; output and profit maximization under differing market structures including competitive, monopolistic and hybrid alternatives. Prerequisite: EC243.

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## EDUCATION

**EDPS212 Educational Psychology** ..... (2)  
 The Educational Psychology course is designed to introduce the selected psychological concepts, learning theories and methodologies to issues of teaching and learning in schools. Students will develop their philosophy of teaching and understanding of adolescent development and motivation. This course is a required core requirement for the BS degree in Education. Prerequisite: PS133, PS153

**SEED211 Foundations of Education I** ..... (1)  
 This course is an introduction to teaching intended for pre-service teachers to explore the knowledge, attitudes, behaviors and skills of effective teachers. The role of education in contemporary society, the history of education, and the nature of teaching is also presented. Students are provided with information regarding the requirements for Presentation College's teacher education program and state certification requirements within the State of South Dakota. This course includes a 10-hour observation study (Sophomore Field Experience) of students in an educational environment and the student will begin the implementation of their teaching e-portfolio that will be continued throughout the teacher education program at PC.

**SEED311 Teaching with Technology** ..... (1)  
 This course will concentrate on the application and integration of technology within the classroom to enhance student learning. Students will learn various technology modalities, including video-conferencing, web conferencing, learning platforms, electronic whiteboards, and current and future technological trends in instructional hardware and software. Utilizing computers as a teaching and learning tool within the classroom will also be discussed. Prerequisite: successful score on computer competency test and admission to Teacher Education.

**SEED312 Foundations of Education II** ..... (2)  
 This course provides teacher candidates with experience in 7-12 classrooms (Junior Field Experience). Students will have the opportunity to work in an educational environment observing and aiding their mentoring teachers. Prerequisite: admission to Teacher Education, SEED211, SEED323, SEED322.

**SEED322 Measurement, Evaluation and Assessment** ..... (2)  
 In this course students will study theory and application of educational measurement and evaluation, including test construction, standardized tests, informal strategies, preparing and conducting assessments, assuring validity and reliability, and analysis and interpretation of assessment data results. Prerequisite: admission to Teacher Education.

**SEED323 Curriculum and Instruction for Secondary/Middle Schools** ..... (3)  
 This course covers the integration of theory and practice in curriculum design. Students will understand how to design instructional objectives, create syllabi, lesson plans, rubrics and other instructional activities. They will use the concept of curriculum mapping to make informed curriculum decisions based on local, state and national frameworks. Prerequisite: admission to Teacher Education.

**SEED402 Classroom Management and Discipline.....(2)**  
 This course promotes the acquisition of the classroom management and discipline techniques and skills for middle and high school teachers. Students will evaluate, plan and carry out an overall approach to managing a classroom that allows for effective instruction and constructive discipline. Students will recognize the importance of rules and procedures set the first days of school, the importance of understanding research and its implications for managing classrooms and the role of instructional strategies in the delivery of the curriculum. Students will examine and crucial role of values and beliefs in classroom management decisions. Prerequisite: admission to Teacher Education.

**SEED410 Student Teaching/Capstone .....(10)**  
 Teacher candidates will observe, participate and teach under the supervision of a secondary classroom teacher in an approved school. Student teaching seminars are also included in this capstone experience. Prerequisite: admission to Teacher Education, approved application for Student Teaching, completion of all coursework from major, appropriate score on Praxis II Content and Pedagogy exams, satisfactory background check and health forms.

**SEBI383 Methods of Teaching Science.....(3)**  
 This course is designed to provide the grades 7-12 Teacher Education Candidate with an understanding of the role and responsibilities expected of science instructors at the middle and high school levels. Through this course, students will design, implement and evaluate course curriculum, gain knowledge of and employ recommended teaching methods for science instruction, use technology to promote learning, examine state and national science standards, and research criteria used to assess students' learning. Prerequisite: Admission to Teacher Education.

**SEBU383 Methods of Teaching Business.....(3)**  
 This course examines the organization and administration of a high school business education department and teaching methods in business subjects. Prerequisite: admission to Teacher Education.

**SEEN383 Methods of Teaching English.....(3)**  
 This course provides English education majors with both theoretical and practical knowledge about the profession of English education. Students in this course explore instructional theories in writing, literature, grammar, and reading and then apply those theories to the design of instructional units and lesson plans. Students will demonstrate their ability to apply theoretical knowledge through in-class demonstrations and volunteer tutoring in the Career and Learning Institute. Prerequisite: admission to Teacher Education.

**SESS383 Methods for Teaching Social Science .....(3)**  
 This course addresses successful teaching methods used in 7-12 Social Science courses, with special emphasis on teaching history and psychology. The course includes lesson planning, presentation methods and instructional design, use of technology, and an understanding of national standards. Prerequisite: admission to Teacher Education.

**SPED202 Individuals with Exceptionalities .....(2)**  
 This course introduces intellectual and learning disabilities along with emotional, behavioral and communication disorders that impact the physical, educational, social, and psychological development of individuals. Students will learn about related developmental disabilities including autism, fetal alcohol syndrome, and cerebral palsy. The course also includes information on medical aspects of disabilities and the array of services needed to promote inclusion in schools and in society across the life span.

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## ENGLISH

**EN083/RE083 Critical Reading and Writing .....(3)**  
 This course will assist students in reinforcing and using the critical reading and writing skills necessary for successful completion of college-level academic coursework. Through an integrated approach to reading and writing, students will receive practice in applying concepts to a variety of reading and writing tasks. (Remedial course; cannot be used toward hours required for graduation)

**EN105 Variable Topics in English .....(1-4)**  
 In this course students have the opportunity to study material not usually covered in the present course offerings.

**EN113 College Composition I .....(3)**  
 This is a course designed to help students develop competence in writing at the college level. Students study the writing process and are instructed and guided in carrying this process through planning, drafting, and revising stages to final drafts of essays. This course is required of all students. Prerequisite: appropriate score on English placement test or completion of EN083.

**EN133 College Composition II.....(3)**  
 This course helps students to achieve higher levels of writing competencies while applying critical reading and thinking skills to research and writing in the disciplines. Students must take EN133 in addition to EN113 to fulfill core requirements for the baccalaureate and associate degrees. Prerequisite: "C" or above in EN113.

- EN200 Variable Topics in English.....(1-4)**  
In this course students have the opportunity to study material not usually covered in the present course offerings.
- EN201 Research, Writing and APA.....(1)**  
This writing course is designed to provide students with techniques for effective academic writing. It focuses on writing styles and academic research and includes a review of APA style. Prerequisite: EN113; Concurrent: EN133 or EN313.
- EN203 Introduction to Linguistics.....(3)**  
This course introduces the learner to the scientific study of language by analysis of its internal structure. It is not the study of any particular language, but rather the study of language, as such. Language will be investigated from two points of view - sound and meaning, or as Gleason (1961) refers to them: expression and content.
- EN213 Introduction to Literary Criticism.....(3)**  
This course introduces the major principles of literary theory and criticism and its major schools of thought, both historical and modern. Students will analyze theories and then apply their knowledge of specific literary theories to works of literature. Prerequisite: EN113, EN133.
- EN263 Creative Writing.....(3)**  
This course offers the students opportunity to creatively communicate in a variety of genres. The class primarily works with fiction, poetry, and drama although the class structure allows individuals to pursue genres of particular interest to them. The course also examines styles and form. Prerequisite: EN113.
- EN300 Variable Topics in English.....(3)**  
In this course students will have the opportunity to study material not usually covered in the present course offerings. Prerequisite: EN113 and EN133.
- EN303 Elements and Forms of Literature.....(3)**  
This course includes the study of the elements and forms of fiction, drama, and poetry; reading of short stories, dramas, and poetry that range both over time and ethnic background; and writing in response to literature. The course will study and apply literary criticism to short stories, dramas, and poetry. Prerequisite: EN113 and EN133. NOTE: a student cannot receive credit for both EN223 (Introduction to Literature) and EN303. (Humanities/ Aesthetics Core course) (Cultural Diversity course)
- EN313 Junior Composition.....(3)**  
Junior Composition is an advanced-level composition course that combines critical thinking skills with analytical writing tasks. Students complete several complex writing assignments that develop their abilities to critically analyze and express their ideas. This course is a bridge course for students who transfer into the college as juniors and only have one composition course. It is also for students who continue in the College or reenter after having completed an Associate's degree under former catalogs and need a second composition course. Prerequisite for Juniors: "C" or above in EN113.
- EN315 Technical Writing.....(3)**  
This course prepares students for writing and designing documents in technical and professional discourse communities. Students will study and apply strategies for communicating within the workplace, producing technical writing documents that range from memoranda to proposals and that incorporate appropriate visual graphic support. Prerequisite: EN113, EN133.
- EN325/ECE325 Children's Literature.....(3)**  
This course is designed to acquaint students with a broad range of children's literature and with critical tools for evaluating that literature. Students will learn about the types of children's literature and then immerse themselves in reading that literature. Students will also explore how diversity issues of western culture have been reflected in literature written for children. This course stresses both critical reading skills and reading for enjoyment. Prerequisite: EN113 and EN133. (Humanities/ Aesthetics Core course) (Cultural Diversity course)
- EN326 British Literature I.....(3)**  
Students study selected works of British poetry, drama and fiction from medieval to eighteenth-century works. Prerequisite: EN113 and EN133. (Humanities/ Aesthetics Core course)
- EN329 British Literature II.....(3)**  
Students will study selected works of British poetry, drama, fiction, and essay from the nineteenth and twentieth century. This course will be presented in the seminar style. Prerequisite: EN113 and EN133. (Humanities/ Aesthetics Core course)
- EN335 Women in Literature.....(3)**  
This course introduces students to representative works by and about women from various historical, social and literary perspectives as it seeks to inform students about gender identities. Interdisciplinary and feminist approaches will be used to engage race, ethnicity, and class in addition to those of gender. Students will learn how gender roles develop and change and how women's views of themselves are reflected through their writing. Prerequisite: EN113 and EN133. (Humanities/ Aesthetics Core course) (Cultural Diversity course)

- EN347 American Literature I** ..... (3)  
 This is a survey course of American literature to 1865. Students study selected works in American literature from the Colonial Period to 1800 and the early nineteenth century to 1865 in historical and cultural contexts. Prerequisite: EN113 and EN133. (Humanities/Aesthetics Core course) (Cultural Diversity course)
- EN350 American Literature II** ..... (3)  
 Students study selected works of American literature since 1865 in historical and cultural contexts. Prerequisite: EN113 and EN133. (Humanities/Aesthetics Core course) (Cultural Diversity course)
- EN353 Shakespeare** ..... (3)  
 This course is an exploration of the range of Shakespeare's work in drama and poetry. Students will read a variety of Shakespeare's comedies, tragedies and historical plays as well as his sonnets. Prerequisite: EN113 and EN133. (Humanities/Aesthetics Core course)
- EN383 World Literature I** ..... (3)  
 This course introduces students to masterpieces of ancient, classical, medieval, and renaissance literature. Works in foreign languages are read in English translation. Students are expected to study the literature as well as its historical and cultural contexts. Prerequisite: EN113 and EN133. (Humanities/Aesthetics Core course) (Cultural Diversity course)
- EN393 World Literature II** ..... (3)  
 This course introduces students to masterpieces of Enlightenment, Romantic, Realist, Symbolist, Modernist, Post-Modernist, and Colonial literature. Works in foreign languages are read in English translation. Students are expected to study the literature as well as its historical and cultural contexts. Prerequisite: EN113 and EN133. (Humanities/Aesthetics Core course) (Cultural Diversity course)
- EN403 History of English Language** ..... (3)  
 This linguistics course is a phonological, syntactic, and semantic study of the origin and development of the English language from Indo-European through Modern English. The course explores the historical milieu that prompted the evolution and dispersal of the English language. Prerequisite: EN113, EN133, EN203.
- EN413 Mythology** ..... (3)  
 This course explores the Greek mythical system and Greek heroes. It also traces the influence of the Greek myth on classical Greek writers and later western culture. Prerequisite: EN113 and EN133. (Humanities/Aesthetics Core course) (Cultural Diversity course)
- EN423 Advanced Composition** ..... (3)  
 This course develops the proficiency gained in Junior Composition, and expands that proficiency so students develop expertise in essay writing of many forms: the profile, the informal essay, the interview, the background piece, and other forms for which there is not yet agreed upon terminology. Prerequisite: EN113 and EN133.

## GENERAL EDUCATION

- GE000A and GE000B College Experience** ..... (0)  
 This course is intended to ease the freshman's transition to Presentation College and to the world of learning in general. Implicit in this statement is the recognition that Presentation College is more than just an academic institution and that learning is more than just "book learning." Therefore, the course also addresses residential and extra-curricular life.
- GE120 Spanish I** ..... (3)  
 This course is designed to provide an introduction to basic vocabulary using grammatical rules of Spanish. Emphasis is placed on communication skills.
- GE122 Introduction to American Sign Language** ..... (2)  
 This course is designed to provide an introduction to basic vocabulary and grammatical rules of American Sign Language (ASL). Emphasis is placed on communication skills. Aspects of Deaf culture will also be introduced.
- GE142 Intermediate Sign Language** ..... (2)  
 This course is designed to allow students the opportunity to expand their vocabulary and communication skills using American Sign Language (ASL). Aspects of Deaf culture will also be incorporated. Prerequisite: GE122.
- GE220 Spanish II** ..... (3)  
 This course is designed to allow students the opportunity to expand their vocabulary and communication skills using Spanish. Spanish I continued. Prerequisite: GE120.

**H333 The Art of Being Human**.....(3)  
 This course not only considers the humanities as art, music, dance, religion, literature and writing, but also as a “technique” for living. Students will be encouraged to see artists, composers, writers and thinkers from around the world and across the cultures as more than creative professionals and models of what the students can be. (Humanities/Aesthetics Core course) (Cultural Diversity course)

**H373 Landmarks in the Human Experience** .....(3)  
 This humanities/human culture course explores major achievements in human culture across a range of time periods and geographical locations. The course, in particular, addresses the art, music, literature/theater, architecture, social structures, and cultural issues confronting at least two to three distinct cultural periods. Students’ learning will be enhanced by traveling to a location where they can experience first-hand some of the achievements studied. Cultures studied and location visited may vary from semester to semester. Prerequisite: EN113 and EN133 (or concurrent). (Humanities/Aesthetics Core course) (Social Science/Human Culture Core course) (Cultural Diversity course)

**H423S Science, Gender and Knowledge**.....(3)  
 This course is an interdisciplinary humanities offering that focuses on history and philosophy of science and feminist studies. The course is designed to give the upper-level student an overview of both the history and the ongoing debate regarding gender and its relationship to science. The course stresses critical reading, thinking, writing, and speaking skills. Prerequisite: EN113 and EN133. (Humanities/Aesthetics Core course) (Social Science/Human Culture Core course) (Cultural Diversity course)

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## GEOGRAPHY

**GEOG302/HS301 Variable Topics: World Religions** .....(3)  
 This is a variable topics course that can be taken as a history or geography course. The focus of the course will rotate between the geography and cultures of Europe, Africa, Asia, and the Americas.

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## HEALTH, HUMAN PERFORMANCE AND RECREATION

**HHPR103 Aerobic Fitness** .....(3)  
 This course is designed to educate the student in methods of gaining and maintaining aerobic fitness. Students will be required to actively participate in aerobic fitness activities on a regular basis.

**HHPR113 Introduction to Exercise Science** .....(3)  
 This course introduces the foundations underlying the field of Exercise Science. The course will explore the discipline, subdisciplines, and the future development of the field.

**HHPR303 Motor Development and Learning**.....(3)  
 This course is designed to promote an understanding of human motor development. This course will explore fundamental motor control, motor learning, and motor development concepts. Prerequisite: PS153.

**HHPR353 Program Design and Management**.....(3)  
 Students will conduct fitness assessments, develop exercise prescriptions, and instruct individuals on proper exercise techniques. Students will learn the basic concepts and then be required to participate in practical application. Prerequisite: HW110 and HW343.

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## HEALTH AND WELLNESS

**HW100 Intercollegiate Softball** .....(1)  
 Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor’s degree.

**HW101 Intercollegiate Baseball** .....(1)  
 Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor’s degree.

**HW102 Intercollegiate Men’s Basketball** .....(1)  
 Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor’s degree.

- HW103 Intercollegiate Women's Basketball** ..... (1)  
Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor's degree.
- HW104 Intercollegiate Soccer** ..... (1)  
Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor's degree.
- HW105 Intercollegiate Cross Country** ..... (1)  
Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor's degree.
- HW106 Intercollegiate Volleyball** ..... (1)  
Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor's degree.
- HW107 Intercollegiate Golf** ..... (1)  
Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor's degree.
- HW110 Weight Training** ..... (2)  
This course is an introductory course for those students who have limited weight training experience. There will be a concentration on weight training principles, exercises, terminology, and safety. Students will participate in a weight training program.
- HW112/REC112 First Aid/Emergency Care** ..... (2)  
Students learn about the recognition and treatment of emergency injury and illness. Concepts learned will include bandaging, splinting, and victim examination. May include CPR. 2 hours lecture.
- HW203 Activities for Special Populations** ..... (3)  
Orientation to the broad implications of specialized clinical and community based recreation approaches to programs for special populations. Specific consideration will be given to developmental disabilities, physical disabilities, aging, children and juveniles. 3 hours lecture and/or lab activities.
- HW204 Principles of Direct Support** ..... (4)  
This course prepares students with the basic technical skills needed within the Direct Support Professional human service area. Emphasized is a core set of values and competencies that is recommended by the National Association of Direct Support Professionals (NADSP) including areas of empowerment, communication, assessment, community and service networking, facilitation of services, community living skills, organization participation, advocacy, education training and self-development, vocational, educational and career support, crisis intervention, and documentation.
- HW243 Stress Management and Relaxation** ..... (3)  
Research shows that a large proportion of doctors' office visits in the U.S. are prompted by conditions associated with stress. This course focuses on the powerful influence of stress on health. Stress is defined holistically, and its relationship to factors in modern society is explored. Students learn how exercise, diet, and relaxation techniques can help people to reduce or eliminate stress from their lives. 3 hours lecture.
- HW250 Theory of Coaching Baseball** ..... (2)  
An in-depth study of the history, foundations, theory, techniques, principles, strategies, and practical applications relating to intercollegiate baseball.
- HW251 Theory of Coaching Basketball** ..... (2)  
An in-depth study of the history, foundations, theory, techniques, principles, strategies, and practical applications relating to intercollegiate basketball.
- HW252 Theory of Coaching Soccer** ..... (2)  
An in-depth study of the history, foundations, theory, techniques, principles, strategies, and practical applications relating to intercollegiate soccer.
- HW253 Theory of Coaching Volleyball** ..... (2)  
An in-depth study of the history, foundations, theory, techniques, principles, strategies, and practical applications relating to intercollegiate volleyball.

- HW263 Fitness Activities**..... (3)  
 Combined study of cardiovascular conditioning, muscular development, and strength and flexibility training. After principles are learned, students will be offered practical experience in aerobic workouts, isotonic and isometric weight training, and therapeutic stretch. Additional out-of-class activity is required. 6 hours lab/activity.
- HW333 Prevention and Treatment of Athletic Injuries**..... (3)  
 Introduction to common athletic injuries and their causes, prevention, and care. After principles are learned, students will be offered practical experience in taping, bandaging, and wrapping injuries. 2 hours lecture/demonstration, field work to total 30-45 hours.
- HW343 Fitness Measurements and Prescriptions**..... (3)  
 Introduction to various concepts of fitness, appraisal, and evaluation. Appraisal principles will apply to cardiovascular fitness, flexibility, and muscular strength. Principles of prescription tailored to the appraisal outcomes will be learned. Students will engage in individual projects involving analysis and diagnostic fitness testing followed by designing prescriptions. 2 hours lecture, lab work to total 30 hours. Prerequisite: HW373/BI343 or HW393/BI393, or instructor permission.
- HW373/BI343 Exercise Physiology** ..... (3)  
 A study of the physiologic responses and adaptations to exposure to exercise and training. Concepts learned will include the physiologic effects of muscular activity under different intensities, durations, and environments on the human organism. 3 hours lecture. Prerequisite: BI173/BL171 and HW3082 (or concurrent), or instructor permission.
- HW393/BI393 Kinesiology**..... (3)  
 The study of anatomical, physiological, and mechanical principles of motion, body movements, muscular action and joint mechanics in response to human movement. Study will include application to how human motion is created and maintained. The concepts learned will include principles of anatomical and biomechanical analysis. Prerequisite: BI173/BL171.
- HW395/PS395 Sports Psychology** ..... (3)  
 A study of psychological development as it relates to sports and exercise. This course will examine the influence of psychological factors on performance in sports and exercise such as anxiety, motivation, athlete personality, concentration, and confidence. Prerequisite: PS133.
- HW413 Senior Seminar in Wellness** ..... (3)  
 In a seminar format, students will focus on critical issues in wellness and current research in the field. Students will engage in reading, research, discussion, and presentation to the seminar cohort. The objective is to guide students to integrate academic preparation in their discipline into their professional lives, further developing lifelong learning skills and a perspective of intellectual curiosity. 3 hours seminar. Prerequisite: Senior standing in Wellness.
- HW496 Wellness Internship** .....(1-6)  
 Students will integrate theoretical knowledge from academic work with practical experience in their areas of concentration. This is accomplished by supervised wellness practice in a corporate or community setting. Prerequisite: Senior standing in Wellness.
- HW3003/BU3003 Planning Sports Facilities** ..... (3)  
 This course covers the planning of sport facilities involving proper design, dimensions and safety features.
- HW3063 Internship-Life Style Coaching**..... (3)  
 Students will integrate theoretical knowledge from academic work with practical experience in the Life Style Coaching area of concentration. This is accomplished by supervised practice in a variety of settings approved by the Program Director. Minimum of 140 contact hours required. Prerequisite: final semester in Life Style Coaching degree program..
- HW3082 Introduction to Biomechanics** ..... (2)  
 This course will focus on the application of mechanical principles of human motion. Within this focus, the human body and external forces will be examined with regard to how they create movement. Also includes analysis of motor skill activities and exercise programs. Prerequisite: BI173/BL171 and BI393/HW393, or instructor permission.

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## HISTORY

- H323 Variable Topics in History**..... (3)  
 In this course the students will have the opportunity to study more specific topics in various historical areas such as intellectual, political and cultural history.
- HS100 Contemporary World Affairs**..... (1)  
 This course is an analysis of current domestic and international questions studied in the context of historic trends and their impact upon American life.

- HS213 History of the United States I** ..... (3)  
 This course analyzes the European backgrounds of American exploration and colonization. It is a study of the political, social and economic conditions which brought about the American Revolution; the drafting of the Constitution, western expansion and the conflict of two civilizations - the industrial North versus the agricultural South. Outside readings are required.
- HS223 History of the United States II**..... (3)  
 This course is designed to be a general survey of the history of the United States from 1877 to the present. The purpose of this course is to provide a broad understanding of the events which have contributed to the position of the United States in the world today.
- HS253 World Civilization I**..... (3)  
 This course surveys the historical, cultural, and political highlights of civilized society from its origins in the ancient near east to the era of the scientific revolution. While particular emphasis is placed upon western (European) history, consideration will be given to other cultures, especially those of the Middle East, Far East, and Indian subcontinent. (Social Science/Human Culture Core course) (Cultural Diversity course)
- HS263 World Civilization II** ..... (3)  
 This course surveys the historical, cultural, and political highlights from the period of scientific revolution and age of discovery to the present. While particular emphasis is placed upon the development of modern political, social, and economic ideologies of the west and their impact upon world history, consideration will also be given to other cultures and their contributions to world developments. Both World Civilization I and World Civilization II present a comparison of the world views and values of the Western and the non-Western worlds. (Social Science/Human Culture Core course) (Cultural Diversity course)
- HS301/GEOGS301 Variable Topics: World Regions** ..... (3)  
 This is a variable topics course that can be taken as a history or geography course. The focus of the course will rotate between the geography and cultures of Europe, Africa, Asia, and the Americas.
- HS312 History of Early African Civilizations** ..... (3)  
 This course focuses on the early civilizations of Africa prior to European influence through the 1884 Berlin Conference. (Social Science/Human Culture Core course)
- HS313 History and the American Indian** ..... (3)  
 This course is a study of North American Indians throughout history. The course will cover the origins and distribution of various North American Indian cultures prior to European contact; cultural changes resulting from white contact ranging from the Columbian period to the present; the role of federal Indian policies; and the relationship between American Indians and states, with an emphasis on South Dakota. Outside reading required. (Social Science/Human Culture Core course) (Cultural Diversity course)
- HS315 History of Early American Civilizations** ..... (3)  
 This course focuses on the Incan, Mayan, and Aztec civilizations prior to and shortly after the arrival of Europeans to the Americas. (Social Science/Human Culture Core course)
- HS323 The Middle Ages**..... (3)  
 This course examines the social, political, and economic changes that occurred during the approximate one thousand years after the fall of the Roman Empire. Topics also include Byzantine and Islamic Civilization, the role of the church and religion, and state-building in western Europe. (Cultural Diversity course)
- HS325 South Dakota History**..... (3)  
 This course is a survey of the state's past including its physical environment, American Indian cultures, and white exploration and settlement.
- HS333 Modern Western Culture I** ..... (3)  
 This interdisciplinary cultural studies course seeks to enhance students' understanding of the complex historical and cultural forces that helped to shape western culture in the first half of the 20<sup>th</sup> century. In particular, it explores how the massive advances in the natural sciences both affected and were affected by other cultural components of society, such as the social sciences, literature, art, music, politics, and archaeology/anthropology. (Social Science/Human Culture Core course) (Cultural Diversity course)
- HS340 History of the Far East I**..... (3)  
 This course is a general survey of early East Asian civilizations through the nineteenth century. (Social Science/Human Culture Core course)
- HS341 History of the Far East II**..... (3)  
 This course is a general survey of East Asian countries throughout the twentieth century up to the present. (Social Science/Human Culture Core course)



- HS343 Modern Western Culture II** ..... (3)  
 This interdisciplinary cultural studies course seeks to enhance students' understanding of the complex historical and cultural forces that helped to shape western culture in the second half of the 20<sup>th</sup> century. In particular, it explores how the scientific advances made during World War II and shortly thereafter both affected and were affected by other cultural components of society, such as politics, literature, art, music, and the social sciences, such as psychology, economics, anthropology, and archaeology. (Social Science/Human Culture Core course) (Cultural Diversity course)
- HS353 The American West**..... (3)  
 This course focuses on the history, geography, people, art, and literature of the American West. By using art and literature, students examine the geography of the United States west of the Mississippi River, the Indian nations of the region, and the exploration and settlement of the region by a variety of cultural and ethnic groups such as early French, Spanish, and American explorers as well as Mexican-Americans, African-Americans, and Chinese. Particular emphasis is placed on the events of the 19<sup>th</sup> century in connection to United States history. (Social Science/Human Culture Core course) (Cultural Diversity course)
- HS363 Developing Nations**..... (3)  
 This course examines the political, economic, and social issues associated with the world's underdeveloped nations. Among the topics to be explored are the roles of religion, ethnic and cultural diversity, women, agriculture, industrialization, urbanization and political change. (Social Science/Human Culture Core course) (Cultural Diversity course)
- HS373 Lakota Culture** ..... (3)  
 In this course students will have the opportunity to study the historical and contemporary Lakota Culture through readings and discussion in addition to hands-on activities. (Cultural Diversity course)
- HS383 The History of Food**..... (3)  
 This course examines the history of food from the earliest societies through modern history. The role of food in various civilizations that have existed throughout the world will be examined in the context of lifestyles, preparation, diet and nutrition, social class differences, and economics. (Social Science/Human Culture Core course) (Cultural Diversity Course)
- HS390/POLS390 Variable Topics: Readings in Political Thought** ..... (3)  
 This is a variable topics course that can be taken as a history or political science course. The focus of the course will rotate between ancient political thought, political thought and the Age of Enlightenment, and political thought in American History.
- HS393 Historical Research and Writing**..... (3)  
 This course provides students an opportunity to research, write, and present/publish papers on a variety of historical topics. The course addresses using primary and secondary source materials, citing sources according to the Chicago and APA styles, and opportunities to present or publish work as professional historians.
- HS403 A History of Great Ideas I**..... (3)  
 This interdisciplinary cultural studies course seeks to enhance students' understanding of the array of ideas across a range of human societies that helped to shape human culture as we experience it today. This course will focus, in particular, on the fundamental intellectual advances from pre-historical eras to the Middle Ages, examining such diverse concepts as the development of writing, science, philosophy, law, and religion. Prerequisite: EN113 and EN133. (Social Science/Human Culture Core course) (Cultural Diversity course)
- HS413 A History of Great Ideas II**..... (3)  
 This interdisciplinary cultural studies course seeks to enhance students' understanding of the array of ideas across a range of human societies that helped to shape human culture as we experience it today. This course will focus, in particular, on the fundamental intellectual advances from the Middle Ages through the 19<sup>th</sup> century and the work of Freud, examining such diverse concepts as the idea of the secular, the birth of the modern, and rise of science's authority. Prerequisite: EN113 and EN133. (Social Science/Human Culture Core course) (Cultural Diversity course)

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## MATHEMATICS

- MA113 Introduction to Algebra** ..... (3)  
 This course reviews whole numbers, fractions and decimals, rational numbers, variable expressions, solving equations, proportions and percents, and polynomial expressions. Prerequisite: appropriate score on math placement test.
- MA123 Pre-College Algebra** ..... (3)  
 This course introduces factoring, rational expressions, linear equations in two variables, systems of linear equations, inequalities, radical expressions, and quadratic equations. Prerequisite: appropriate score on math placement test or "C" or above in MA113.

- MA133 College Algebra**..... (3)  
 This course completes a baccalaureate student's formal algebra education. This course comprehensively addresses and extends learning in the following topics: linear functions, quadratic functions, polynomial functions, rational functions, exponential and logarithmic functions, systems of equations in more than two variables, and sequences and series. Prerequisite: appropriate score on math placement test or "C" or above in MA123.
- MA193 Calculus I**..... (3)  
 This course deals with limits of functions and approximation, differentiation of elementary functions, maximum and minimum applications. Prerequisite: "C" or above in MA133 or instructor permission.
- MA243 Statistics** ..... (3)  
 This is an introductory course in statistical methods used in social science and medical research dealing with descriptive and inferential statistics. The course includes introduction to research design and study of measures of central tendency and variability, probability, interval estimation, significant difference testing, and correlation. It is intended to prepare students to read and understand research which reports and interprets findings using statistical methods and to prepare students who will attend graduate school for advanced study of statistics. Prerequisite: appropriate score on math placement test or "C" or above in MA123.

## MEDICAL ASSISTING

- ME123 Medical Law and Ethics** ..... (3)  
 This course emphasizes legal principles, procedures, and regulations that affect Medical Assistants and other Allied Health professionals. It includes confidentiality and release of information, current medical and bioethical issues. 2 hours lecture per week.
- ME132 Urinalysis** ..... (2)  
 This course reviews the anatomy and physiology of the kidney in health and disease. It provides basic and more advanced instruction in the study and execution of urinalysis. 3 hours lecture/lab for 2/3 of the semester. Prerequisite: BI173/BL171 and BI183/BL181 (or concurrent).
- ME143 Pharmacology** ..... (3)  
 An introduction to the principles of pharmacology, computation of dosages, and a comprehensive study of drug action, routes of administration, classes of drugs by body system, as well as antibiotics, antiviral drugs, blood products, anesthetics, emergency drugs, vaccines and immunizations, and chemotherapy agents. It is designed to develop skills in preparation, education, and administration of immunizations and various drugs. 3 hours lecture per week. Prerequisite: BI162, 41 or above on COMPASS math placement test or "C" or above in MA113.
- ME203 Medical Transcription** ..... (3)  
 This course involves transcription of physician-dictated reports organized by body systems. Emphasis on development of accuracy, speed, and medical knowledge for transcription of letters, chart notes, history and physical examination reports, consultations, emergency room reports, discharge summaries, and using reference materials and other resources efficiently. Editing and proofreading techniques, and grammar and punctuation review. Understanding professional issues in medical transcription. Prerequisite: BI162, BI173 and BI183, or BI115/BL115, CS121, CS141, CS181.
- ME213 Introduction to Medical Coding**..... (3)  
 The focus of this class is learning the coding rules for CPT, ICD-9CM, and Level II (HCPC) coding systems and applying the rules to code patient services. In addition, a variety of payment systems are presented: DRG, APC, RUGIII, RBRV. The medical topics of Medicare fraud/abuse, HMOs, and PROs are reviewed. Prerequisite: BI162, BI173 and BI183, or BI115/BL115.
- ME223 Medical Office Procedures**..... (3)  
 This course involves intensive training covering medical receptionist tasks, working with patient files, medical records, banking procedures, medical insurance. It also covers the integration of medical office tasks, mail handling, making meeting and travel arrangements, and the administrative responsibilities of an office manager. 3 hours lecture per week. Prerequisite: BI162 or concurrent.
- ME274 Medical Assisting I**..... (4)(0)  
 This is a study of professionalism for the medical assistant, including assisting in medical treatment, surgical asepsis, minor surgery, and medical office procedures. The lab permits demonstration and practice for competencies in body fluid precautions, obtaining patient interview and vitals, assisting with physical exams, administration of medications and injections and knowledge of diagnostic testing. 3 hours lecture per week, 3 hours lab per week. Prerequisite: Sophomore standing in the Medical Assisting program.
- ME283 Medical Assisting II** ..... (3)(0)  
 This is a continued course directed to students in the Medical Assisting Technology program. Students perform diagnostic testing, maintenance on a variety of diagnostic equipment, and electrocardiographs; they also assist in medical specialty exams. The course includes emergency treatment and first aid care instruction. 2 hours lecture per week and 2 hours lab per week. Prerequisite: ME274.

**ME290 Medical Assisting Externship** .....(10)  
 This course is directed clinical practice in a medical facility. It includes an administrative, clinical, and laboratory rotation. 9 weeks of 40 hours per week. Prerequisite: ME274; Corequisite: ME283.

**ML142 Orientation to Medical Lab** ..... (2)(0)  
 This course is an overview of basic laboratory hematology, coagulation, clinical chemistry, blood banking, serology and bacteriology. 3 hours lecture/lab. Corequisite: PB102 and ME132.

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## MEDICAL TRANSCRIPTION/MEDICAL OFFICE ADMINISTRATION

**MR102 Medical Transcription**.....(2)  
 This course involves extended transcription of physician-dictated reports, organized by body systems. Medical knowledge for transcription of letters, chart notes, history and physical examination reports, consultations, emergency room reports, and discharge summaries are developed in this course. Prerequisite: BI115 (or concurrent), BI162 and CS121.

**MR113 Introduction to Transcription**.....(3)  
 This course is designed to stimulate and provide students with a knowledge of content and format of medical documents and reports. The students are to become familiar with general medical office transcription equipment by incorporating English usage, machine transcription, application skills, medical knowledge, and proofreading and editing abilities. Upon completion of this course, students need to achieve a minimum of 40 wpm on a timed typing test to prove competency in transcription and progression in the program.

**MR125 Beginning Medical Transcription**.....(5)  
 Transcription of physician-dictated reports organized by body systems. Emphasis on development of accuracy, speed, and medical knowledge for transcription of letters, chart notes, history and physical examination reports, consultations, emergency room reports, and discharge summaries. Using reference materials and other resources efficiently. Editing and proofreading techniques, and grammar and punctuation review. Understanding professional issues in medical transcription. Prerequisite: BI162, CS121, MR113; Corequisite: BI183, MR153.

**MR133 Lab Medicine/Physical Exam**.....(3)  
 A comprehensive study of laboratory and pathology tests and procedures by body system. An in-depth study of the history and physical examination. Content and terminology used under each of the main headings within a history and physical examination report. Understanding inter-relationships and medical cause and effect in anatomy and physiology, medical terminology, pharmacology, and laboratory procedures as demonstrated through exercises based on actual medical reports. Prerequisite: concurrent enrollment in or prior completion of BI115 (or concurrent) and BI162.

**MR143 Pharmacology**..... (3)  
 An introduction to the principles of pharmacology, computation of dosages, and a comprehensive study of drug action, routes of administration, classes of drugs by body system, as well as antibiotics, antiviral drugs, blood products, anesthetics, emergency drugs, vaccines and immunizations, and chemotherapy agents. Prerequisite: BI115 (or concurrent) and BI162.

**MR153 Medical Records/Ethics/Coding**.....(3)  
 This is a basic overview of the medical office or ambulatory care center in three areas: (1) medical records, (2) medical law and ethics, (3) medical insurance coding. The study covers understanding the purpose and maintenance of the medical record, the importance of following state and federal laws in a medical office, ethical expectations of all members of the healthcare team, and guidelines for medical insurance coding.

**MR163 Human Diseases**.....(3)  
 A comprehensive study of disease processes (causes, symptoms, and treatments), organized by body systems. Prerequisite: BI115 (or concurrent), BI162.

**MR213 Advanced Coding**.....(3)  
 This course focuses on the application of coding principles learned in CPT, ICD-9CM, HCPCS (Level II) coding. This course is designed to analyze and assign specific codes to a wide range of original source medical documents. Prerequisite: BI115, BI162, ME213, MR133, MR143, MR153 and MR163.

**MR214 Advanced Medical Transcription** .....(4)  
 Transcription of physician-dictated reports organized by medical specialty. Emphasis on development of accuracy, speed, and medical knowledge for transcription of history and physical examination reports, consultations, emergency room reports, discharge summaries, operative reports, laboratory reports, diagnostic studies, radiology and pathology reports. Using reference materials and other resources efficiently. Editing and proofreading techniques. Grammar and punctuation review. Prerequisite: BI115, BI162, MR113, MR125, MR133, MR143, MR153 and MR163.

**MT216A/MT216B Medical Transcription Clinical** .....(3/3)  
 The Medical Transcription Clinical is a directed virtual clinical experience that continues to enhance the medical knowledge of transcription to prepare extended physician dictated reports. Prerequisite: BI115, BI162, MR113, MR125, MR153; Corequisite: MR214.

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## MUSIC

**MU100 College Chorus** .....(5)  
 One-half credit in music may be earned each semester a student participates in the College Chorus. Instrumentalists who are able to accompany or augment the music are also welcome to apply for admittance to the chorus. In this course students will have the opportunity to study and perform liturgical and non-liturgical music. Prerequisite: permission of Chorus Director. (Studio course)

**MU103 Music Appreciation** .....(3)  
 This course focuses on listening to music and requires no previous music experience. A general study of music fundamentals and terminology is provided, and then music is explored through the different historical time periods.

**M300 Variable Topics in Music** .....(3)  
 In this course the students will have the opportunity to study more specific topics in various areas of music that are not currently covered by specific course offerings.

**MU111/MU121 Chorus**.....(1/1)  
 Shalom meets for 3 hours each week to study and perform liturgical music. (Studio course)

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## NURSING ASSISTANT

**NAC104 Nursing Assistant Certification**.....(5)  
 This course is designed to prepare students for entry level jobs in nursing homes and other health care facilities. Includes the federally required initial 16 hours of training prior to any direct contact with a patient/resident. Theory and skill training provide basic skills to provide care for clients in long term care facilities. A clinical component in a nursing home is included. This course is intended to prepare the student to complete the Nursing Certification Competency Examination.

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## NURSING - ASSOCIATE DEGREE

**NA104/NB104 Foundations of Nursing**.....(4)  
 This course is intended to assist students to realistically evaluate their preparation for the nursing major including the critical need for math competency. In this course, students will briefly examine the role and expectations of the nurse in the current health care market. An introduction to the mission and philosophy of the department of nursing, examining personal strengths and areas for improvement, entrance testing, and learning style inventories are completed as well as extensive study of concepts of mathematics for medication administration. Students will be expected to examine their professional goals while they prepare for application to the major.

**NA106 Nursing Concepts**.....(6)  
 This beginning course introduces the student to the nursing profession, the Department of Nursing's philosophy, conceptual framework, and program objectives. A variety of teaching strategies are used to introduce the student to ENVIRONMENT, HUMANITY, HEALTH, and NURSING. The Health-Wellness Continuum is explored with emphasis on the normal findings of individual adult clients. The basic needs of the individual adult (Maslow) are explored along with examining methods to promote client self care. An overview of historical, spiritual and cultural considerations of nursing practice is introduced. Rural nursing is introduced and defined. Values and ethical decision making processes are reviewed. The caring philosophy, the competencies of the associate nurse, the nursing process, along with therapeutic interpersonal communication skills, provide the foundation for understanding professional nursing. Students apply the theory of this course through clinical experiences. Prerequisite: admission to program. Classroom: 4 hours; Clinical: 6 hours/week.

**NA111 Orientation for Advanced Placement**.....(1)  
 This 100-level course is designed for the student having established credit for NA106 in the associate degree program entering the program with advanced placement. The course will introduce the student to the program philosophy, conceptual framework, and the use of the nursing process. Prerequisite: NA106 competency and permission of the department.

**NA128 Nursing Concepts II**.....(8)  
 Common, well-defined, and recurring alterations in health experienced by individual adult clients are covered. The nursing process is used to identify and address the bio-psycho-social, developmental, cultural, and spiritual needs of adult clients. Ethical and legal aspects of safe nursing practice are explored. Critical thinking activities are used to illustrate the impact of ENVIRONMENT, HUMANITY, and

HEALTH upon NURSING care of clients with selected alterations in health. Students apply the theory of this course through clinical experiences. Prerequisite: BI173/BL171, NA106 or equivalent, and "C" or above in CH123/CL121. Classroom: 5 hours; Clinical: 9 hours/week.

**NA207 Nursing Concepts Applied to the Care of Adults**..... (7)

Complex, well-defined, and recurring alterations in health ranging from adaptive to maladaptive, experienced by individual and groups of adult clients are the focus of this course. The nursing process is used to determine and address the bio-psycho-social, developmental, cultural, and spiritual needs of the client. Nursing case studies are used to illustrate the impact of the ENVIRONMENT, HUMANITY, and HEALTH, upon the NURSING care of clients. Ethical and legal aspects of safe nursing practice are explored. Students apply the theory of this course through clinical experiences. The course may be offered during the first or second semester of the 200-level of the program. Prerequisite: BI173/BL171, BI183/BL181, BI263/BL263, CH123/CL121, NA106, NA128, and PS133. If the course is taken spring semester the student must have credit for NA227. Classroom: 4 hours; Clinical: 9 hours/week.

**NA222 Applied Pharmacology for Nursing Practice** ..... (2)

This course focuses on pharmacologic principles for nursing practice, administration of medications, and evaluation of the client response. The nursing process format is integrated throughout the course and serves as the framework for the study of drug classifications. Prerequisite: "C" or above in CH123/CL121. Classroom: 2 hours.

**NA223 Psychiatric and Mental Health Nursing**..... (3)

Students in this course examine the development and changing focus of psychiatric mental health nursing throughout the lifespan. Focus is on the concepts of HEALTH, NURSING, ENVIRONMENT, and HUMANITY in providing psychiatric mental health nursing care to clients along the continuum of mental health. Nursing theory, DSM-IV-TR multiaxial evaluation system, psychobiology, psychopharmacology, the causations of mental illness, and the mind/body/spirit connection will be emphasized. Care for individuals with psychiatric disorders will be addressed through the nursing process and *Watson's Theory of Transpersonal Caring*. Students are challenged to examine their roles as associate level nurses in the ongoing challenges of providing healthcare services across the continuum with persons affected by mental illness. Clinical experiences include practice in acute and chronic settings, primarily in Yankton, South Dakota, during the summer. Prerequisite: NA128, and "C" or above in PS133. Classroom: 2 hours; Clinical: 45 hours total.

**NA227 Nursing Concepts Applied to the Childbearing and Childrearing Family**..... (7)

The nursing care of the childbearing family and the pediatric client and their family including complex, well-defined and recurring alterations in health, are the focus of the course. The nursing process is used to determine and address the bio-psycho-social, developmental, cultural, and spiritual needs of the client. Nursing case studies are used to illustrate the impact of ENVIRONMENT, HUMANITY, and HEALTH upon the NURSING care of these clients. Ethical and legal aspects of safe nursing practice as they apply to the childbearing and childrearing family are deliberated. Students apply the theory of this course through clinical experience. The course may be offered during the first or second semester of the 200-level of the program. Prerequisite: BI173/BL171, BI183/BL181, BI263/BL263, CH123/CL121, NA106, NA128, NA253, and PS133. If the course is taken spring semester the student must have credit for NA207. Classroom: 4 hours; Clinical: 9 hours/week.

**NA253 Synthesis of Nursing Concepts**..... (3)

This course is designed to prepare the student to manage groups of clients by learning delegation and prioritization of nursing care. Theory and clinical experiences are integrated and provide opportunities for students to explore professional issues, incorporating the attitudes, knowledge, and critical thinking required of the AD nurse. Students incorporate previous experiences as they synthesize concepts and prepare for entry into practice. Prerequisite: NA207 or NA227; Corequisite: NA207 or NA227. This must be the last nursing course in the AD program. Classroom: 1 hour; Clinical: approximately 90 hours total.

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**NURSING - TRADITIONAL BSN and LPN COMPLETION**

**NB104/NA104 Foundations of Nursing**..... (4)

This course is intended to assist students to realistically evaluate their preparation for the nursing major including the critical need for math competency. In this course, students will briefly examine the role and expectations of the nurse in the current health care market. An introduction to the mission and philosophy of the department of nursing, examining personal strengths and areas for improvement, entrance testing, and learning style inventories are completed as well as extensive study of concepts of mathematics for medication administration. Students will be expected to examine their professional goals while they prepare for application to the major.

**NB213 Introduction to Professional Nursing**..... (3)

This beginning course introduces the student to the nursing profession, the Department of Nursing's philosophy, conceptual framework, program outcomes, and the nursing process. The caring philosophy, historical, spiritual and cultural considerations, nursing theories, and legal/ethical aspects of safe nursing practice are introduced. A variety of teaching strategies are used to introduce the student to the primary themes of the program: ENVIRONMENT, HUMANITY, HEALTH, and NURSING. Effective communication techniques, teaching/learning principles, and math skills are studied and practiced. Prerequisite: admission to 200-level nursing, EN113, MA133 and PS133. Classroom: 2.5 hours; Lab: 1.5 hours/week.

- NB235 Fundamentals of Nursing and Care of the Older Adult**..... (5)  
 This course provides the theoretical and practical basis for fundamental nursing skills. Basic needs of the individual, with focus on the older adult, are examined. The nursing process is used to identify and address the bio-psycho-social, developmental, cultural, and spiritual needs of individuals. The impact of the primary themes of ENVIRONMENT, HUMANITY, HEALTH, and NURSING care of individuals is expanded as a basis of nursing care. Ethical and legal aspects of safe nursing practice are explored. Students apply the theory of this course through clinical experiences in long-term care. Prerequisite: NB213, NB243 and PS153. Classroom: 3 hours; Clinical: 6 hours/week.
- NB243/NU333 Health Assessment** ..... (3)  
 This course is an introduction to holistic physical assessment of individuals across the lifespan. It builds on the scientific knowledge acquired from the natural sciences. The functional patterns will be the framework for documenting the health history and physical assessment of systems. Inherent in this course is the integration of ENVIRONMENT and HEALTH within the assessment of HUMANITY. Assessment is the foundation upon which NURSING practices. Data analysis and critical thinking are an integral part of this course. Discussion of lab/diagnostic testing is integrated. Prerequisite: BI173/BL171 and BI183/BL181; Corequisite: NB213. Classroom: 2 hours; Lab: 3 hours/week.
- NB301 Death and Dying** ..... (1)  
 This course provides an introduction to the study of death, dying, and grief by presenting the salient points of major issues and questions through diverse points of view.
- NB303 Pathophysiology** ..... (3)  
 This foundation course focuses on adaptive and maladaptive human responses to disruptions in normal physiology. The primary themes of ENVIRONMENT, HUMANITY, HEALTH, and NURSING are integrated throughout this course. The student will use knowledge of anatomy/physiology, chemistry, and microbiology as a basis for exploring and expanding how alterations in structure and function disrupt human body adaptation (maladaptation). Pathophysiology of disease is studied with emphasis on developing scientific rationale for nursing practice. Prerequisite: BI173/BL171, BI183/BL181, "C" or above in BI263/BL263, CH133/CL131 or equivalent, and NB243. Classroom: 3 hours.
- NB311 Therapeutic Nutrition**..... (1)  
 This course will provide the student with an overview of medical nutritional therapy for diabetes, cardiac, renal, cancer, and gastrointestinal disorders. Practical applications and treatment of nutrition-related pathologies will be emphasized. Prerequisite: 200-level nursing courses and 200-level science requirements or approval of instructor. Classroom: 1 hour.
- NB323/NU413 Applied Drug Therapy** ..... (3)  
 This course will focus on the relationship between drug therapy and its impact on ENVIRONMENT, HUMANITY, HEALTH, and NURSING. The nursing process is the framework from which various classifications of drugs are discussed. Pharmacokinetics, side effects, drug interactions, client response, and nursing implications for each drug classification are explored. The impact of environmental forces is identified. This course will enable the student to make therapeutic assessments and appropriate nursing judgments regarding drug therapy in client care. The nurse's collaborative role in pharmacology is discussed. Prerequisite: CH133/CL131 or equivalent, NB235 and NB303; Corequisite: NB311. Classroom: 3 hours.
- NB335 Maternal-Child Nursing-LPN**..... (5)  
 Designed for the LPN diploma completion student, this course focuses on the promotion and maintenance of health for individuals of childbearing age and childrearing families. The themes of ENVIRONMENT, HUMANITY, HEALTH, and NURSING are incorporated into holistic client care. The principles of growth, development, and mental health are integrated. Nursing care of at-risk families and children with special needs is introduced. Clinical experience assists in application of the nursing process in the care of the childbearing/childrearing client. Prerequisite: Successful challenge of NB213, NB235, NB303 via NLN ACE I and BNC I, NU313, NU333, NB243, and NB323 (or concurrent). Classroom: 3 credit hours; Clinical: 2 credit hours.
- NB338 Maternal-Child Nursing**..... (8)  
 This course focuses on the promotion and maintenance of health for individuals of childbearing and childrearing families. The themes of ENVIRONMENT, HUMANITY, HEALTH, and NURSING are incorporated into holistic client care. The principles of growth, development, and mental health are integrated. Nursing care of at-risk families and children with special needs is introduced. Clinical experience assists in application of the nursing process in the care of the childbearing/childrearing client. Prerequisite: NB235 and NB303. Classroom: 4 hours; Clinical: 12 hours/week.
- NB344 Mental Health Nursing** ..... (4)  
 This course examines the development and changing focus of mental health nursing throughout the lifespan. The course is focused on the concepts of HEALTH, NURSING, ENVIRONMENT, and HUMANITY in providing mental health nursing care to clients along the continuum of mental health. Nursing theory, DSM-IV-TR multiaxial evaluation system, psychobiology, psychopharmacology, the causations of mental illness, and the mind/body/spirit connection will be emphasized. Care for individuals with psychiatric disorders will be addressed through the nursing process and *Watson's Theory of Transpersonal Caring*. Students are challenged to examine their roles as baccalaureate level nurses in the ongoing challenges of providing health care services across the continuum with persons affected by mental illness. The clinical experiences include practice in acute adult, acute adolescent, psychiatric rehabilitation, chemical dependency, and community outpatient settings. Students may have the opportunity to observe electroconvulsive therapy, mental illness

commitment hearings, and treatment groups. All students will design, implement, and evaluate a therapeutic group activity during clinical. Prerequisite: NB323 and PS353. Classroom: 2.5 hours; Clinical: 68 hours total.

**NB368 Adult Health Nursing I..... (8)**  
This medical-surgical course expands the fundamental principles of nursing. The themes of ENVIRONMENT, HUMANITY, HEALTH, and NURSING are incorporated into holistic care of clients with acute and chronic alterations in health. Clinical experiences assist in application of the nursing process in the care of individuals and families. Prerequisite: NB235 and NB303. Corequisite: NB323. Classroom: 4 hours; Clinical: 12 hours/week.

**NB375 Adult Health Nursing I-LPN ..... (5)**  
Designed for the LPN diploma completion student, this course is designed to expand the fundamental principles of nursing. This course expands the principles of health promotion and introduces principles of health maintenance for individuals and families. The themes of ENVIRONMENT, HUMANITY, HEALTH and NURSING are incorporated into holistic care of clients with acute and chronic alterations in health. Clinical experiences assist in application of the nursing process in the care of individuals and families. Prerequisite: NU313 and NB323 (or concurrent). Classroom: 3 hours; Clinical: 2 hours.

**NB421/422/423 Variable Topics in Nursing .....(1/2/3)**  
These elective courses are designed to acquaint the nursing student with current practices in health care. Classroom: 1-2 hours.

**NB436 Community Health Nursing.....(6)**  
Concepts basic to meeting the health needs of individuals, families, and groups with diverse cultural and social backgrounds in a community and rural setting are presented. The impact of the environment upon the community as the client, and the interrelationship of the health status of the individual and that of the community are explored. Promotion, prevention, maintenance and restoration of optimal levels of health and wellness, the fundamentals of epidemiology, and the implications of social policy upon the health of communities are addressed. A variety of teaching strategies are used to illustrate the impact of ENVIRONMENT, HUMANITY, HEALTH, and NURSING upon the care of individuals, families, groups, and communities. Clinical experiences, in a variety of community settings, provide opportunities for students to apply theoretical concepts. Prerequisite: NB311, NB323, NB338, NB344, NB368, and NB473. Classroom: 3 hours; Clinical: 9 hours/week.

**NB451/452/453 Internship.....(1/2/3)**  
This course will focus on application of theoretical and practical nursing skills in a hospital setting. The nursing process is utilized to identify and address the bio-psycho-social developmental, cultural, and spiritual needs of individuals and families. The impact of the primary themes of ENVIRONMENT, HUMANITY, HEALTH, and NURSING care of individuals and families are incorporated into nursing care. Ethical and legal aspects of safe nursing practice are implemented. ANA's Code of Ethics, Nursing Social Policy Statement, and Scope and Standards of Practice will be utilized to provide quality, competent nursing care. Prerequisite: All 200- and 300-level nursing courses.

**NB454 Leadership Roles in Managing Client Care.....(4)**  
This course studies the leadership character and management roles of the baccalaureate nurse. The NURSING process is the basis for discussion of holistic care of individuals, families, groups, and communities (HUMANITY) in a variety of HEALTH care systems and organizations (ENVIRONMENTS). The leadership role of the nurse includes discussion of the management of staff and care for groups of clients. Critical analysis of the nursing literature is incorporated to examine legal, ethical, and moral aspects of professional nursing practice. Both theory and clinical experiences provide opportunities for the student to examine leadership/management skills, incorporating the attitudes, knowledge, and critical thinking of the baccalaureate nurse. Preparation for NCLEX is highlighted. Clinical experiences will be with mentors who have roles in leadership/management of staff and/or clients. Synthesis of these roles will be in preparation for graduation and graduate study. This must be the last nursing course in the BSN program. Classroom: 1.5 hours; Clinical: 112 hours total.

**NB455 Adult Health Nursing II ..... (5)**  
Students in this course study the care of clients with complex, multi-system alterations in health, both physiological and psycho-social. The NURSING process is the basis for discussion of holistic care of individuals, families, groups, and communities (HUMANITY) in a variety of HEALTH care systems and organizations (ENVIRONMENT). Both theory and clinical experiences provide opportunities for the student to examine complex care concepts incorporating the attitudes, knowledge, and critical thinking of the baccalaureate nurse. Prerequisite: all 300-level nursing courses. Classroom: 2.5 hours; Clinical: 113 hours total.

**NB473/NU473 Research in Nursing.....(3)**  
This course provides the student with an understanding of nursing research and its role in contemporary nursing practice. The student acquires the skills of critical appraisal to become a knowledgeable research consumer. Through the acquisition of knowledge of the research process and positive attitudes toward nursing research, the student incorporates nursing research findings in practice as they relate to ENVIRONMENT, HUMANITY, HEALTH, and NURSING. Prerequisite: "C" or above in MA243 or concurrent. Cross-listed with NU473. Classroom: 3 hours.

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**NURSING - BSN COMPLETION (RNs and LPNs)**
**NU313 Dimensions of Professional Nursing .....(3)**

This course is designed to introduce the registered nurse and the licensed practical nurse to the baccalaureate program and the role of the professional nurse. It provides the student with an opportunity to explore a variety of issues in professional nursing, using the baccalaureate nursing roles as the organizational structure. The multiple roles of the baccalaureate prepared nurse are analyzed, and methods of application to professional practice are discussed. An overview of nursing and non-nursing theories and models are introduced. The major themes of ENVIRONMENT, HUMANITY, HEALTH, and NURSING are introduced. This course focuses on the application of the select concepts: quality assessment, political process, and professionalism. Previous learning will be validated during this course. Prerequisite: admission to program. Classroom: 3 hours.

**NU333/NB243 Health Assessment.....(3)**

This course is an introduction to holistic health assessment of the client across the lifespan. The functional patterns are the framework for documenting the health history and physical assessment of systems. Inherent in this course is the integration of ENVIRONMENT and HEALTH within the assessment of HUMANITY. Assessment is the foundation upon which NURSING practices. Data analysis is an integral part of this course. Prerequisite: NU313 or consent of instructor. Classroom: 2 hours; Lab: 3 hours.

**NU373 Family as Client .....(3)**

This course focuses on family health promotion. Theories and models are applied to family dynamics including systems, culture, communication, family roles, family self-care, family stress, rural life, and social support. The nursing process is applied to family health promotion/protection in areas of nutrition, stress management, sleep, recreation, sexuality, protective health behaviors, and environmental health. The student will apply the principles learned in theory to a family in the community. A variety of teaching strategies are utilized to illustrate the impact of ENVIRONMENT, HUMANITY, HEALTH, and NURSING upon the care of well individuals and families. Prerequisite: NU313 or consent of instructor. Classroom: 3 hours.

**NU413/NB323 Applied Drug Therapy .....(3)**

This course will focus on the relationship between drug therapy and its impact on ENVIRONMENT, HUMANITY, HEALTH, and NURSING. The nursing process is the framework from which various classifications of drugs are discussed. Pharmacokinetics, side effects, drug interactions, client response, and nursing implications for each drug classification are explored. The impact of environmental forces is identified. This course will enable the student to make therapeutic assessments and appropriate nursing judgments regarding drug therapy in client care. The nurse's collaborative role in pharmacology is discussed. Prerequisite: completion of all NU 300-level courses or consent of instructor. Cross-listed with NB323. Classroom: 3 hours.

**NU436 Community Health Nursing.....(6)**

Concepts basic to meeting the health needs of individuals, families, and groups with diverse cultural and social backgrounds in a community and rural setting are presented. The impact of the environment upon the community as the client, and the interrelationship of the health status of the individual and that of the community is explored. Promotion, prevention, maintenance and restoration of optimal levels of health and wellness, the fundamentals of epidemiology, and the implications of social policy upon the health of communities are addressed. A variety of teaching strategies are used to illustrate the impact of ENVIRONMENT, HUMANITY, HEALTH, and NURSING upon the care of individuals, families, groups, and communities. Clinical experiences, in a variety of community settings, provide opportunities for students to apply theoretical concepts. Prerequisite: all 300-level nursing courses, PS353 and NU473 (or corequisite). Classroom: 3 hours; Clinical: 135 hours total.

**NU454 Leadership Roles in Nursing.....(4)**

This seminar course focuses on the nursing leadership character and management roles of the baccalaureate nurse. The nursing leadership/management role includes the management of groups of staff and the care of groups of clients. Both the theoretical and clinical components offer the student the opportunity to explore, synthesize, and evaluate baccalaureate roles, knowledge, skills, and attitudes needed by the professional nurse for leadership and management. Group discussion will focus on clinical application in the areas of competence in professional practice, roles of the nurse in clinical practice, teaching, decision-making, peer review and performance evaluation in promotion of quality nursing care. As the discussions progress, the NURSING care will be synthesized in relationship to ENVIRONMENT, HUMANITY, and HEALTH. Clinical experiences will be with mentors who have roles in leadership/management of staff and/or clients. Synthesis of these roles will be in preparation for graduation and graduate study. Prerequisite: NU413, NU436 and NU473. This must be the last nursing course in the BSN completion program. Classroom: 2 hours; Clinical: 90 hours total.

**NU463/NB463 Independent Study .....(1-3)**

This course offers individual study that addresses special needs and interests. Selected readings, observations, conferences, and projects could be selected. The course can be used by the transfer student who needs extra credits in nursing as a way to make up the deficiency or to earn credit for prior learning. It can be used by the student who wants to explore in depth a topic of special interest including clinical internships. The student and the faculty advisor develop course objectives together, depending upon the student's needs. The course offers the option of 1-3 credits. The number of projects/credits to be attempted will be determined at the time of enrollment. Prerequisite: admission to the program.



**NU473/NB473 Nursing Research** ..... (3)  
 This course provides the student with an understanding of nursing research and its role in contemporary nursing practice. The student acquires the skills of critical appraisal to become a knowledgeable research consumer. Through the acquisition of knowledge of the research process and positive attitudes toward nursing research, the student incorporates nursing research findings in practice as they relate to ENVIRONMENT, HUMANITY, HEALTH, and NURSING. Prerequisite: "C" or above in MA243 or concurrent; NU313 or concurrent. Cross-listed with NB473. Classroom: 3 hours.

## NUTRITION

**NUTR101 Introduction to Nutrition**..... (3)  
 An introduction to basic human nutrition. The course will include the fundamentals of nourishing the body properly and the role that food plays in meeting the nutritional requirements of individuals. This course is specifically designed for students not progressing on to advanced learning in nutrition.

**NUTR110/NUTL110 Food Science Principles** ..... (3)(1)  
 A scientific investigation of the foods used to maintain optimum nutrition. Will include food composition, principles of food preparation, preservation of nutrients, and current innovations in science and technology related to foods. The optional lab will further explore the lecture concepts with hands-on experience in food preparation. (Foundational Science course)

**NUTR200 Variable Topics in Nutrition** .....(1-3)  
 In this course, students will have the opportunity to study specific topics of interest in nutrition not usually covered in the present course offerings.

**NUTR201 Exploring Weight Issues**..... (1)  
 This course will examine the diagnostic criteria and current prevalence of obesity and eating disorders (ED) including anorexia nervosa and bulimia nervosa. The course will explore the multi-factorial causes and consequences of these disorders and the current treatment modalities, including prevention and public health approaches. Prerequisite: BI183 or BI363 (Human Nutrition) or NUTR101.

**NUTR211 Nutritional Supplements**..... (1)  
 A look at ergogenic acids, vitamins, minerals and herbal products available for use in this country, patterns of use, and research in the field of nutritional supplements. Prerequisite: BI183 or BI363 (Human Nutrition) or NUTR101.

**NUTR212 Social and Cultural Aspects of Food** ..... (2)  
 This course will look at the role of food and nutrition in the development of human cultures, looking at social, cultural, and economic impacts on food choices, as well as food patterns in worldwide cultures. Prerequisite: BI363 (Human Nutrition) or NUTR101.

**NUTR300 Variable Topics in Nutrition** .....(1-3)  
 In this course, students will have the opportunity to study specific topics of interest in nutrition not usually covered in the present course offerings.

**NUTR303 Human Nutrition** ..... (3)  
 The science of food, its nutrients, their actions, interactions and balance. Students will gain an understanding of human nutrition in health and disease. The course will cover human digestion, absorption, nutrient transportation and utilization, as well as the role of nutrients or deficiencies in human disease. Special circumstances such as aging and other life stages, as well as current topics such as fad diets may be reviewed. Prerequisite: BI183 or NUTR101.

**NUTR312 Sports Nutrition** ..... (2)  
 A look at nutritional needs derived from exercise and physiological consequences of nutritional deficiencies in exercise. Current research and conventional practices will be investigated. Prerequisite: NUTR303.

**NUTR322 Maternal and Child Nutrition** ..... (2)  
 This course will look at nutritional concepts and practices specific to the needs of pregnancy and early childhood. Current research and conventional practices will be investigated. Prerequisite: NUTR303.

**NUTR333 Clinical Nutrition I: Chronic Disease** ..... (3)  
 This course will look at the role of diet and nutrition in the treatment and management of a number of chronic diseases. Topics will include current research on specific diseases, nutrient/drug interactions, and the physiological basis of diet alterations in disease. Prerequisite: NUTR303.

**NUTR343 Clinical Nutrition II: Critical Care**..... (3)  
 This course will look at the role of diet and nutrition in the treatment and management of a number of critical care situations. Topics will include renal disease, nutrition and cancer, HIV/AIDS, gastrointestinal diseases, and pulmonary disease, including current research. Prerequisite: NUTR303.

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**PHILOSOPHY**
**PH103/CT113 Philosophy of Argumentation: Logic/Rhetoric..... (3)**

This course is designed to enhance the student's capacities to analyze, evaluate, critique and respond to verbal structures by assessing the arguments of others, by presenting their own arguments in oral and written form, and by subjecting their own arguments to the same scrutiny to which they have subjected others. May be used as a humanities/aesthetics elective.

**PH113 Introduction to Philosophy ..... (3)**

This course introduces learners to the writings of philosophers from the ancient, medieval, and modern world.

**P300 Variable Topics in Philosophy. .... (3)**

In this course the students will have the opportunity to study specific topics in philosophy that are not currently covered by specific course offerings. Prerequisite: RS283.

**H423S Science, Gender and Knowledge ..... (3)**

This course is an interdisciplinary humanities offering that focuses on history and philosophy of science and feminist studies. The course is designed to give the upper-level student an overview of both the history and the ongoing debate regarding gender and its relationship to science. The course stresses critical reading, thinking, writing, and speaking skills. Prerequisite: EN113 and EN133. (Humanities/Aesthetics Core Course) (Social Science/Human Culture Core Course) (Cultural Diversity course)

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**PHLEBOTOMY**
**PB102/PL102 Lab Safety/Introduction to Phlebotomy ..... (2)(0)**

This course teaches basic concepts in the area of medical laboratory safety, specimen collection (venipuncture and capillary), specimen processing, laboratory mathematics and lab equipment. The student will obtain clinical experience in phlebotomy (venipuncture and capillary) collections, and specimen processing at an area medical facility. Prerequisite: Medical Assisting students must achieve a 17 on the math section of the ACT (or SAT equivalent) or appropriate score on math placement test.

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**PHYSICS**
**PC104/PL104 Fundamentals of Physics I..... (4)(0)**

This course is designed not only to provide a solid foundation for further study of physics, but also to encourage the scientific way of thinking. Course material includes mechanics, magnetism, and thermal physics. Prerequisite: "C" or above in MA133. (Foundational Science course)

**PC114/PL114 Fundamentals of Physics II ..... (4)(0)**

This course is designed not only to provide a solid foundation for further study of physics, but also to encourage the scientific way of thinking. Course material includes electricity, waves, and nuclear physics. Prerequisite: "C" or above in MA133. (Foundational Science course)

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**POLITICAL SCIENCE**
**HS390/POLS390 Variable Topics: Readings in Political Thought ..... (3)**

This is a variable topics course that can be taken as a history or political science course. The focus of the course will rotate between ancient political thought, political thought and the Age of Enlightenment, and political thought in American History.

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**PSYCHOLOGY**
**PS133 General Psychology ..... (3)**

This course is a study of the physiological and intrapsychic basis of behavior; the theories of learning, thinking and behavior; and the techniques of studying human behavior.

- PS153 Developmental Psychology**.....(3)  
This course is a study of all phases of the developmental cycle from conception to death. Special emphasis will be placed upon the psychic development that accompanies biological growth, transitions from one life stage to another, and the tasks uniquely attributed to the various stages. Prerequisite: PS133.
- PS313 Theories of Personality** .....(3)  
This course studies major theories of personality, emphasizing a scientific approach to the study of the individual utilizing the four “D”s of personality: Description, Development, Dynamics and Determinants. Prerequisite: PS133.
- PS324/SW324 Human Behavior in the Social Environment** .....(4)  
This course is a study of the contributions of behavioral and social sciences to a systems perspective of human relationships. It is designed to assist a student in developing an understanding of human behavior across the lifespan. Prerequisite: PS133.
- PS333 Child and Adolescent Psychology** .....(3)  
This course emphasizes the humanness of psychological disorders and their effects upon individual, family and social systems. The focus is on the development of children/adolescents and the issues they face each day with friends, families and teachers. Prerequisite: PS133.
- PS343/SO343 Social Psychology**.....(3)  
This course provides the opportunities to explore the causes and effects of human behavior in groups through theoretical readings and personal experiences. This includes how we come to perceive ourselves and our world, how our attitudes form and change, what influences our behavior in groups, conformity, violence, attraction, and helping behaviors for self-understanding and personal and social transformation. Prerequisite: SO103 or PS133.
- PS353 Abnormal Psychology** .....(3)  
This course focuses on maladaptive behavior and mental disorders. Consideration is given to causes and symptom patterns found in the psychoses, minor mental disorders and character disorders. Basic concepts of therapy are presented. Prerequisite: PS133.
- PS355 Variable Topics in Psychology**.....(3)  
Variable topics courses explore various areas of psychology according to need and interest of students. Prerequisite: PS133.
- PS373 Psychology of Film**.....(3)  
This course will engage the student in film review related to psychological themes of not only the subject matter of the film but of the actors, directors, and technical aspects as well. The various mental health diagnoses will be included in the reviews and discussions.
- PS383 Tests and Measurements** .....(3)  
This introductory course will present the methodological, theoretical, and ethical problems involved in test construction and use. All matter of psychological testing will be discussed. Prerequisite: PS133 and PS153.
- PS393 Psychology of Aging**.....(3)  
The purpose of this course is to provide an orientation to aging processes in adulthood and later life. Students will be introduced to basic theoretical models, research methods, and current information on the psychology of adulthood and aging and shown how these concepts can be applied to understanding and helping older adults. Prerequisite: PS133 and PS153.
- PS395/HW395 Sports Psychology** .....(3)  
A study of psychological development as it relates to sports and exercise. This course will examine the influence of psychological factors on performance in sports and exercise such as anxiety, motivation, athlete personality, concentration, and confidence. Prerequisite: PS133.
- PS402 Senior Seminar in Psychology**.....(2)  
The focus of the Senior Seminar in Psychology is to provide the student with an intellectual appreciation of significant issues in contemporary psychology and problems of the future. Prerequisite: Senior standing in Psychology.
- PS403 Psychology Internship** .....(3)  
The Psychology Internship allows students to integrate what they have learned in an academic setting with relevant experience in a business, service agency or educational institution. It will provide an opportunity for students to evaluate the strengths and limitations of their current knowledge and to broaden and deepen their understanding of psychology. The experience is NOT meant to allow undergraduate students to practice actual psychotherapy or counseling. Prerequisite: Junior or Senior standing in Psychology and Psychology Program Director permission.
- PS413 Research Methods in Psychology** .....(2)  
This course is designed to teach the basic concepts of quantitative and qualitative research methods and data analysis used in the study of psychology. This course will assist students in thinking critically in approaching potential research problems and expose them to a variety of methodological techniques. This course will also assist students in how to read good research. Prerequisite: PS133, PS153, PS353.

**PS3003 Health Psychology ..... (3)**

This course invites students to examine their own health-related behavior and attitudes and to begin making healthful changes that are informed by health research. It is an examination of the psychological factors affecting wellness, including emotional, cognitive, social and behavioral aspects. This course will promote understanding of, and respect for, the differences among groups of people. Prerequisite: PS133 and PS153.

**PS3013 Industrial/Organizational Psychology..... (3)**

Industrial/Organizational Psychology examines the behavior of people at work from their point of entry into the workforce to retirement. Industrial Psychology is also known as 'Personnel Psychology' which includes job analysis, employee recruitment and selection, performance appraisal and training and development. 'Organizational Psychology' examines work motivation, job satisfaction and employee stress. Prerequisite: PS133 and SO103.

**PS3023 Forensic Psychology ..... (3)**

The American Academy of Forensic Psychology notes that 'forensic psychology is the application of the science and profession of psychology to questions and issues relating to law and the legal system'. This course focuses upon the criminal justice system and does not address civil cases. When a crime appears to have been committed and authorities have been notified, the criminal justice system is set in motion. The criminal justice system is the societal response to crime and includes three major activities - law enforcement, the judicial process, and corrections. In this course, forensic psychology is the application of psychology to these three components of the criminal justice system. Prerequisite: PS133, SO103 and one Foundational Science Course.

**PS3033 Psychopharmacology..... (3)**

This introductory course focuses on the structure and processes of psychopharmacology. Consideration is given to DSM-IV TR diagnosis; the effects and side effects of pharmacotherapy; counseling, monitoring and discontinuance of medications per client. Prerequisite: One Foundational Science Course.

**PS3043 Pediatric Psychology..... (3)**

The psychosocial and physiological aspects of children's health will be the focus of this course. Information about etiology and the developmental course of a variety of medical conditions will be reviewed as well as the impact that each condition has on the child, family and school.

**PS3053 Cognition and Learning..... (3)**

In this course, the student will be introduced to the major themes of learning and cognition. This comprehensive course in cognitive psychology will include the concepts of memory, language, problem solving, knowledge, imagery, and decision making and how they apply to the student's everyday life. Prerequisite: PS133 and PS153.

**PS3063 Positive Psychology ..... (3)**

Much of today's people psychology focuses on what's wrong with people. Positive psychology looks at what's right with people. This course will attempt to understand human strengths and virtues, as well as help students live happier, more productive lives.

**PS3073 Psychology of Gender ..... (3)**

This course queries the biological and cultural factors that influence the development of gender roles and the development of identities and stereotypes of masculinity and femininity and what influence they may have on our lives at the personal, social, and institutional levels.

**PS3083 Research Methodology..... (3)**

This course is intended to give students familiarity and practice in the quantitative and qualitative methods used by empirical researchers, as well as to expose them to statistical packages used in research.

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**RADIOLOGIC TECHNOLOGY**
**RT102 Introduction to Radiologic Technology..... (2)**

This course includes an introduction to basic medical terminology related to radiology, medical ethics, imaging equipment, image characteristics, radiation protection, and career opportunities. 2 hours lecture/clinical.

**RT106 Radiologic Technology I..... (6)**

This course includes an introduction to radiation physics, processing techniques, and anatomy and positioning terminology. The beginning student is given a basic idea of the institution's, the department's and the radiographer's responsibilities and objectives in patient care. Prerequisite: Pre-Radiologic Technology curriculum. Off-Campus Clinical Program.

**RT112 Patient Care..... (2)**

General and emergency patient care considerations are discussed. These include use of various methods and equipment for monitoring patients; safety rules to avoid injury to patients as well as health care providers; infection control procedures; venipuncture techniques; medications and routes of administration; recognition and methods of dealing with uncomfortable or emergency situations; patient education regarding preparation and follow-up procedures for various exams. 2 hours lecture.

- RT121 Principles of Radiation Protection** ..... (1)  
 Methods of dose reduction to patient, self, and others are emphasized throughout the course. Factors affecting radiosensitivity are discussed. Technical factors affecting entrance dose are examined. Radiation monitoring and dose equivalent limits are studied. Students will effectively summarize articles related to medical diagnostic exposures to ionizing radiation. 1 hour lecture.
- RT131 Ethics and Law** ..... (1)  
 Ethical and legal responsibilities of radiographers are discussed. Terminology pertinent to topics is defined and examples of each are given. Medical center and department practices are explained. The importance of professional relationships and communication with other health care providers, patients, and family members is emphasized. 1 hour lecture.
- RT133 Fundamentals of Radiologic Science**..... (3)  
 This course will provide an overview of the foundations of radiography and the practitioner's role in the health care delivery system. The course includes an introduction to medical terminology related to radiology, imaging equipment, medical ethics, patient care, radiation protection, and career opportunities.
- RT201 Radiologic Technology II**..... (13)  
 This course includes radiation physics, anatomy and positioning, continuation of processing techniques and beginning radiographic exposure. The student is introduced to physical concepts of radiology, positioning of chest, abdomen, and extremities, and factors affecting image quality. Prerequisite: RT106. Off-Campus Clinical Program.
- RT208 Procedures I** ..... (2)  
 General anatomy, arthrology, positioning terminology and imaging principles are introduced. Anatomy, positioning and critique of chest, abdomen and upper extremity, including shoulder girdle are studied. 2 hours lecture.
- RT209 Clinical I** ..... (3)  
 Orientation to radiographic, fluoroscopic and processing equipment will take place. Students will be evaluated on clinical objectives for each assigned area. Routine and optional radiographic positioning will be demonstrated and evaluated for chest, abdomen and upper extremities. 11 to 16 hours clinical practicum.
- RT212 Procedures II**..... (2)  
 Anatomy, positioning and critique of lower limb, hip, pelvis, cervical, thoracic, lumbar spines, sacrum, coccyx, ribs and sternum are examined. 2 hours lecture.
- RT224 Radiation Physics** ..... (4)  
 This course continues discussion of physics, including atomic structure, electricity, magnetism, forms of energy, algebraic equations, and units of measurement. Production of x-rays and their interaction with matter is an essential part of this course. X-ray generating equipment, circuitry and x-ray beam characteristics are examined. 4 hours lecture.
- RT233 Clinical II** ..... (3)  
 Routine and optional radiographic positioning will be demonstrated and evaluated for lower extremity, pelvic girdle, spinal column and bony thorax. 11 to 16 hours clinical practicum.
- RT244 Radiographic Exposure and Image Formation** ..... (4)  
 Film and intensifying screen components are discussed. Rules for proper film handling and storage, artifact identification, and processor quality control procedures are part of this course. Latent image formation, chemical components of processing solutions, silver recovery, automatic processor systems, and methods of image manipulation and storage are also covered. X-ray production, properties of x-rays, and body composition are introduced. Prime factors influencing radiographic exposures are studied. Students learn methods of adjusting technical factors for various body parts, thicknesses, tissue densities, image receptors, distances and pathologic conditions. Radiographic density, contrast, detail, and distortion and factors affecting each are examined in detail. Production of scatter radiation and use of grids, beam restricting devices, and filtration are studied. Appropriate use of automatic exposure control and preparation of technique charts are also discussed. Laboratory experiments are an integral part of applying theoretical components of the course. 3 hours lecture and 2 hours lab/discussion.
- RT253 Radiologic Science Procedures I**..... (3)  
 Positioning terminology, basic principles of imaging, and radiation protection practices are introduced. Anatomy, positioning and critique of chest, abdomen, upper GI, upper limb, shoulder girdle, lower limb, proximal femur and pelvic girdle are covered. Prerequisite: BI162 (or concurrent).
- RT263 Radiologic Science Clinical I** ..... (3)  
 Orientation to radiographic, fluoroscopic, and processing equipment will take place. Students will be evaluated on clinical objectives for each assigned area. Routine and optional radiographic positioning will be demonstrated and evaluated for chest, abdomen, extremities, pelvis, and hip. 288 hours of clinical practicum.

- RT273 Radiologic Science Procedures II**..... (3)  
Anatomy, positioning, and critique of cervical, thoracic, lumbar spines, sacrum, coccyx, ribs, sternum, LGI, urinary, cranial and facial bones, trauma, mobile, and surgical procedures are studied. Prerequisite: RT253.
- RT275 Radiologic Science Clinical II**..... (5)  
Routine and optional radiographic positioning will be demonstrated and evaluated for the spinal column, bony thorax, LGI, urinary, and skull. Use of mobile radiographic and fluoroscopic equipment will be demonstrated and evaluated. Evening and/or weekend rotations may be required. 360 hours of clinical practicum. Prerequisite: RT263.
- RT283 Clinical III**..... (3)  
Students will achieve competence in previously studied procedures by practicing principles of radiographic exposure, radiation protection and positioning. Weekend rotations may be required. 320 hours clinical practicum total.
- RT293 Radiologic Science Ethics and Patient Care**..... (3)  
Ethical and legal responsibilities of radiographers are discussed. The importance of professional relationships and communication with other health care providers, patients, and family members is emphasized. General and emergency patient care considerations are studied.
- RT294 Radiation Physics**..... (3)  
Atomic structure, electricity, magnetism, forms of energy, algebraic equations, and units of measurement are studied. Production of x-rays and their interaction with matter is an essential part of this course. X-ray generating equipment, circuitry, and x-ray beam characteristics are examined. Physical principles of the fluoroscopic imaging chain are included.
- RT302 Radiologic Technology III**..... (13)  
This course includes radiation physics, radiographic exposure, and anatomy and positioning. Students learn about production of x-rays and their interaction with matter, and methods of reducing scatter reaching the film, thereby improving radiographic quality. Students apply radiographic exposure knowledge to clinical assignments. They also position pelvis, spine, and thorax. Prerequisite: RT201. Off-Campus Clinical Program.
- RT303 Procedures III**..... (3)  
Anatomy, positioning and critique of cranial, facial bones, sinuses, mastoids, TMJs, upper and lower gastrointestinal system, and biliary system procedures are studied. 3 hours lecture.
- RT305 Clinical IV**..... (5)  
Routine and optional radiographic positioning will be demonstrated and evaluated for skull, gastrointestinal and biliary studies. Students will also achieve competence in previously studied procedures. 16 to 24 hours of clinical practicum.
- RT306 Radiologic Technology IV**..... (6)  
This course includes special imaging equipment, anatomy and positioning, and contrast procedures. Students learn about special imaging techniques and equipment and positions for skull, facial bones, TMJs, mastoids, and sinuses. They learn details of preparation, procedures, and follow-up care for common contrast procedures performed daily. Prerequisite: RT302. Off-Campus Clinical Program.
- RT312 Special Imaging Equipment**..... (2)  
Physical principles and equipment operation of fluoroscopy, conventional tomography, mammography, digital x-ray imaging, computed tomography, magnetic resonance imaging, and ultrasound are included. Fundamental principles of computer technology, related terminology and computer applications in radiology are part of this course. 2 hours lecture/discussion/demonstration.
- RT313 Radiologic Technology V**..... (13)  
This course includes special imaging equipment, special contrast procedures, and pediatric radiography. The student learns about special imaging systems and about special contrast procedures which require sterile technique and assistance of radiographer to radiologist. Student learns about methods of dealing with infants, children, and parents and special considerations for protection and positioning of parts. Student is required to write a scientific paper. Prerequisite: RT306. Off-Campus Clinical Program.
- RT315 Clinical V**..... (5)  
Students will achieve competence in previously studied procedures. Students will develop image evaluation skills and gain more experience in stationary and mobile fluoroscopic procedures. 16 to 24 hours of clinical practicum.
- RT320 Radiologic Science Procedures III**..... (3)  
Procedures in additional diagnostic and therapeutic modalities are studied in this course. Nonvascular interventional procedures are introduced. Students will learn basics of mammography, bone densitometry, and EKG studies. Pediatric considerations are examined. The circulatory system anatomy is included. Prerequisite: RT273.

- RT322 Image Evaluation**.....(2)  
Students evaluate images for radiographic quality, radiation protection, accurate positioning by showing structures of interest, proper identification and image artifacts. Students must be able to distinguish between acceptable diagnostic quality and poor radiographic quality images. Both written and oral exams are taken as part of this course. 2 hours lecture/discussion.
- RT323 Radiologic Technology VI**.....(13)  
This course includes radiobiology and health physics, angiography, cross-sectional anatomy, radiologic pathology, and review classes. The student learns about radiobiology, early and late effect of radiation exposure, radiation protection procedures, and ultrasound. The student learns about equipment and procedures used in angiography, learns medical terminology which relates to radiographic pathology, and reviews all course material in preparation for ARRT exam. Prerequisite: RT313. Off-Campus Clinical Program.
- RT325 Radiologic Science Clinical III**.....(5)  
Students will achieve competence in previously studied procedures by practicing principles of radiographic exposure, radiation protection, and positioning. Evening and/or weekend rotations may be required. 360 hours of clinical practicum. Prerequisite: RT275.
- RT330 Radiobiology and Radiation Protection**.....(3)  
Discussion of radiation protection of patients, operators, and the public takes place. Devices used to detect and measure radiation are studied, as well as dose equivalent limits. Fundamental principles of radiobiology are introduced. Biologic effects of radiation on cells and radiosensitivity of cells, tissues, and organs are discussed. Early and late effects of radiation are studied. Prerequisite: RT294.
- RT332 Radiation Protection and Radiobiology**.....(2)  
More advanced discussion of radiation protection of patients, operators, and the public takes place. Devices used to detect and measure radiation are studied, as well as dose equivalent limits. Fundamental principles of radiobiology are introduced. Biologic effects of radiation on cells and radiosensitivity of cells, tissues, and organs are discussed. Early and late effects of radiation are studied. 2 hours lecture.
- RT333 Procedures IV**.....(3)  
Urinary system procedures, mammography, trauma and mobile radiography, pediatric radiography and conventional tomography, arthrography, myelography and orthoroentgenography are studied. 3 hours lecture.
- RT340 Image Formation, Processing and Display**.....(3)  
Traditional and digital imaging acquisition, processing, and display methods are studied. Rules for proper film handling and storage, artifact identification, and processor quality control procedures are part of this course.
- RT343 Clinical VI**.....(3)  
Students will apply knowledge of procedures, radiographic exposure and radiation protection as they become proficient in areas assigned. Weekend rotations may be required. 320 hours clinical practicum total.
- RT350 Radiologic Science Procedures IV**.....(3)  
Vascular diagnostic and interventional procedures are studied. Students will research and write a scientific paper, prepare a visual display, and present their findings to peers and instructors. Prerequisite: RT320.
- RT353 Cross-Sectional Anatomy**.....(3)  
A study of human anatomy as viewed in cross-section. Anatomical cross-sections of the human head, thorax, neck, abdomen, pelvis and extremities will be presented using advanced modalities such as computed tomography and magnetic resonance imaging. Structures illustrated in the cross-section are labeled. Students practice and assess the anatomy through several different exercises.
- RT360 Radiologic Science Clinical IV**.....(3)  
Students will achieve competence in previously studied procedures and will maintain competence while exploring additional modalities. Weekend and/or evening rotations may be required. 288 hours of clinical practicum. Prerequisite: RT325.
- RT363 Educational Methods**.....(3)  
This course develops skills in teaching radiologic methods by providing instruction in curriculum development, methods of instruction and psychology of learning. Learn how to develop performance objectives, organize lesson plans, and effectively present a lecture.
- RT373 Quality/Risk Management**.....(3)  
This course is designed to develop an understanding of the tasks and protocols making up the quality/risk management activities of a radiology department. The roles of the personnel contributing to the quality/risk program will be presented. Tools, procedures, and evaluation criteria used in the performance assessment of imaging modalities and processing will be discussed. Formulate a risk management plan and gather data to assess risk in the patient care setting.
- RT383 Pathophysiology**.....(3)  
This course will focus on the characteristics and symptoms of disease caused by alterations or injury to the structure of function of the body. Normal function and structure as well as common disease conditions are studied and then followed by in-depth descriptions of pathological processes. Etiology, pathogenesis, prognosis and therapies will be discussed for each pathology as well as image correlation.

- RT395 Computers in Radiology** ..... (3)  
 Introduce knowledge in computing and information processing in the areas of computed radiography, digital radiography and picture archiving and communication systems. Computer applications in radiology related to image capture, display, storage and distribution are presented.
- RT402 Procedures V** ..... (2)  
 Radiographic anatomy and positioning of cranial, thoracic, abdominal and pelvic computed tomography are studied and evaluated. Cerebral, thoracic, abdominal and peripheral angiography and magnetic resonance imaging are surveyed. Each student is required to write and present a scientific paper as part of this course. 2 hours lecture.
- RT403 Clinical VII** ..... (3)  
 Students will integrate prior coursework by applying positioning and technical skills in the clinical setting. Students will perform the majority of exams under indirect supervision. Students will take a leadership role in the clinical setting. Students gain experience in special radiologic procedures while maintaining radiography competence. 11 to 16 hours clinical practicum; in addition, the student may be assigned weekend duty.
- RT411 Introduction to Quality Improvement** ..... (1)  
 Methods of evaluating components of radiologic imaging systems are studied in order to ensure consistency in radiographic image quality. Laboratory experiments are used to demonstrate application of quality control tools and measurement. An individual quality improvement project is required as part of this course. 1 hour lecture/lab/discussion.
- RT413 Image Analysis and Quality Improvement** ..... (3)  
 Students evaluate images for radiographic quality, radiation protection, and accurate positioning showing structures of interest, proper identification and image artifacts. Students must be able to distinguish between acceptable diagnostic quality and poor radiographic quality images. Quality control in medical imaging is studied by discussion of quality control instruments, measurements, and frequency of testing. An individual quality improvement project is a requirement of this course.
- RT423 Physical Principles of CT** ..... (3)  
 This course is designed to provide entry-level radiography students with the principles related to CT imaging. The physical principles discussed in the course will support the foundational CT positioning skills learned in the clinical setting.
- RT425 Radiologic Science Clinical V** ..... (5)  
 Students will apply knowledge of procedures, radiographic exposure, and radiation protection as they become proficient in areas assigned. This course provides the student the opportunity to function more independently in all areas. Students will be evaluated on professional skills as they prepare for application for positions in their chosen field. Weekend and/or evening rotations may be required. 360 hours of clinical practicum. Prerequisite: RT360.
- RT432 Radiographic Pathology** ..... (2)  
 Pathologic conditions in each body system and their relevance to radiologic procedures are studied in this course. Medical terminology is an essential part of this course. 2 hours lecture.
- RT433 Clinical VIII** ..... (3)  
 Students who have completed competencies in radiography will have the opportunity to rotate into a special imaging modality, quality management or education. 11 to 16 hours of clinical practicum; in addition, the student may be assigned weekend duty.
- RT443 RT Senior Seminar** ..... (3)  
 Students will be guided to develop and carry out a project in their designated concentration. The completed project will be presented at the end of the semester to all the Radiologic Technology students and faculty. These senior students will also be guided in a review of the Radiologic Technology curriculum in preparation to take the American Registry of Radiologic Technologist's exam. Students are required to take monthly exams as well as simulated registry exams as part of this course. Meet as assigned.
- RT453 Radiographic Pathology** ..... (3)  
 Pathologic conditions in each body system and their relevance to radiologic procedures are studied in this course. Students study and present a pathology report demonstrated by some medical imaging technique. Prerequisite: BI173 and BI183 (or equivalents).
- RT455 Radiologic Science Clinical VI** ..... (5)  
 Students who have achieved competency in radiography will have the opportunity to pursue their interest in an area of specialization in a given modality, quality management, or education. Weekend and/or evening rotations may be required. 360 hours of clinical practicum total. Prerequisite: RT425.



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**READING**

- RE083/EN083 Critical Reading and Writing** ..... (3)  
 This course will assist students in reinforcing and using the critical reading and writing skills necessary for successful completion of college-level academic coursework. Through an integrated approach to reading and writing, students will receive practice in applying concepts to a variety of reading and writing tasks. (Remedial course; does not count towards hours required for graduation)
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**RECREATION**

- REC103 Introduction to Recreation** ..... (3)  
 This course provides an introduction to the field of recreation, focusing on the concepts of play, fitness, exercise, wellness and recreation, and their roles in society. Various career opportunities in fitness, physical education and recreation fields are explored. Recreation and leisure services and opportunities in the public and private sector are examined. History, philosophy, scope and value of recreation service are emphasized in this course.
- REC112/HW112 First Aid/Emergency Care**..... (2)  
 Students learn about the recognition and treatment of emergency injury and illness. Concepts learned will include bandaging, splinting, and victim examination. May include CPR. 2 hours lecture.
- REC200 Variable Topics in Recreation** ..... (1-3)  
 In this course, students will have the opportunity to study specific topics of interest in recreation not usually covered in the present course offerings.
- REC203 Introduction to Fitness**..... (3)  
 Students will be introduced to the basic concepts of fitness. Topics covered will include benefits, careers, components of fitness, and types of fitness programs.
- REC213 Introduction to Therapeutic Recreation** ..... (3)  
 Exploration of the history, philosophy, theories, concepts, services, and functions of therapeutic recreation. A practical introduction to therapeutic interaction skills.
- REC223 Recreation Programming**..... (3)  
 This course is designed to acquaint students with different types of programs in the recreation field. This will include an exploration and examination of theoretical foundations and basic recreation programming skills, methods, and techniques necessary to deliver recreational activities and programs in public and private settings, agencies and/or organizations. Prerequisite: REC103.
- REC233 Processes and Techniques in Therapeutic Recreation** ..... (3)  
 Study of therapeutic recreation facilitation processes and techniques. Prerequisite: REC213.
- REC300 Variable Topics in Recreation** ..... (1-3)  
 In this course, students will have the opportunity to study specific topics of interest in recreation not usually covered in the present course offerings.
- REC303 Organization and Administration of Recreation**..... (3)  
 This course covers planning and administration of recreation programs in communities, private agencies, and industry. It includes legal aspects, policies, operations, personnel management, financing, budgeting and maintenance of recreation programs. Prerequisite: REC223.
- REC313 Recreational Facility Design and Management** ..... (3)  
 An introduction to the principles and practices of planning, financing, management and maintenance of recreation facilities. Prerequisite: REC223.
- REC323 Therapeutic Recreation for Physical Disabilities**..... (3)  
 Provides students with the knowledge and skills related to the delivery of therapeutic recreation services for individuals with physical disabilities and other chronic conditions. Prerequisite: REC233.
- REC333 Program Design and Evaluation in Therapeutic Recreation**..... (3)  
 A study of systematic program design and general recreation programming in therapeutic recreation settings. Emphasis is on assessment, principles of program planning, development of program objectives, program content, documentation, and program evaluation. Prerequisite: REC213, REC223 and REC233.

- REC343 Current Trends and Issues in Therapeutic Recreation** ..... (3)  
 Examination of the most current issues in the therapeutic recreation field and preparation for internship. In addition, the course will examine the historical and philosophical foundations of the field. Prerequisite: Senior standing in Recreation.
- REC353 Recreational Leadership** ..... (3)  
 Theory and application of leadership as it pertains to recreational activities and programs. In-depth analysis of interaction between leadership styles and group dynamics. Facilitation techniques necessary for effective group leadership. Prerequisite: REC303 and REC313.
- REC363 Therapeutic Recreation for People With Mental Retardation/Developmental Disabilities**..... (3)  
 This course provides students with the knowledge and skills related to the delivery of therapeutic recreation services for individuals with mental retardation/developmental disabilities. Prerequisite: REC233.
- REC413 Senior Seminar in Recreation**..... (3)  
 In a seminar format, students will focus on critical issues in recreation and current research in the field. Students will engage in reading, research, discussion, and presentation to the seminar cohort. The objective is to guide students to integrate academic preparation in their discipline into their professional lives, further developing lifelong learning skills and a perspective of intellectual curiosity. 3 hours seminar. Prerequisite: Senior standing in Recreation.
- REC496 Recreation Internship** ..... (6)  
 Students will integrate theoretical knowledge from academic work with practical experience in their areas of concentration. This is accomplished by supervised recreation practice in a corporate or community setting. Prerequisite: Senior standing in Recreation.

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## RELIGIOUS STUDIES

- RS123 The Christian Tradition**..... (3)  
 This course is an introduction to the theological study of the faith of the Christian community. It examines contemporary Christian understandings of God, Christ, humanity, existence, the Bible, and salvation. This course or RS233 serves as a prerequisite for further courses in Religious Studies.
- RS233 Catholicism** ..... (3)  
 This course is an introduction to the theological study of the Christian faith, covering the broad areas of scriptural, historical, and general ("systematic") objectives. The focus of the course is on the particularly Roman Catholic understanding of the Christian tradition. This course or RS123 serves as a prerequisite for further courses in Religious Studies.
- RS243 The Sacraments** ..... (3)  
 This course is a study of the sacraments, both as moments of human religious experience and through an examination of the historical development of sacraments in the Christian tradition. (This course is offered every other year) Prerequisite: RS123 or departmental approval.
- RS253 Prayer and Spirituality** ..... (3)  
 This course is an introduction to the meaning of prayer and religious experience or spiritual life from a Christian perspective, including the fundamentals of prayer and spirituality. Prerequisite: RS123 or departmental approval.
- RS283 Christian Ethics** ..... (3)  
 This course examines the process and principles of moral decision making as an activity of Christian faith. The course will examine how moral decisions reveal important aspects about who we are as human persons, and how they reflect and reveal the foundational values in our lives and our responsibilities to ourselves, others, and God. Prerequisite: RS123 or departmental approval.
- RS303 World Religions** ..... (3)  
 This course is a survey of the origin, nature, beliefs and practices of the major world religions, including Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, and Christianity. Prerequisite: RS123 or departmental approval. (Social Science/Human Culture Core course or Humanities/Aesthetics elective, but may not be used to fill both requirements) (Cultural Diversity course)
- RS305 Special Topics in Theology**..... (1-4)  
 This course is a focused examination of a specific topic or related set of topics in Christian theology (This course is offered occasionally, as needed). Prerequisite: RS123 or department approval. (Specific topics may require further prerequisites)
- RS313 New Testament Overview** ..... (3)  
 This course introduces students to the content of the New Testament with special emphasis on the general structure of the Gospels, the various literary forms found within the Gospels, the New Testament letters, and the Book of Revelation. Prerequisite: RS123 or departmental approval.

- RS333 Life and Letters of St. Paul**..... (3)  
Using material from the Acts of the Apostles and Paul's writings, students become acquainted with the Apostle to the Gentiles and his letters. Issues for study include the life of Paul, the structure of a Pauline letter, and themes in Paul's major letters. (This course is taught every other year) Prerequisite: RS123 and RS313 or departmental approval.
- RS353 Jesus the Christ**..... (3)  
This course examines who the man Jesus was and what it means to call him the Christ, the Son of God, and God. The course includes consideration of some of the different ways Christians have understood Jesus as the Christ from Biblical times to the present. (This course is taught every other year) Prerequisite: RS123 or departmental approval.
- RS363 Nano Nagle: Her Life and Her Legacy**..... (3)  
This course centers on the life of Nano Nagle, the foundress of the Sisters of the Presentation of the Blessed Virgin Mary. We will explore her life and her contribution to the development of educational opportunities during the time of British Penal Laws in Ireland. A study will be undertaken to discover the continuing influence she has had on the spread of her work in many corners of the world including our own Presentation College. (This course is taught every other year) Prerequisite: RS123 or departmental approval.
- RS373 Biblical Spirituality**..... (3)  
In this course students study the development of major Biblical themes through the Old and New Testaments and begin the process of integrating these themes into their daily lives through study, reflection and prayer. (This course is taught every other year) Prerequisite: RS123 and RS313 or RS333 or RS353, or departmental approval.
- RS383 Justice and Peace**..... (3)  
This course addresses justice and peace issues on the international, national, and local levels, including its Biblical and ecclesiastical foundations, and its practice. (This course is taught every other year) Prerequisite: RS123 or departmental approval.
- RS410 Special Topics in Theology**..... (2-3)  
This course is a focused examination of a specific topic or related set of topics in Christian theology (This course is offered occasionally, as needed). Prerequisite: RS123 or department approval. (Specific topics may require further prerequisites)

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## SOCIAL WORK

- SW111 Social Work Project**..... (1)  
This course is an expansion of Introduction to Social Work. We will explore the various services, activities and responsibilities of social workers. This course is also to serve as an introduction to the skills of reviewing the literature in research.
- SW203 Corrections**..... (3)  
An historical survey of the American correctional system. The evolution, philosophy, and methods of corrections will be explored. This course may be taken as an elective or as part of the Criminal Justice minor.
- SW213 Crime in America**..... (3)  
This course explores the nature of crime in America, the theories of crime causation, the theories of victims and victimization, types of crimes committed, and recommended interventions to decrease crime.
- SW221 Chemical Dependency**..... (1)  
This course will confront the issues related to substance abuse. It will provide a broad introduction to the enormity and scope of this problem. The student should develop a basic understanding of the nature of substance abuse and be aware of treatment modalities available.
- SW222 Independent Study: Variable Topics (Arranged)**..... (1-4)  
Independent study courses provide the opportunity to accommodate different topics, learning experiences, and training opportunities which occasionally arise in the social work field.
- SW223 Introduction to Criminal Justice**..... (3)  
This course is designed to expose students to the criminal justice system in America. The study of criminal justice is truly an interdisciplinary field of knowledge. Under the umbrella of criminal justice the law is studied to examine aspects of criminal law and procedure, and sociology is reviewed to examine the structure of social institutions and how they affect the administration of justice. The field of criminal justice also includes influences from other disciplines including history, anthropology, and psychology, as well as public administration.
- SW231 Social Work: Variable Topics**..... (1-4)  
These topical courses study particular areas of social work, or topics which reflect the current interest of the student population.

- SW233 Social Welfare Policy I..... (3)**  
 This course examines the historical development of social welfare, as well as current policies and issues facing social workers in the early 21st century. Social work values and assumptions are integrated by the participants as the process of policy making and social change throughout history are discussed. Prerequisite: SO103 and SO273/SW273, or permission of instructor.
- SW243 Interviewing Skills..... (3)**  
 This course is designed to introduce and practice the basic listening and interviewing skills that are needed in the helping interview and the delivery of human services. All areas of communication skills will be reviewed and applied to the social work setting. Special emphasis is also placed on working with women and people of color.
- SW251/SO251 Rainman ..... (1)**  
 This course offers students the opportunity to gain further self-awareness, knowledge and understanding of themselves in regard to personal values and relationships. Focus is on themes such as changes in personality, responsibility in relationships, and the development of values, trust and intimacy.
- SW253 Counseling Theory..... (3)**  
 This course introduces the basic counseling theories. Critical evaluation of each theory and application to social work and counseling practice is integrated. The student will learn the key concepts, philosophy and assumptions, the therapeutic goals, contributions and limitations, and application to each theory. Prerequisite: SW243 or permission of instructor.
- SW263 Child and Family Welfare..... (3)**  
 This course will briefly outline the dynamics of several of the problems/dysfunctions of the American family today including domestic violence, substance abuse, and alternative placement for children. Discussed will be the public family welfare system, intervention techniques, the law in regard to issues of the family and services available to victims and others involved in family situations that may cause difficulty. Ideas for prevention of future problems will also be discussed.
- SW271/SO271 Crisis Intervention..... (1)**  
 This course is designed as an introduction to the identification, prevention, and intervention in crisis situation. It seeks to provide the student with the basic perspective for assessing and intervening in the crisis situation as it is presented in a variety of diverse cultural groups and problem situations. Students will have the opportunity to develop an understanding of community services responsible for crisis intervention in the local area.
- SW273/SO273 Introduction to Social Work..... (3)**  
 This course is an introduction to the profession of social work. An understanding of the historical development of the profession, the effects of society on social welfare and, specifically, the philosophy and values of social work will be learned. The generalist perspective of social work is stressed in preparation for BSW education and practice. Specific fields and services of social work, as well as career opportunities, will be examined and explored. (Cultural Diversity course)
- SW293 Gerontology..... (3)**  
 This course explores the social, psychological and biological changes which occur in individuals from middle age to death. Students will explore social policies about aging and review ideas about aging across cultures.
- SW300 Social Work: Variable Topics..... (1-4)**  
 These topical courses study particular areas of social work, or topics which reflect the current interest of the student population.
- SW303 Death and Dying..... (3)**  
 A comprehensive introduction to the study of death, dying, and grief by presenting the salient points of major issues and questions through diverse points of view. Discusses solid theoretical background of grief throughout the lifespan.
- SW311 Counseling Ethics..... (1)**  
 An overview of ethics and legal issues as they relate to the practice of counseling and client/counselor relationships. Discussed are ethical standards for counselors, client rights, legal implications and quality client care. Prerequisites: SO233, SO243 and SW243, or permission of instructor.
- SW323/SO333 Institutional Racism/Sexism..... (3)**  
 This course examines the problems and issues of institutional racism and sexism as it relates to social injustice. The focus is on the causes of institutional racism and sexism, its effects on the individual, families, and groups, and on the structure and decision-making process in private, corporate, and governmental institutions. Discussion will be directed at increasing the awareness and appreciation of the issues and problems that institutional racism/sexism and dehumanizing biases have had on different groups in the United States of America -- especially the Blacks, Asians, Native Americans, Hispanics, women, individuals with physical and mental disabilities, and homosexuals. Consideration will be given to the role of social work practice in helping eradicate these institutional barriers and developing multicultural competences along with skills in interpersonal relations and group facilitation in order to impact people we are working with as clients or as students. Prerequisite: SO103 or permission of instructor.

- SW324/PS324 Human Behavior in the Social Environment** .....(4)  
 This course is a study of the contributions of behavioral and social sciences to a systems perspective of human relationships. It is designed to assist a student in developing an understanding of human behavior across the lifespan. Prerequisite: PS133.
- SW334 Independent Study**.....(1-4)  
 This course offers opportunities for independent study and research of specific topics of individual interest. The student, together with the assigned faculty, will develop a learning contract that includes learning goals and objectives, learning activities, and evaluation.
- SW353/SO353 Social Problems**.....(3)  
 This course is a critical analysis of social problems and social justice. Issues discussed include problems of youth, crime, substance abuse and addictions, civil disobedience and civil disorder, prejudice and oppression of minority groups, and disadvantaged groups. The course promotes solutions through analysis of linkages and tradeoffs at a micro-, macro-, and mega-level of society. Prerequisite: SO103. (Social Science/Human Culture Core course) (Cultural Diversity course)
- SW356 Juvenile Delinquency** .....(3)  
 Examines the characteristics of delinquents, the causes of juvenile delinquency, methods of correction and the juvenile justice system.
- SW363 Social Work Research** .....(3)  
 This course is an introduction to the principles and variations of the scientific research methods for generalist social work. It will provide the students with the knowledge and skills to understand and conduct research using different methods such as survey, group and single system designs; as well as practice and program evaluations. Implications of human diversity and ethical issues will be stressed throughout the course. Prerequisite: acceptance into the program or expressed exception by social work faculty.
- SW374 Social Work Practice I: Individual** .....(4)  
 The first of two courses in generalist practice, this course teaches the basic processes and practice of social work. The student learns how to integrate the knowledge, values, and skills learned in other social work courses as well as master the problem solving process from a creative generalist's theoretical base. Prerequisite: acceptance into Social Work program or permission of Social Work Department Chair.
- SW383 Social Work Practice II: Groups and Family** .....(3)  
 The second of two courses in generalist practice, this course will teach the student about the theory of group development and group dynamics, as well as family dynamics and systems. It will have special emphasis on group dynamics such as group facilitation, group problem-solving, goal setting, structuring a group, and the purpose, advantage and disadvantage of groups. It will be experiential in that the class will be handled in a group setting. Family systems, family meetings and guidelines to facilitating family sessions will be addressed. Prerequisite: SW374 or permission of Social Work Department Chair.
- SW411 Social Work Special Topics** .....(1-4)  
 This course is an in-depth examination of a specific topic in social work. It is offered as needed and reflects the interest of the current student population and/or current events in the field of social work.
- SW415 Field Practicum I**.....(5)  
 This course introduces the social work program senior to the actual practice of generalist social work in an agency setting. Students are provided with an opportunity to apply social work knowledge, skills and values learned in the classroom to the needs and environment of the client population served. Prerequisite: SW374, SW383, SW452 and SW454.
- SW423/SO423 Families Today** .....(3)  
 This course is an empirical examination of family organization in historical and cross cultural perspectives with special emphasis on the modern nuclear families. The goal of the course is to examine current concerns about the family in a larger context and analyze public policy as it relates to the family. Discussed will be the life cycle of the family, adjustments at each stage of development, the influences of race and socioeconomic status, as well as other current issues. Prerequisite: SO103.
- SW425 Field Practicum II** .....(5)  
 This course continues to build on the practice of generalist social work in an agency setting initiated during SW415. Students are expected to increase their application of social work knowledge, skills and values learned in the classroom to the needs and environment of the client population served by the field agency. This should include increased workload responsibilities, as well as refinement of practice skills. Prerequisite: successful completion of SW415.
- SW452 Community Practice and Policy I**.....(2)  
 This is a macro-level social work practice course which addresses the issue of management and organization of social agencies, assessment of community need, community based advocacy and social change. Students will review theories, models and processes involved in creating effective and planned social change in an effort to promote social justice as a generalist practitioner. This class prepares students to effectively close service gaps through policy analysis, formulation and implementation, as well as legislative advocacy. Policy practice that relates to women, people of diverse racial, ethnic, and cultural backgrounds and other oppressed groups will be studied from an advocacy and service perspective.

**SW454 Community Practice and Policy II.....(4)**

This is a continuation of SW452. It is a macro-level social work practice course which addresses the issue of management and organization of social agencies, assessment of community need, community based advocacy and social change. Students will review theories, models and processes involved in creating effective and planned social change in an effort to promote social justice as a generalist practitioner. This class prepares students to effectively close service gaps through policy analysis, formulation and implementation, as well as legislative advocacy. Policy practice that relates to women, people of diverse racial, ethnic, and cultural backgrounds and other oppressed groups will be studied from an advocacy and service perspective.

**SOCIOLOGY****SO103 Introduction to Sociology.....(3)**

A general introduction to the basic concepts and principles of social interaction, this course includes a study of culture, socialization, roles, minority groups, family, education, religion, deviance, and collective behavior.

**SO233 Licit/Illicit Drug Studies.....(3)**

This course is a survey of the use, abuse, and addictive nature of mood-altering chemicals other than ethyl alcohol, symptomatology and treatment of other addictions. The student should gain a basic knowledge of facts and insights in regard to the abuse of a wide variety of legal and illegal drugs, as well as approaches to prevention and treatment.

**SO243 Alcohol Studies.....(3)**

This course surveys the use, abuse and addictive nature of ethyl alcohol. Examined will be symptomatology and treatment of alcoholism. Current approaches to prevention will also be emphasized.

**SO251/SW251 Rainman.....(1)**

This course offers students the opportunity to gain further self-awareness, knowledge and understanding of themselves in regard to personal values and relationships. Focus is on themes such as changes in personality, responsibility in relationships, and the development of values, trust and intimacy.

**SO271/SW271 Crisis Intervention.....(1)**

This course is designed as an introduction to the identification, prevention, and intervention in crisis situation. It seeks to provide the student with the basic perspective for assessing and intervening in the crisis situation as it is presented in a variety of diverse cultural groups and problem situations. Students will have the opportunity to develop an understanding of community services responsible for crisis intervention in the local area.

**SO273/SW273 Introduction to Social Work.....(3)**

This course is an introduction to the profession of social work. An understanding of the historical development of the profession, the effects of society on social welfare and, specifically, the philosophy and values of social work will be learned. The generalist perspective of social work is stressed in preparation for BSW education and practice. Specific fields and services of social work, as well as career opportunities, will be examined and explored. (Cultural Diversity course)

**SO313 Treatment: Continuum of Care.....(3)**

This course is an introduction to the continuum of care for alcohol and other drug abuse from prevention through rehabilitation. The student should gain a basic knowledge of a range of therapeutic interventions on alcohol and other drug abuse in society, families and individuals and how these interventions address a variety of problems. Prerequisite: SO233 and SO243, or permission of instructor.

**SO333/SW323 Institutional Racism/Sexism.....(3)**

This course examines the problems and issues of institutional racism and sexism as it relates to social injustice. The focus is on the causes of institutional racism and sexism, its effects on the individual, families, and groups, and on the structure and decision-making process in private, corporate, and governmental institutions. Discussion will be directed at increasing the awareness and appreciation of the issues and problems that institutional racism/sexism and dehumanizing biases have had on different groups in the United States of America -- especially the Blacks, Asians, Native Americans, Hispanics, women, individuals with physical and mental disabilities, and homosexuals. Consideration will be given to the role of social work practice in helping eradicate these institutional barriers and developing multicultural competences along with skills in interpersonal relations and group facilitation in order to impact people we are working with as clients or as students. Prerequisite: SO103 or permission of instructor.

**SO343/PS343 Social Psychology.....(3)**

This course provides the opportunities to explore the causes and effects of human behavior in groups through theoretical readings and personal experiences. This includes how we come to perceive ourselves and our world, how our attitudes form and change, what influences our behavior in groups, conformity, violence, attraction, and helping behaviors for self-understanding and personal and social transformation. Prerequisite: SO103 or PS133.

**SO353/SW353 Social Problems.....(3)**  
 This course is a critical analysis of social problems and social justice. Issues discussed include problems of youth, crime, substance abuse and addictions, civil disobedience and civil disorder, prejudice and oppression of minority groups, and disadvantaged groups. The course promotes solutions through analysis of linkages and tradeoffs at a micro-, macro- and mega- level of society. Prerequisite: SO103. (Social Science/Human Culture Core course) (Cultural Diversity course)

**SO423/SW423 Families Today.....(3)**  
 This course is an empirical examination of family organization in historical and cross cultural perspectives with special emphasis on modern nuclear families. The goal of the course is to examine current concerns about the family in a larger context and analyze public policy as it relates to the family. Discussed will be the life cycle of the family, adjustments at each stage of development, the influences of race and socioeconomic status, as well as other current issues. Prerequisite: SO103.

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## SURGICAL TECHNOLOGY

**ST111 Professional Communication/Ethics.....(1)**  
 This course prepares the healthcare professional to participate in modern medical communications. Professional ethics includes an introspective look at decision making related to patient care values.

**ST122 Microbiology for the Surgical Technologist.....(2)**  
 This medical microbiology course is a study of the basic concepts of microbiology which are directly related to proper aseptic and sterile applications in the operating room. These applications affect outcomes of surgical procedures and overall patient safety.

**ST134 Introduction to Surgical Technology.....(4)**  
 The goal of this course is to prepare the student for safe entry-level practice. This course includes an introduction to surgical technology and related surgical technology principles and practice.

**ST136 Clinical Practicum I.....(6)**  
 This clinical course will allow students to practice the skills, critical thinking, and professional behavior that demonstrate competent entry-level surgical technology practice. This experience will take place in a designated hospital operating room under the supervision of experienced preceptors. The student will be assigned up to 24 hours per week to include scheduled emergency on-call. Prerequisite: BI115/BL115, BI162, ST111, ST122, ST134 and ST143; Corequisite: ST212, ST224 and ST242.

**ST143 Clinical Lab.....(3)**  
 This course will provide the student with an opportunity to learn, practice and master the critical entry-level skills necessary for safe patient care in the operating room. Students must demonstrate technical competence in a lab setting, which includes a series of required skill assessments relevant to entry into the actual clinical environment. The lab may only be taken if previously or concurrently enrolled in ST134.

**ST200 Variable Topics in Surgical Technology.....(1-3)**  
 In this course, students will have the opportunity to study specific topics in surgical technology not usually covered in the present course offerings. Prerequisite: "C" or above in ST112 and ST114, or comparable introduction to surgical techniques lecture and laboratory courses.

**ST211 Surgical Pathophysiology.....(1)**  
 This course describes the most common diseases indicated as pre-operative or post-operative surgical diagnoses. Prerequisite: BI115/BL115, BI162, ST111, ST122, ST134 and ST143; Corequisite: ST136, ST212, ST224 and ST242.

**ST212 Biomedical Science for the Surgical Technologist.....(2)**  
 This course provides an introduction to basic technological sciences related to current and future surgical practice.

**ST222 Professional Development.....(2)**  
 This course will prepare the student for the certification exam and employment in surgical technology. A series of pre-tests will be used to further examine areas of weakness. Each student will complete the certification exam prior to graduation from the program.

**ST224 Surgical Procedures I.....(4)**  
 A comprehensive study of basic, intermediate, and advanced surgical procedures, this course includes an introduction to surgical diagnostics, general surgery, obstetrics and gynecological surgery, otorhinolaryngologic surgery, ophthalmic surgery, and orthopedic surgery. Prerequisite: BI115/BL115, BI162, ST111, ST122, ST134 and ST143; Corequisite: ST136, ST211, ST212 and ST242.

**ST234 Surgical Procedures II.....(4)**  
 This course is a comprehensive study of basic, intermediate, and advanced surgical procedures. It includes oral and maxillofacial surgery, peripheral and cardiovascular surgery, thoracic surgery, neurosurgery, and plastic and reconstructive surgery. Prerequisite: ST136, ST211, ST212, ST224 and ST242; Corequisite: ST222 and ST236.

**ST236 Clinical Practicum II.....(6)**  
 This clinical will allow students to advance their surgical skills, critical thinking, and professional behavior in preparation for sustained surgical technology competence. This experience will take place in a designated hospital operating room under the supervision of experienced preceptors. Students will be assigned up to 30 hours per week to include scheduled emergency on-call. Prerequisite: ST136, ST211, ST212, ST224 and ST242; Corequisite: ST222 and ST234.

**ST242 Pharmacology for the Surgical Technologist .....(2)**  
 The goal of this course is to introduce the student to pharmacology as it relates to the operating room. This includes weight and measures, common pharmacologic agents, and anesthesia. Prerequisite: BI115/BL115, BI162, ST111, ST122, ST134 and ST143; Corequisite: ST136, ST211, ST212 and ST224.

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## THEATER

**TE243 Play Production .....(3)**  
 This course is a hands-on experience, offering the students opportunities in a theatrical production. There are many levels of theater: education, children's community, showcase and professional. This course offers training while actually producing a production. (Studio course)

**TE263 Independent Study in Theater .....(3)**  
 This course is a supplement and an additional experience to the acting, assisting and management learned in TE243. The additional experience will be in acting, rehearsal guidelines, finances and publicity.

**TE313 Survey of Theater.....(3)**  
 The purpose of this course is to integrate drama and English to provide an intriguing method of teaching and learning concepts of composition, communication, literature and language learning. The course is divided into two basic areas. The first general area talks about different types of drama. The second section introduces teaching methods in dramatic improvisation, discussion and the performance of one-act plays.





# College Administration and Faculty



## College Administration

### CORPORATE BOARD OF THE PRESENTATION SISTERS (Sponsors)

- Sr. Pam Donelan;** President, Sisters of the Presentation of the Blessed Virgin Mary  
**Sr. Kathleen Bierne;** Vice President, Sisters of the Presentation of the Blessed Virgin Mary  
**Sr. Phyllis Gill;** Councilor, Sisters of the Presentation of the Blessed Virgin Mary  
**Sr. Lucille Welbig;** Councilor, Sisters of the Presentation of the Blessed Virgin Mary

### BOARD OF TRUSTEES OF PRESENTATION COLLEGE

- Mr. Tom Appletoft;** Vice President & Trust Officer, Dacotah Bank, Aberdeen, SD  
**Mr. Jim Barringer;** Executive Vice President, Aberdeen Development Corporation, Aberdeen, SD  
**Sr. Joan Marie Brandner;** Facilitator for Personality and Human Relations Workshops, Dell Rapids, SD  
**Sr. Catherine Fiegen, PBVM;** Board Secretary; Sisters of the Presentation of the Blessed Virgin Mary, Aberdeen, SD  
**Mr. Rodney Fouberg;** Trustee Emeritus; Chair, Dacotah Bank Holding Co., Aberdeen, SD  
**Dr. John Fritz;** Vice President of Outreach & Referral Services, Avera St. Luke's, Aberdeen, SD  
**Mr. Larry Frost;** Board Vice Chair; Former State Representative, Aberdeen, SD  
**Sr. Ruth Geraets, PBVM;** Congregational Treasurer, Sisters of the Presentation of the Blessed Virgin Mary, Aberdeen, SD  
**Mr. Dennis Hagny;** CEO/General Manager (Retired), Northern Electric, Aberdeen, SD  
**Dr. Gary Harms;** Superintendent, Aberdeen School District, Aberdeen, SD  
**Mr. Bruce Johnson;** Administrator, Bethesda Home of Aberdeen, Aberdeen, SD  
**Ms. Julie Johnson;** Executive Director, Absolutely! Aberdeen and Prairie Vision, Aberdeen, SD  
**Mr. Kyle Kary;** Chief Financial Officer, Great Lakes Educational Loan Services, Madison, WI  
**Mr. Joseph Kurtzman;** Area Manager (Retired), Minnesota Department of Employment and Economic Development, Fairmont, MN  
**Mr. John Lemke;** Chief Executive Officer, CR Community First FCU, Lantry, SD  
**Ms. Stacy Levsen;** Board Chair; Dean, Aberdeen Catholic School System, Aberdeen, SD  
**Mr. Dean Marske;** Vice President, HKG Architects, Aberdeen, SD  
**Ms. Donna Rae Petersen;** Cultural Programs Administrator, Cheyenne River Sioux Tribe, Ridgeview, SD  
**Sr. Patricia Prunty, PBVM;** Pastoral Care, Avera St. Luke's, Aberdeen, SD  
**Mr. Jim Thares;** Founder/President, Primrose Retirement Communities, Aberdeen, SD  
**Dr. Heloise Westbrook;** Avera St. Luke's Pain Management Center, Aberdeen, SD  
**Mr. Larry Wirebaugh;** Engineer, 3M (Retired), Aberdeen, SD  
**Mr. Roy Wise;** Trustee Emeritus; Attorney, Richardson, Wylie, Wise, Sauck & Hieb, LLP, Aberdeen, SD

### ADMINISTRATIVE OFFICERS

- Lorraine Hale,** PBVM (1993). President. B.Sc., University of New South Wales, Australia, 1968; Dip.Ed., University of New England, Australia, 1970; B.Ed., University of New England, Australia, 1974; M.A., Catholic University of America, 1981; Ph.D., Fordham University, 1990.
- Dr. Thomas Flamboe** (2008). Vice President for Academics. B.S. Eastern Michigan University, 1972; M.S. University of Wyoming, 1973; M.Ed. Northern State University, 1988; Ph.D. Union Institute, 1991.
- JoEllen Lindner** (2002). Vice President for Enrollment and Student Retention Services. B.A., South Dakota State University, 1987; Certificate in Nonprofit Organization Management, United States Chamber of Commerce/University of Notre Dame, 2003; M.A., Gonzaga University, 2007.
- Cathy Hall** (2008). Vice President for Finance. B.S., Northern State University, 1977; Certified Public Accountant, 1980.
- Robert Schuchardt** (2004). Dean of Students. B.A. Dakota Wesleyan University, 1993; M.S. Northern State University, 2005.
- Jennifer Hieb** (2007). Director of Advancement. B.A., Augustana College, 1992.

## FACULTY

- Marie Adams** (2001). Allied Health. A.S. Nettleton Junior College, 1995.
- Martin Albl** (1998). Associate Professor, Arts and Sciences. B.A., M.A. University of Northern Colorado, 1984, 1988; M.A. University of Colorado, 1988; Ph.D. Marquette University, 1997.
- Pat Fahey Bacon** (2007). Instructor, Nursing. A.S.N. Iowa Lakes Community College, 1999; B.S.N. Bethel University, 2002; M.S.N. Minnesota State University, 2004.
- Sandra Bobzien** (2006). Instructor, Business and Technology. B.A. Jamestown College, 1987; B.S. Valley State University, 1993; M.A. Northern State University, 2000.
- Lea Briggs** (2007). Assistant Professor, Director of Library. A.S., B.S. Northern State University, 1989, 1992; M.S. Emporia State University, 2002
- Roy G. Burt** (1999). Medical Director, Medical Laboratory Technology Program, Allied Health. B.S. University of North Dakota, 1972; M.D. University of North Dakota, 1979; American Board of Pathology Certified, 1986.
- Jean Cain** (1997). Nursing. B.S.N. South Dakota State University, 1975; M.S.N. University of Mary, 1998.
- Deborah Davies** (1991). Assistant Professor, Nursing. A.D.N. Presentation College, 1974; B.S. Northern State College, 1982; M.S.N. University of Minnesota-Moorhead, 1997; Ph.D.(c) Capella University.
- Dana Dohman** (2007). Nursing. B.S.N. Mount Marty College, 1996.
- Francis Mary Dunn, PBVM** (1966). Assistant Professor, Arts and Sciences. B.S. St. Louis University, 1958; M.A., Ph.D. Catholic University of America, 1960, 1966.
- Marilyn Dunn, PBVM** (1997). Arts and Sciences. B.S., M.S. Northern State University, 1970, 1979.
- Thomas Flamboe** (2006). Assistant Professor, Arts and Sciences. B.S. Eastern Michigan University, 1972; M.S. University of Wyoming, 1973; M.Ed. Northern State University, 1988; Ph.D. Union Institute, 1991.
- Elaine Garry, PBVM** (1988). Assistant Professor, Arts and Sciences. B.S., M.Ed. Northern State College, 1964, 1980; M.A. St. Mary's College, 1975; M.R.E. Loyola University, 1996.
- Thomas Gilsenan** (2005). Assistant Professor, Department Chair, Social Work. B.A. University of Minnesota, 1971; M.S.W. University of St. Thomas, 2002.
- Mary Gjernes** (1996). Allied Health. A.S., B.S. Presentation College, 1978, 2008.
- Kristi Gruber** (2006). Instructor, Arts and Sciences. B.S., M.S. Southwest State University, 1994, 1999.
- Robert Hagen** (2005). Instructor, Department Chair, Allied Health. B.S. Presentation College, 2004; M.S. Midwestern State University, 2007.
- Carrie Clausen-Hansen** (1997). Nursing. A.D.N. Presentation College, 1982; B.S.N. South Dakota State University, 1997.
- Linda Hanson** (1994). Nursing. A.D.N. Presentation College, 1977; B.S.N. South Dakota State University, 1994; M.A. Augustana College, 2004.
- Margaret Harris** (2007). Nursing. Diploma, California Hospital School of Nursing, 1969; B.S. California State University, 1991.
- Nancy Hartung** (2007). Nursing. A.S. Presentation College, 1994; B.S. South Dakota State University, 1997.
- Tara Haugen** (2008). Nursing. B.S. Minnesota State University, Mankato, 2001.
- Diana Hayes** (2004). Nursing. B.S.N. Presentation College, 1998; M.A. Augustana College, 2004.
- Annette Hoines** (1985). Assistant Professor, Arts and Sciences. B.S. Northern State College, 1969; M.A. South Dakota State University, 1971.
- James Johnson** (2005). Associate Professor, Department Chair, Arts and Sciences. B.S. Northern State University, 1991; Ph.D. University of North Dakota, 1998.
- Jeanine Jones** (1998). Assistant Professor, Social Work. B.S., M.S., M.S.W. Indiana University, 1974, 1978, 1981.
- Dennis Kamen** (1980). Professor Emeritus, Arts and Sciences. B.A., M.N.S. University of South Dakota, 1965, 1972.
- Vicky Larson, PBVM** (2005). Instructor, Nursing. B.S., M.S. South Dakota State University, 1996, 2005.
- Pamela Liechti** (2003). Instructor, Allied Health. A.S. Dakota Wesleyan University, 1977; B.S. Mount Marty College, 1983.
- Larry Lovrien** (2006). Assistant Professor, Department Chair, Business and Technology. B.S., M.P.A., J.D. University of South Dakota, 1973, 1976, 1976.
- Michelle Metzinger** (2000). Assistant Professor, Education. B.S., M.A. Northern State University, 1994, 1999; Ph.D. Capella University, 2007.
- Marie Miller** (1977). Professor, Arts and Sciences. B.S.Ed. Northern State College, 1977; B.S., M.Ed. South Dakota State University, 1975, 1982; Ph.D. Walden University, 1993.

- Kirk Moeckly** (2006). Arts and Sciences. B.A. University of South Dakota, 1968; B.S. Northern State University, 1974.
- Kristie Morrison** (2006). Business and Technology. B.A. Augustana College, 1991; B.S. Moorhead State University, 1995; M.E. South Dakota State University, 2002.
- Suzanne Olson** (2009). Nursing. B.S. Minnesota State University, 1988.
- Rick Peterson** (2008). Associate Professor, Arts and Sciences. B.A. Augustana College, 1995; Ph.D. South Dakota State University, 2000.
- Burnette Reddy** (2000). Medical Laboratory Technology, Allied Health. B.S. Northern State University, 1978.
- Illa Reeve** (1997). Assistant Professor, Nursing. B.S.N., M.S.N. South Dakota State University, 1976, 1986.
- Christina Rice** (2005). Lecturer, Allied Health. A.S. Presentation College, 2002.
- Aaron Schultz** (2006). Assistant Professor, Arts and Sciences and Social Work. B.S., M.A. University of South Dakota, 1999, 2000; Ph.D.(c) South Dakota State University.
- Toni Shantz** (2005). Lecturer, Allied Health. Diploma/Degree, Western Iowa Tech, 1997; A.S. Presentation College, 2008.
- Stacie Shaw** (2008). Arts and Sciences. A.A. Worthington Community College, 1997; B.S., M.S. University of South Alabama, 1999, 2003.
- Rev. Joseph Sheehan** (1992). Professor, Arts and Sciences. B.A. St. Bonaventure University, 1962; M.A., Ph.D. Catholic University of America, 1969, 1973.
- Trisha Sickler** (2007). Staff. Lab Coordinator Arts and Sciences. B.S. Presentation College, 2007.
- Aimee Sippel** (2004). Instructor, Arts and Sciences. B.S., M.S. South Dakota State University, 1999, 2004.
- Doris Stusiak** (2006). Arts and Sciences and Business and Technology. B.S. Concordia College, 1975; M.S. Ed. Northern State University, 1990.
- LaDonna Sumption** (1997). Instructor, Business and Technology. B.S. Northern State University, 1984; M.B.A. University of South Dakota, 1997.
- Brad Tennant** (2001). Assistant Professor, Arts and Sciences. B.S., M.A. Northern State University, 1983, 1987; M.A. University of North Dakota, 2003; Ph.D. University of South Dakota, 2007.
- Stacy Van Gelderen** (2006). Nursing. B.S., M.S.N. Minnesota State University, 1999, 2009.
- Nancy Vander Hoek** (1991). Associate Professor, Allied Health. A.S., B.S. Presentation College, 1978, 1995; M.S. Midwestern State University, 2000.
- Marguerite Washnok** (1990). Associate Professor, Nursing. B.A. Jamestown College, 1976; M.S.N. Texas Woman's University, 1984; N.D. Case Western Reserve, 1998.
- Nicole Wright** (2001). Assistant Professor, Arts and Sciences. B.S. Northern State University, 1995; M.P.T. University of Mary, 1998.
- Amber Yost** (2006). Instructor, Arts and Sciences. A.A. Allan Hancock College, 2000; B.A. Concordia College, 2002; M.A. Minnesota State University, 2006.

# Academic Calendar and Directory



## NOTICE OF NONDISCRIMINATION

Presentation College is committed to a policy of nondiscrimination on the basis of race, color, gender, age, national origin, disability, marital or veteran status, or religion, in admission, educational programs or activities, and employment, all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, has been delegated to the Registrar 605-229-8424, and the Americans With Disabilities Act (ADA) to the Director of the Career and Learning Institute 605-229-8581, Presentation College, 1500 North Main Street, Aberdeen, SD 57401.

Presentation College is an Equal Opportunity and Affirmative Action Employer.

### DISCLAIMER AND COMPLIANCE STATEMENTS

While Presentation College reserves the right to make changes in its calendar, policies, regulations, fees, prices and curriculum, the information in this Catalog accurately reflects policy, and states progress requirements for graduation effective August 1, 2009.

#### Family Educational Rights and Privacy Act of 1974

The College complies with the provisions of the Family Educational Rights and Privacy Act of 1974. This Act, as it applies to the institutions of higher learning, ensures that students have access to certain records that pertain to them and that unauthorized persons do not have access to such records. A full statement of Presentation College's policy regarding the implementation of the Act is available upon request to the Registrar.

#### Student Right-to-Know Act of 1990

The College complies with the provisions of the Student Right-to-Know Act of 1990. This Act requires institutions of higher learning who receive Title IV student financial assistance to be responsible for calculating completion or persistence rates, and making them available to current and prospective students through "appropriate publications and mailings." A full statement of Presentation College's policy regarding the implementation of the Act is available upon request to the Registrar.

#### Gramm-Leach-Bliley Act of 1999

The College complies with the provisions of the Gramm-Leach-Bliley Act of 1999. This Act, as it applies to institutions of higher learning, ensures that students, faculty, staff, and alumni financial information is kept confidential. It allows people to decide whether to make any of that information publicly available. This Act also ensures that the institution will protect the data to the best of the institution's ability. A full statement of the Act is available upon request to the Director of Technology.

#### Crime Awareness and Campus Security Act of 1990

The College complies with the provisions of the Crime Awareness and Campus Security Act of 1990. This Act requires institutions of higher learning who receive Title IV funding to publish an annual report that sets forth its policies on crime prevention issues and gives statistics on the number of specific crimes which have occurred on campus and the number of arrests on campus for liquor law violations, drug abuse violations, and weapons possessions. In addition, the Act requires that institutions provide timely warnings to the campus community of certain crimes reported to campus security or local law enforcement which may be considered a threat to other students and employees. A full statement of the Act is available upon request to the Dean of Students. The Presentation College Campus Crime and Security Survey data can be viewed on the following website: <http://ope.ed.gov/security> or a copy may be obtained upon request to the Dean of Students.

#### Policy of Nondiscrimination

Presentation College's policy of nondiscrimination on the basis of race, color, religion, national origin, gender, disability, and age is in conformity with applicable federal laws and regulations.

It is the policy of Presentation College not to discriminate against students because of a disability with regard to enrollment, accommodations in the classroom and the student suites, and telecommunication services. Ramps have been put in place to allow individuals the ability to gain access to the buildings and elevators, handicap parking spaces have been designated to each of the entrances and a number of the student suites have been built to accommodate individuals who may have this need where housing is concerned. This policy is in compliance with the Americans with Disabilities Act.

#### Minnesota Notification Requirement

Minnesota Statutes, section 144.057, requires the Minnesota Department of Human Services (DHS) to conduct background studies of individuals providing direct contact services with patients and residents in hospitals; boarding care homes; outpatient surgical centers; nursing homes; licensed home care agencies; residential care homes; and board and lodging establishments that are registered to provide supportive or health supervision services. The background studies are to be completed according to the requirements of Minnesota Statutes, chapter 245A and Minnesota Rules. The background study will include, but not be limited to, a review of criminal conviction records held by the Minnesota Bureau of Criminal Apprehension and records of substantiated maltreatment of vulnerable adults and children. Individuals who are found to have histories with particular characteristics, as identified in Minnesota statute and Rules, may be disqualified for the internship portion of the program and/or employment in this occupation in the State of Minnesota.

#### Mailing Lists

It is the policy of Presentation College not to distribute lists of students or employees.

## 2009-2010 ACADEMIC CALENDAR

**Fall 2009 Semester**

PC Virtual Fall Registration Deadline	Tues.	Aug. 4
Final Registration for all Eagle Butte Students (Mandatory)	Tues.	Aug. 11
Final Registration and Orientation for all Huron Students (Mandatory)	Fri.	Aug. 14
Final Registration for all Kilian Students (Mandatory)	Sat.	Aug. 15
Final Registration for all Fairmont Students (Mandatory)	Mon.-Tues.	Aug. 17-18
New Faculty Orientation	Wed.	Aug. 19
Staff/Faculty Orientation	Thur.	Aug. 20
Departmental Orientation and Staff/Faculty Assembly	Fri.	Aug. 21
Resident Students Check-in, Final Registration (Mandatory)	Sun.	Aug. 23
Freshman Orientation (Mandatory)	Sun.-Tues.	Aug. 23-25
Final Registration for all Returning Aberdeen Students (Mandatory)	Tues.	Aug. 25
New Non-Traditional and New Transfer Student Orientation - Aberdeen only (Mandatory)	Tues.	Aug. 25
Online Final Registration for all PC Virtual Students (Mandatory)	by Tues.	Aug. 25
Classes Begin	Wed.	Aug. 26
Labor Day (No Classes)	Mon.	Sep. 7
Last Day to Add/Drop a Class by 5:00 p.m.	Tues.	Sep. 8
Native American Day-Fall Break	Mon.-Tues.	Oct. 12-13
Midterm Grades Due by 12:00 noon	Tues.	Oct. 20
Academic Advising Week/Spring Registration	Mon.-Fri.	Oct. 26-30
Last Day to Withdraw	Thur.	Oct. 29
Deadline to Apply for May and August Graduation	Fri.	Nov. 6
Thanksgiving Vacation (begins at 12:00 noon)	Wed.	Nov. 25
Classes Resume	Mon.	Nov. 30
PC Virtual Spring Registration Deadline	Fri.	Dec. 4
Main Campus December Graduates Exit Testing	Sat.	Dec. 5
Last Day of Classes	Tues.	Dec. 8
Finals Test Week	Wed.-Fri.	Dec. 9-11
Final Grades Due by 12:00 noon	Mon.	Dec. 14

**Spring 2010 Semester**

New Student Orientation (Mandatory for all new students) and Final Registration (Mandatory for all new and returning students)

Huron	Tues.	Jan. 5
Eagle Butte	Wed.	Jan. 6
Fairmont	Fri.	Jan. 8
Kilian	Sat.	Jan. 9
Aberdeen	Mon.	Jan. 11
PC Virtual	by Mon.	Jan. 11
Classes Begin	Tues.	Jan. 12
Martin Luther King, Jr. Day (No Classes)	Mon.	Jan. 18
Scholarship Day - Aberdeen	Mon.	Jan. 18
Last Day to Add/Drop a Class by 5:00 p.m.	Mon.	Jan. 25
President's Day (No Classes)	Mon.	Feb. 15
Midterm Grades Due by 12:00 Noon	Fri.	Mar. 5
Spring Break	Mon.-Fri.	Mar. 8-12
Academic Advising Week/Summer and Fall Registration	Mon.-Fri.	Mar. 15-19
Deadline to Apply for December Graduation	Fri.	Mar. 19
Last Day to Withdraw	Fri.	Mar. 19
Easter Vacation	Thur.-Mon.	Apr. 1-5
Classes Resume	Tues.	Apr. 6
Assessment Day - Mandatory Attendance - All Campuses - All Faculty and Students	Wed.	Apr. 14
New Student Registration	Mon.-Fri.	Apr. 12-Apr. 23
Recognition Assembly - Main Campus - No Classes 12:00-2:00 P.M.	Mon.	Apr. 26
Last Day of Classes	Fri.	Apr. 30
Finals Test Week	Mon.-Thur.	May 3-6
Lakota Campus Wacipi	Sat.	May 1
Eagle Butte Pinning/Recognition Ceremony	Wed.	May 5
Commencement Practice	Fri.	May 7
Aberdeen Pinning/Recognition Ceremony	Fri.	May 7
Commencement	Sat.	May 8
Final Grades Due by 12:00 noon	Mon.	May 10
Fairmont Pinning/Recognition Ceremony	Mon.	May 10
Kilian Pinning/Recognition Ceremony	Mon.	May 24
Summer Sessions: course dates vary from		May through August



<b>Department</b>	<b>Department/Contact</b>	<b>Office</b>	<b>Ext.</b>
<b>Academics</b>	Dr. Thomas Flamboe <i>Vice President for Academics</i>	E263	379
	Crys Hinrichs <i>Operations Coordinator</i>	E251	597
	Pat Volk <i>Administrative Assistant for the Offices of the Vice President for Academics and Social Work</i>	E263	379
<b>Admissions</b>	JoEllen Lindner <i>Vice President for Enrollment and Student Retention Services</i>	NU2	492
	Jane McKibben <i>Assistant Director of Admissions</i>	NU4	496
	<i>Admissions Representatives</i>		
	Nicole Hammer Bruno Kuhfeld	NU5 NU6	361 495
<b>Allied Health</b>	Robert Hagen <i>Chair</i>	E359	355
<b>Alumni Office/Institutional Advancement</b>	Jennifer Hieb <i>Director of Advancement</i>	E254	531
	Joddy Meidinger <i>Major Gifts Officer</i>	E324	493
	Dawn Maas <i>Coordinator of Friends and College Relations</i>	E255	378
	Lori Herron <i>Office Manager/Records Manager</i>	E253	454
	Elaine Kling <i>Coordinator of Marketing and Graphic Design</i>	E252	585
<b>Arts and Sciences</b>	Dr. James Johnson <i>Chair</i>	E360	360
<b>Athletics</b>	Rick Kline <i>Athletic Director</i>	E259	587
	Chelsey Albrecht <i>Head Volleyball Coach and Student Athletic Advisory Committee</i>	E268	404
	Alex Ferguson <i>Head Men's Baseball Coach</i>	E267	364
	Justin Downes <i>Assistant Men's Baseball Coach</i>	E267	364
	Evan Ormand <i>Head Women's Softball Coach and Sports Information Director Assistant Men's and Women's Soccer Coach</i>	E260	488

<b>Department</b>	<b>Contact</b>	<b>Office</b>	<b>Ext.</b>
<b>Athletics (cont'd)</b>	Alaina Benson <i>Head Women's Basketball Coach and Senior Women's Administrator</i>	E262	487
	Matt Sevareid <i>Head Men's Basketball Coach</i>	E261	515
	Matt Walberg <i>Head Cross Country Coach</i>	C330	409
	Steve Cogley <i>Head Men's and Women's Soccer Coach</i>	E272	576
<b>Bookstore</b>	Deb Bickel <i>Manager</i>		553
<b>Business</b>	Larry Lovrien <i>Chair</i>	E256	347
<b>Business Office</b>	Cathy Hall <i>Vice President for Finance</i>	E271	453
	Jill Reiter <i>Accounting Supervisor</i>	E270	451
	Becky Johnson <i>Accounting Coordinator</i>	E270	452
	Wende Holzkamm <i>Accounting Coordinator</i>	E270	500
<b>Chaplain</b>	Fr. Joseph Sheehan	E366	334
<b>Student Services/Health Services/Campus Ministry/Counseling</b>	Bob Schuchardt <i>Dean of Students</i>	E326	406
	Britt Lorenz <i>Campus Activities Coordinator</i>	E324A	363
	Doris Stusiak <i>Director of Student Services and Activities</i>	NU23	395
	Floyd Zimmerman <i>Student Suites Manager</i>		560
<b>Education</b>	Dr. Michelle Metzinger <i>Assistant Professor</i>	E354	389
<b>Financial Aid</b>	Janel Wagner <i>Director of Financial Aid</i>	NU21	427
	Aimee Anderson <i>Assistant Director of Financial Aid</i>	NU20	767

<u>Department</u>	<u>Contact</u>	<u>Office</u>	<u>Ext.</u>
<b>Food Service</b>	Steve Wingerden <i>Dining Hall Director</i>	Cafeteria	554
<b>Human Resources</b>	Laura Millett <i>Director</i>	E272	350
	Linda Jo Van Dover <i>Assistant to the Director of Human Resources and the President's Office</i>	E250	504
<b>Library</b>	Lea Briggs <i>Director</i>	Library	468
	Karen Maier <i>Technical Services/Librarian</i>	Library	498
<b>Nursing</b>	Pat Fahey Bacon <i>Interim Chair</i>		
	Dani Smith <i>Nursing Administrative Assistant</i>	E211	472
<b>Presentation-Fairmont Campus</b>	Traci Lardy <i>Director</i>		507-235-4658
	Susan Barnes <i>Assistant to the Director</i>		507-235-4658
<b>Presentation-Lakota Campus</b>	Julie Thorstenson <i>Director of Lakota Campus</i>		352
	Sister Marilyn Dunn <i>Coordinator of Academic Services</i>		352
	Kirk Beyer <i>Career and Learning Institute Manager/Retention Specialist</i>		352
<b>Presentation-Virtual Campus</b>	Kacy Walker <i>Outreach Services Coordinator</i>	NU7	332
<b>President</b>	Dr. Lorraine Hale, PBVM <i>President</i>	E215	405
	Dawn Johnston <i>Executive Assistant to the President</i>	E215	405
<b>Program Development</b>	Dr. Michelle Metzinger <i>Program Development Officer</i>	E354	389
<b>Registrar</b>	Maureen Schuchardt <i>Registrar</i>	NU22	424
	Kelly Craft <i>Administrative Assistant to the Registrar</i>	NU1	424

<u>Department</u>	<u>Contact</u>	<u>Office</u>	<u>Ext.</u>
<b>Research/Assessment</b>	Dr. Michelle Metzinger <i>Institutional Research and Assessment Coordinator</i>	E354	389
<b>Security</b>	Janell Woehl <i>Security Director</i>	E211	393 or 394
	Larry Bitz <i>Security Officer</i>		394
	Alex Ferguson <i>Security Officer</i>		394
	Brian Hoff <i>Security Officer</i>		394
	Bryan Locke <i>Security Officer</i>		394
	Craig Nelson <i>Security Officer</i>		394
	Dave Richards <i>Security Officer</i>		394
	Julie Zastrow <i>Security Officer</i>		394
<b>Social Work</b>	Tom Gilsenan <i>Chair</i>	E210	327
	Pat Volk <i>Social Work and Administrative Support</i>	E211	335
<b>Switchboard</b>	Nyla LaMee		0
	Velma Piatz		0
<b>Technology</b>	Ben Stucke <i>Director</i>	E200	595
	Jerry Glammeier <i>Hardware Support Staff</i>	E200	345
	Isaac Vander Vorst <i>Instructional Design and Computer Support Technician</i>	E202	584
<b>Tutoring Services</b>	Kristie Morrison <i>Director of Career and Learning Institute</i>		581
<b>Wein Gallery</b>	<i>Coordinator</i>	E326	585

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