

# PRESENTATION COLLEGE



**Aberdeen • Eagle Butte • Fairmont • Kilian • PC Virtual**



[presentation.edu](http://presentation.edu)

# Presentation College

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Aberdeen, South Dakota 57401  
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## An Independent Catholic College

Incorporated by  
The State of South Dakota

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Eagle Butte, South Dakota 57625  
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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. LVIII 2012-2013**

**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:

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

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

Iowa College Student Aid Commission  
 200 10<sup>th</sup> Street, 4<sup>th</sup> Floor  
 Des Moines, Iowa 50309  
 515-725-3470

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

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

North Dakota Department of Career  
 and Technical Education  
 600 E. Boulevard Avenue Dept. 270  
 Bismarck, ND 58505-0610  
 701-328-3180

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.

Presentation College is registered as a private institution with the Iowa Student Aid Commission pursuant to Iowa Code Section 261B.3. 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  
 Aberdeen Area Human Resources Association  
 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  
 College and University Professional Association for Human Resources  
 Dakota Association for College Admission Counseling  
 Fairmont Area Chamber of Commerce  
 Minnesota Association for College Admission Counseling  
 Minnesota Association of Financial Aid Administrators  
 National Association of Business Teacher Education (NBATE)  
 National Association of College and University Business Officers  
 National Association of Financial Aid Administrators  
 National League for Nursing  
 Rocky Mountain Association of Financial Aid Administrators  
 Sioux Falls Area Chamber of Commerce  
 Society for Human Resource Management  
 South Dakota Association of Financial Aid Administrators  
 South Dakota Association of Independent Colleges  
 South Dakota Association of College Career Centers  
 South Dakota Association of Colleges for Teacher Education

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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! We are pleased you have chosen to attend Presentation. Our goal is to make your experience here successful in every way. We strive for academic excellence and will provide the support services necessary to make that happen for you. In the Catholic tradition, while challenging learners toward academic excellence, we are committed to the development of the whole person. We know that today's students function in the realm of text messaging, Facebook and Twitter. We are also aware that we need to assist you in communicating effectively on a personal and professional level through development of proficient writing and speaking skills.

We take pride in being a "high tech" institution, but in the tradition of "high touch" we strive to attain a personal relationship with our students. We encourage you to seek out your academic advisor and your College Companion. We encourage all students whether on campus or on-line to take the opportunity to reach out to your fellow students, to develop networks and to establish new relationships.

The College community is committed to you. As we aim to achieve academic excellence, we also strive to meet emerging needs. As we venture down new paths in this changing world we are thankful for God's presence in our lives.

Best wishes for a successful and blessed year.

A handwritten signature in black ink that reads "Margaret A. Huber". The signature is written in a cursive, flowing style.

Margaret A. Huber, 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 of Aberdeen, South Dakota. 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, 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 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, general studies, life style coaching, medical assisting 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 Aberdeen, Eagle Butte, Mobridge, Pierre, Yankton, and other locations.

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

In the fall of 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 business, nursing, psychology and radiologic technology; associate degrees in biology, business, chemistry, medical assisting, and radiologic technology; 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, videoconferencing meeting room, 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 and 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, and classrooms, along with three other videoconferencing classrooms, are also located in this building.

The Strobe 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 student center, are 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.

# Admission

## ADMISSION

Presentation College offers Baccalaureate degree programs in athletic training, biology; business; health and human performance; nursing; psychology; radiologic technology; secondary education; and social work. Associate degree programs offered by Presentation College include biology; business; chemistry; communication; English; general studies; life style coaching; medical assisting; medical office administration; nursing; radiologic technology; religious studies; and surgical technology. Certificate programs are offered in medical coding and surgical technology. Minors are also offered through the departments of Allied Health, 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.

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, and 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. Individuals who are 24 years of age or older are not required to take the ACT for admission. However, an ACT score may be a requirement for admission to individual programs.

All degree-seeking students at Presentation College are required to take the COMPASS 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 (MA090 Elementary Algebra). 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 from the school that administered the test.

### Presentation College Success Academy

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. Students who apply to Presentation College with an ACT composite score of less than 18 (or SAT equivalent) or transfer GPA of less than 2.0 may be considered for probationary acceptance. Presentation College's Success Academy assists students who have a need for academic support to meet their educational and personal goals through academic advising, preparatory course work, workshops, tutoring, and Educational Support Plans. Students accepted under probationary status will be enrolled into Presentation College's Success Academy and required to sign an Educational Support Plan. Based on COMPASS or ACCUPLACER results, students will be placed into either Tier 1 or Tier 2 of the Success Academy.

1. Tier 1
  - a. Students whose COMPASS/ACCUPLACER results place them in two or more remedial courses (both EN083 Critical Reading and Writing and MA090 Elementary Algebra) will be enrolled in the following courses:

#### **Semester A 12-13 credits**

PS133 General Psychology  
 CS103 Introduction to Computer Management Systems  
 EN083/EN083L Critical Reading and Writing with lab  
 GE111 College Experience  
 Menu course\*

#### **Semester B 12 credits**

SO103 Introduction to Sociology  
 CT233 Communication Skills I: Interpersonal Communication  
 MA090 Elementary Algebra OR MA143 Intermediate Algebra  
 Menu course\*

- b. Students must sign an Educational Support Plan

**\*Menu courses:**

AT111 Introduction to Athletic Training  
 BI162 Medical Terminology (may be taken only in spring semester)  
 CS103 Introduction to Computer Management Systems  
 EN113 College Composition I (may be taken only in spring semester)  
 HW100-HW108 Intercollegiate sports credit  
 HW110 Weight Training  
 HW112/REC112 First Aid/Emergency Care  
 HW250 Theory of Coaching Baseball  
 HW251 Theory of Coaching Basketball  
 HW252 Theory of Coaching Soccer  
 HW253 Theory of Coaching Volleyball  
 HW254 Theory of Coaching Football  
 Other introductory courses for desired major

Supplemental course instruction will be available for EN083 and MA090. Success Academy students are required to attend. Students are to refer to their Educational Support Plan.

- 2. Tier 2
  - a. Students whose COMPASS/ACCUPLACER results place them in one remedial course (either EN083 or MA090) will be enrolled in the remedial course
  - b. Full-time students will be enrolled in the appropriate remedial course, plus GE111 and an additional 8-9 credits
  - c. Students must sign an Educational Support Plan

Transfer students

- a. Students who transfer in at least 30 credits but with a cumulative GPA below 2.0 may be enrolled in Tier 2 as probationary students
- b. Students who transfer in fewer than 30 credits will be evaluated for tier placement by COMPASS scores

Completion of Success Academy

In order for students in Tier 2 of the Success Academy to successfully complete the program and be removed from probationary status, they must:

- 1. Earn at least a 2.0 GPA
  - a. If applicable, demonstrate successful completion of all remedial coursework
- 2. Obtain Success Academy Committee approval after an exit interview with members of the committee

Students in Tier 1 of the Success Academy must meet the same criteria established for Tier 2, at which time they will progress to Tier 2 of the Success Academy for the next semester. A new Educational Support Plan will be created for these students with the promotion to Tier 2.

In an effort to maintain a continued support system, Success Academy students will remain with their current advisor for a full academic year even if they are no longer on probation at the completion of their first semester. Successful students may elect to continue using the services made available to them as Success Academy students, but they are not required to sign an Educational Support Plan.

If students are unable to successfully complete the Educational Support Plan, the Success Academy Committee will make recommendations to the appropriate Department Chair and subsequently to the Vice President for Academics who will then take proper action. Students may be dismissed from the Success Academy and therefore Presentation College. Students do have the option to appeal the decision to the Vice President for Academics and possibly return under unclassified status with a limit of 6 credits the following semester.

## 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.

*\*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. All records submitted, filed, and accumulated in the Admissions and Registrar's Offices become the property of the College.*

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

### *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.

*\*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. All records submitted, filed, and accumulated in the Admissions and Registrar's Offices become the property of the College.*

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

*\*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. All records submitted, filed, and accumulated in the Admissions and Registrar's Offices become the property of the College.*

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 37 on how the admission GPA is calculated.

*\*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. All records submitted, filed, and accumulated in the Admissions and Registrar's Offices become the property of the College.*

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 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.

*\*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. All records submitted, filed, and accumulated in the Admissions and Registrar's Offices become the property of the College.*

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

#### ***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. A maximum of 6 credit hours per semester is permitted on a space available basis with a total maximum of 12 credit hours taken as an unclassified student while at Presentation College. Courses taken by unclassified students 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 from an international institution 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.**

## Enrollment Services Plan for Non-Resident Alien and ESL Students

### *Admission*

Non-resident alien students or students whose native language is not English will follow the established admissions criteria outlined in the official College Catalog. If the students have completed high school in the United States and have not taken the standardized ACT, they will be required to take the COMPASS English as a Second Language (ESL) test. If the COMPASS-ESL score of 2 is not met, students will be required to enroll simultaneously in an ESL or Intensive English Program (IEP) and the College Success Academy at the tier level designated by the COMPASS scores (see pages 16-17). Upon successful completion of the Success Academy, students will be allowed to re-apply for admission. Students who fail the Success Academy will not be granted admission and will be required to re-take the Success Academy. See page 13 for the requirements for completion of the Success Academy.

### *Financial Aid*

Students denied admission are not eligible for financial aid and will be expected to make financial arrangements prior to the start of the term. Students accepted on probation must be enrolled in a minimum of six credit hours and be an eligible United States citizen in order to qualify for federal financial aid. Non-aid eligible students are responsible for payment of the balance or securing their own sponsor(s). The sponsor will be required to fill out a Student Sponsor Agreement form. The form and payment must be returned to the Presentation College Business Office prior to the start of the term. It is the student's responsibility to ensure the form is completed and returned.

### *Transportation*

For students without a car, Student Services has a bicycle available. Students will be encouraged to purchase a Ride Line pass or make arrangements with Aberdeen Taxi.

## Placement Testing

Presentation College uses placement tools such as the ACT (American College Test), COMPASS, and ACCUPLACER, among others, for all new incoming degree-seeking students. For students who do not have an ACT with corresponding sub-scores, Presentation College's Career and Learning Center offers a complete ACT residual test. The residual ACT test includes English, math, reading, and science reasoning. See <http://www.presentation.edu/2012-2013%20FINAL%20Tuition%20and%20Fees.pdf> for administration costs.

The Career and Learning Center also administers the COMPASS test for math and English placement to all new incoming degree-seeking students. Presentation College offers students the math and English COMPASS tests one time at no charge; successive attempts are at the expense of the student. 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 an administrative fee. See <http://www.presentation.edu/2012-2013%20FINAL%20Tuition%20and%20Fees.pdf> for administration costs. The ACCUPLACER test may be substituted for the COMPASS test for students without access to a COMPASS testing site.

Registration for courses is based on placement scores below:

### **EN083 Critical Reading and Writing\***

COMPASS score of 38-69 in Writing section AND 61-80 in Reading section OR  
ACCUPLACER score of 43-79 in Sentence Skills section AND 58-77 in Reading section

\*Students who do not qualify for EN083 Critical Reading and Writing must take the prescribed remediation program and complete the material successfully before being permitted to re-take the COMPASS. Students may take the COMPASS two additional times at their expense. There may be additional costs to the remediation program.

### **EN113 College Composition I**

COMPASS score of at least 70 in Writing section AND at least 81 in Reading section OR  
ACCUPLACER score of 80 in Sentence Skills AND 78 in Reading

### **MA090 Elementary Algebra\***

COMPASS score of at least 46 in Pre-Algebra section OR  
ACCUPLACER score of 23-49 in Elementary Algebra section.



\*Students who do not qualify for MA090 Elementary Algebra must take the prescribed remediation program and complete the material successfully before being permitted to re-take the COMPASS. Students may take the COMPASS two additional times at their expense. There may be additional costs to the remediation program.

#### **MA143 Intermediate Algebra**

COMPASS score of at least 46 Pre-Algebra section AND 41-60 in Algebra section OR  
ACCUPLACER score of 50-79 in Elementary Algebra section

#### **MA153 College Algebra**

COMPASS score of 61 or above in Algebra section OR  
ACCUPLACER score of 80 or above in Elementary Algebra section

### **Technology Scores**

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 80% in any of these areas will be required to remediate during their first semester at Presentation College. Transfer students with the transfer equivalent of CS103 Introduction to Computer Management Systems or CS203 Computer Management Systems may be exempt from the technology competency testing.

<b>Windows</b>	terminology, folder creation, navigation, and Help menus
<b>Word</b>	headers/footers, tables, general formatting (bold, italics, fonts, margins-page setup, alignment, page layout) and bullets
<b>Computer Presentations</b>	inserting and formatting text, inserting images, resizing images, changing slide backgrounds, creating multiple slides, and changing slide layouts
<b>Internet</b>	e-mail attachments and terminology, Internet terminology, searching, download images and other files, and navigation buttons

### **High School/College Dual Credit**

Presentation College provides high school juniors and seniors, whose academic performance is exemplary, the opportunity to enroll in college coursework while still attending high school. High school juniors and 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; a maximum of 12 credit hours may be taken. For more information on designated schools participating in this dual credit opportunity, contact the Admissions Office or Registrar's Office.

### **Minnesota Post-Secondary Enrollment Option (PSEO) Program**

The Fairmont Campus in Minnesota has the Post-Secondary Enrollment Option (PSEO) program which allows Minnesota high school juniors and seniors the opportunity to earn high school and college credits at the same time. A maximum of 12 credit hours may be taken. For more information and qualifications on the PSEO program, contact the Fairmont Campus at 507-235-4658.

### **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) 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 may be accepted directly into a major and assigned an academic advisor within their respective major.
- First-time students seeking a Bachelor's degree who are college-accepted will be assigned an advisor in the Arts and Sciences Department. Upon successful completion of the first year of study, the advisee file will be forwarded to the respective department. The department chair will assign an advisor within the respective 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 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 605-229-8395, Aberdeen campus, NU9.

### **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 Financial Aid 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, Work-Study Program, and Direct PLUS Loan for Parents. 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 prior to being 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.

### 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. All aid must be secured prior to the start of each term to ensure adequate processing time. 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 federal and state governments 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 number of credit hours in which students are enrolled, and the institution's cost of attendance. 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. 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-\$800. The FSEOG does not need to be repaid. Funds are limited and are awarded on a first-come, first-served basis.

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

The Minnesota State Grant and Childcare Grant Programs may be awarded 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, and program of study. Students must apply annually.

## **LOAN PROGRAMS**

### ***Federal Perkins Loan***

The purpose of the Federal Perkins Loan Program is to make low interest loans to eligible students to help defray the cost of post-secondary education. Students may borrow up to \$3,000 annually for undergraduate, with a \$15,000 undergraduate aggregate loan limit. Students may take up to 10 years to repay. No interest accrues until repayment begins. Repayment begins 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.

Undergraduate students may borrow up to \$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 Stafford Federal Loan. Repayment begins six months from the date the students' semester enrollment falls below six credits. No interest accrues until repayment begins. Borrowers may take up to 10 years to repay the loan.

First time Stafford Federal Loan borrowers are required to complete the Direct Loan Stafford Loan Master Promissory Note (MPN) and entrance loan counseling prior to disbursement of the funds.

### ***Federal Unsubsidized Stafford Loan***

The Federal Unsubsidized Stafford Loan is available to students who may not qualify for the Federal Subsidized Stafford Loan based on financial need. The same terms and conditions apply to both loan programs. Independent students and dependent students whose parents have been denied a Direct PLUS Loan for Parents, 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 their current program of study. Interest on the unsubsidized loan may be paid or accrued and capitalized. Repayment begins six months from the date the students' semester enrollment falls below six credits.

Stafford Loan aggregate limits - Undergraduate dependent students may borrow a maximum of \$31,500, with no more than \$23,000 in subsidized loans. Undergraduate independent students, or dependent students whose parents are unable to borrow through the Direct PLUS Loan for Parents program, may borrow a maximum of \$57,500, with no more than \$23,000 in subsidized loans.

### ***Direct PLUS Loan for Parents***

The Direct PLUS Loan for Parents 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. Students must be enrolled at least half-time (six credit hours) to be eligible for the PLUS program. A parent must complete the Direct PLUS Loan Application and Master Promissory Note and submit authorization for a credit check.

### ***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.

## 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 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 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.

### *Institutional Work-Study*

Institutional 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 Institutional Work-Study Program follows the guidelines set forth above for the Federal Work-Study Program. Funding is limited.

### *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. All arrangements must be finalized prior to the start of the term. 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 whom meet eligibility requirements may attend an on-campus competition to determine eligibility for one of the top academic scholarships offered at Presentation College. The College will award full tuition and half tuition scholarships. The scholarship is renewed based on cumulative GPA and full time enrollment status for up to four years.

### *Merit Gold*

New, first-time, degree-seeking students who are within one year of high school graduation (no prior college) with a minimum GPA of 3.50 or a minimum ACT composite score of 25, enrolled full-time in a full-tuition program at the Aberdeen campus, will automatically receive quarter tuition. This scholarship is renewed based on cumulative GPA and full time enrollment status for up to four years.

**Students must be accepted to Presentation College by May 1, 2012, in order to qualify for Merit Gold.**

### *Merit Scholarships*

New incoming freshman students may be awarded this scholarship 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.html](http://www.presentation.edu/financialaid/scholarships.html) for award summary chart. Students must be full-time in a full-tuition program to qualify.

### *Presentation College Grants*

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

### *Presentation College Sibling Discount*

A 10% discount will be awarded to two or more siblings attending Presentation College. Students should notify the Financial Aid office or an Admissions representative if they qualify.

## **Other Scholarships and Grants\*\*\***

### ***Hatterscheidt Scholarship***

Scholarships are awarded by the Hatterscheidt Foundation to incoming freshmen who have a minimum cumulative GPA of 3.00, 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***

Scholarships are awarded by the Diocese of Sioux Falls. The scholarship is available to active members of Catholic parishes located in eastern South Dakota.

### ***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 which is sponsored by the Howard Memorial Grant Foundation.

### ***Patricia Donnelly Endowed Nursing Scholarship***

A scholarship 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, nursing and radiologic technology may receive a scholarship based on available funding.

### ***Ted and Lucylle 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). Please notify Financial Aid if eligible.

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

This scholarship will be awarded to students from Perkins County, South Dakota. The award amount may vary based on number of students that qualify. Please notify Financial Aid if eligible.

### ***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 <http://sdos.sdbor.edu>

### ***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)

\*\*\*For a comprehensive listing of scholarships, visit <http://www.presentation.edu/financialaid/scholarships.html>

## **Maintenance of Satisfactory Academic Progress**

### **STANDARDS**

Presentation College monitors students' academic progress after fall and spring terms to check for successful completion of Satisfactory Academic Progress (SAP) standards. These standards apply to federal aid and do not necessarily reflect the cumulative grade point average (GPA) or credits required to maintain scholarships or advance to the next grade level.

Qualitative Standards

Students must successfully meet the minimum cumulative GPA of 2.00.

Quantitative Standards

Students must successfully complete 67% of the cumulative credits for which they were awarded financial aid as shown in the example below.

Pace = Cumulative number of credits students have successfully completed divided by the cumulative number of credits attempted

The following courses do not count as completed credits in the SAP calculation:

Correspondence	Audit	Incomplete
Credit by exam	Non-credit remedial	Advanced Placement

The following courses are counted as completed credits in the SAP calculation:

Failed	Withdrawn	Transfer
Repeated courses	Dual enrollment	

Students must be making satisfactory academic progress toward a degree. To quantify academic progress, Presentation College must set a maximum timeframe in which students are expected to finish a program. Accumulation of excess credits may result in failing to meet SAP timeframe standards. Excess units are defined below:

Maximum Timeframe Examples	
Certificate	Typically 43 credits
Associate Degree	Typically 60-70 credits*
Bachelor Degree	Typically 120-127 credits

\*Associate in Radiologic Technology is 84 credits

Students who change programs should be aware that SAP standards may be affected. Contact the Financial Aid office for information.

Following is an example of how an undergraduate student might fail to meet timeframe standards:

This student, whose program requires 120 credits toward graduation, has accumulated 190 units, thus exceeding the 150% maximum timeframe.			
Degree credit requirements	150%	Cumulative credits earned	SAP Status
120	180	190	Federal Financial Aid eligibility suspended

**Financial Aid Suspension Status**

For the occurrence of not meeting SAP standards, students are immediately placed on federal Financial Aid Suspension. As long as students are in suspension, they are not eligible for federal financial aid.

**REINSTATEMENT OF FINANCIAL AID ELIGIBILITY**

If students lose federal aid eligibility because they are not meeting SAP standards, they may regain eligibility in one of the following ways:

1. By successfully appealing loss of eligibility. To appeal, students must submit a Satisfactory Academic Progress Appeal Form with supporting documentation. This form provides a non-exhaustive list of circumstances that may give rise to an appeal. Students will be notified in writing via United States mail of the result of their appeal within 10 business days of the receipt of the appeal by Presentation College.



If eligibility is reinstated due to a successful appeal, federal financial aid will be awarded and placed on the Student Portal. Students will be notified by email once this has been completed.

If no appeal is received by the deadline published on the SAP form, students will be notified via United States mail of ability to appeal for future semesters.

OR

2. By completing one semester residency using students' own financial resources with at least half-time enrollment (6 graded credits). Courses taken must be chosen in consultation with an academic advisor. Students must submit a Satisfactory Academic Progress Appeal Form at the end of the term, after the grades have been posted by the Registrar's office onto their official academic record.

Once students regain eligibility, they may be awarded financial aid for the following term subject to the availability of funds.

### **TUITION AND FEES**

Tuition and fees for the academic year can be found at

<http://www.presentation.edu/2012-2013%20FINAL%20Tuition%20and%20Fees.pdf> or by contacting the Financial Aid Office.

### **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. See page 22 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*

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
2. Subsidized Stafford Loan
3. Perkins Loan
4. PLUS Loan
5. Pell Grant
6. FSEOG
7. Other Title IV aid programs (ACG and SMART Grants)
8. Other federal sources of aid
9. Other state, private, institutional aid
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.

***Active Duty Policy***

Refer to page 38 for the institutional policy on students called to Active Duty.

# *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 an independent member of the National Collegiate Athletic Association (NCAA) Division III. The athletic department at Presentation College offers eleven 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 and Women’s Golf, Men’s Football, and Men’s Indoor Track and Field.

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 or an associate degree that is not terminal in nature 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. All Secondary Education students entering are recommended to purchase a Tablet PC meeting minimum requirements. 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 Center, and the Library. All Presentation College campus buildings have wireless access points that allow students to access their email, Blackboard 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. Pay-for-print network printers are located in the Career and Learning Center and the Library. Students may bring their laptops to the PC Help Desk in E211 to set up for use on the wireless network and install network printers. Lakota, Fairmont and Kilian students may contact the support staff at those campuses for support and to configure their laptops for use on the wireless network. Please contact the Presentation College Help Desk at 605-229-8411 for network and software questions or for assistance with purchasing or setting up a laptop.

#### *Library*

The library at Presentation College provides high quality collections and services in support of all programs offered by the College. Located on the first floor of the main building in Aberdeen, the library is open approximately 69 hours per week. Among the services provided for students are: reference, computers and computer assistance, study space, interlibrary loan, fax, copier, scanner, and personal research assistance.

An overwhelming majority of the library’s holdings are available 24 hours per day, seven days per week through the library web page. Most resource collections are available in an online format to allow ease of access, searching, retrieval and use by students and faculty both on and off campus. In addition to collections of print materials, the library provides access to more than 60,000 electronic books, as well as digital collections of abstracts and full-text articles in journal, newspaper, and magazine databases, along with comprehensive collections of electronic reference books. These materials are available over the Internet to all students.

A robust document delivery program exists for materials not locally available. Library staff is available in-person, as well as via phone, IM chat, and email to meet the needs of students, faculty and staff.

Presentation College maintains a branch library at the Lakota Campus with an on-site librarian. Fairmont Campus students can also use the Martin County Library in Fairmont through an affiliation agreement between the College and the Martin County Library. For assistance, visit the library, or contact by phone at 605-229-8546 or email at [pclibrary@presentation.edu](mailto:pclibrary@presentation.edu)

### ***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, snacks, and PC apparel at the bookstore. Mail services are also available at the Bookstore. Students may also order books online by visiting the bookstore website.

### ***Career and Learning Center***

The Career and Learning Center assists students, providing a well-balanced variety of direct services, educational programs, and resource materials. Students are provided tutoring and study tables at no charge. The Career and Learning Center 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 Center is a centralized location for current job listings to assist in securing meaningful employment for undergraduates as well as graduates. The Center assists students in their career planning through resume and cover letter writing, interview preparation, on-campus employer visits, job fairs, and more. Career and Learning Center services are also available to Lakota Campus, Fairmont Campus, Kilian Campus, and PC Virtual students.

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

The Office of Disability Services is located in the Southeast Building, NU9, on the Aberdeen campus. 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 Campus Health and Student Support 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 on the Aberdeen campus. If necessary, the counselor may refer students for further specialized off-campus counseling, at no cost, for up to three visits per academic year. Drug, alcohol, gambling and financial services education and counseling are also available. Contact the Director of Campus Health and Student Support Services at 605-229-8395 for further information or to make a confidential appointment.

Any student needing counseling services at either the Lakota campus or the Fairmont campus should contact their respective Campus Director: Eagle Butte Campus at 605-964-4071; Fairmont Campus at 507-235-4658. Any student needing counseling services at Kilian should contact the Outreach Services Coordinator at 605-221-3139.

### ***Health Services***

Presentation College offers free and reduced cost medical care for its students through facilities in each community. Students needing services above and beyond the free services will be referred to a medical clinic in the community. Students seen at the clinic, either referred or self-made appointment, will be charged for the office visit. Prior to seeing a physician, it is the student's responsibility to inform clinic staff, by student identification card, that she/he is a PC student. The resulting charge for the reduced cost appointment may include specified lab work at no further cost. Any other lab or radiology tests will be at the student's expense.

In Aberdeen contact the Director of Campus Health and Student Support Services at 605-229-8395 for further information. Any student needing medical services at either the Lakota campus or Fairmont campus should contact the respective Campus Director: Eagle Butte at 605-964-4071; Fairmont at 507-235-4658. Any student needing medical services at Kilian should contact the Outreach Services Coordinator at 605-221-3139.

### **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 Director of Campus Health and Student Support Services for information regarding alternatives to this requirement.

Students should make sure the remainder of their immunization records is 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 the Director of Campus Health and Student Support Services.

### **On-Campus Housing (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 Vice President for Student Services.

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 Café, located on the first floor of the College's Main Building. This facility, open during the daytime and early evening, offers a menu consisting of breakfast, made-to-order items, a soup/salad bar and specialty items. The Café provides televisions, computers, and areas to relax, socialize or study with friends. All students are encouraged to utilize any or all of the Food Service options.

Pre-paid meal plans are available through the Business Office each semester. These meal plans may be used in either the Grille or Presentation Café. All resident freshman students are required to purchase a meal plan. Students with a required meal plan will forfeit any unused balance on the plan at the end of each semester.

### **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 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.

### **Tobacco-Free Campus**

Tobacco use of any kind is prohibited on Presentation Campus including parking lots, college vehicles, and personal vehicles. No exceptions are allowed for tobacco use in prohibited areas, and there are no designated smoking facilities or locations 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 images.

### **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 office of the Director of Campus Health and Student Support Services.

### **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' performance or progress. Such identified practice may be either academic or non-academic in nature. See pages 40-42 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 principles 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 Vice President for Student Services 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 to:

- 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
  - by providing students with opportunities to build interpersonal relationships and communication skills
- Enhance opportunities for character development
  - by enhancing partnerships within the community to promote educational experiences

- by providing the Presentation College Career and Learning Center
- Provide community relations opportunities
  - through community enhancement projects
  - by requiring 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.

Presentation College wants to ensure a meaningful experience for students and those they serve. Students are required to provide documentation of volunteer service hours, detailing their various experiences as part of their program. Required information includes the location and date of the service, the name of the supervisor, duties performed, etc.

As a part of new student orientation, students will also have a formal introduction to the volunteer program and service learning opportunities. The Director of Campus Health and Student Support Services 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 Director of Campus Health and Student Support Services at 605-229-8363.



# *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:

- Athletic Training
- Biology
- Business
  - Sports Administration
- Health and Human Performance
- Nursing
- Psychology
- Radiologic Technology
- Secondary Education
  - Biology
  - Business
  - History
  - Language Arts (English)
  - Psychology
- Social Work

#### Minors:

- Agricultural Business Management
- Biology
- Business Essentials
- Coaching
- Communication
- Corporate Recreation/Fitness
- Criminal Justice
- Finance
- Generalist in Psychology
- Health Services Administration
- Management
- Nutrition
- Psychology
- Religious Studies
- Sports and Wellness
- Sports Psychology
- Women and Children's Global Issues

#### Associate of Science:

- Biology
- Business
- Chemistry
- Communication
- Life Style Coach
  - Personal Trainer
- Medical Assisting
- Medical Office Administration (online only)
- Nursing
- Radiologic Technology
- Surgical Technology (completion degree for graduates of Presentation College's Surgical Technology certificate program)

#### Associate of Arts:

- English
- General Studies
- Religious Studies

#### Certificate:

- Medical Coding (online only)
- Surgical Technology

### Official Change in Registration

- Add/drop requests begin with students' advisors and is processed by advisors
- Students may add courses within the publicized add period
- Students may drop courses during the publicized drop period, regardless of the course start date (this is the 100% refund period). The refund policy for dropped classes is described on page 25. 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. 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 a 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. All records submitted, filed, and accumulated in the Admissions and Registrar's Offices become the property of the College.

1. General
  - a. 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.

- b. 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.
  - c. 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.
  - d. Courses for which any grade lower than a "C-" was earned will not be accepted in transfer.
  - e. 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.
  - f. Transfer grades are not included in computation of the Presentation College GPA. However, at the time of entrance into the College, transfer grades may be used in computation of a GPA for admission and/or program purposes.
2. Transfer credit not accepted
    - a. Transfer credit is not awarded for courses that are remedial at the previous educational institution or whose equivalent is remedial at Presentation College.
    - b. Courses at previous colleges granted credit by exam or credit for prior learning will not be accepted.
  3. External credit
    - a. 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.

### Dual Enrollment/Consortium Credit

Degree-seeking students who desire to enroll in courses at other institutions while attending Presentation College must obtain prior approval from the Vice President for Academics at least 30 days prior to the start of the Presentation College academic term. Presentation College reserves the right to deny transfer of credit and award of financial aid for the coursework if prior approval is not obtained. Students must contact their advisor to complete the Dual Enrollment Request/Financial Aid Consortium Agreement.

### Transcript of Records

Students are provided one transcript free of charge. Subsequent requests require a fee of \$10.00, 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 <http://www.presentation.edu/Registrar/academicforms.html>. 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.

### Course Numbers

- 0xx = Courses that are remedial and do not carry credit toward any degree or certificate\*
- 1xx = Courses primarily for students in their first year of college study
- 2xx = Courses primarily for students in their second year of college study
- 3xx = Courses primarily for students in their third year of college study
- 4xx = Courses primarily for students in their fourth year of college study

\*Remedial courses carry no degree credit and are not calculated in the grade point average.

### 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>AU</b> = Audit. Not computed into GPA.  |
| <b>A-</b> = 3.7 grade points                                     | <b>I</b> = Incomplete. 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 |
| <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                                     |  |

**D** = 1.0 grade points - passing but less than satisfactory  
**D-** = 0.7 grade points  
**F** = 0.0 grade points - unsatisfactory performance

**P** List or Dean's List in that semester until the Incomplete is graded. Not computed into GPA.  
**P** Pass. Not computed into GPA.  
**S** Satisfactory performance. Not computed into GPA.  
**U** Unsatisfactory performance. Not computed into GPA.  
**W** Student- or College-initiated withdrawal through 60% of semester (publicized withdrawal date). Does not affect the GPA, but is considered as credit hours attempted for financial aid purposes. Not computed into GPA.  
**WF** Student- or College-initiated withdrawal after 60% of semester (publicized withdrawal date). **WF is computed into the GPA at 0.00 grade points per credit hour.**

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
SW324	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; or
4. Students are admitted to Presentation College on a probationary basis and fail to earn a term GPA of 2.00 in the admitting semester

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 wellbeing 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***

A student who is a member, or the spouse of a member if the member has a dependent child, of the national guard or reserve forces of the United States and who is ordered to state military service or federal service of duty has the following options:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.

2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

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 (34CFR668.22).

## **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 Vice President for Student Services, 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 action for which the grievance is being filed, 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. 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:

1. Students should provide written notification of their complaint to the appropriate Department Chair and/or area supervisor within two weeks after the completion of the Informal Phase.
2. The Department Chair/Supervisor may discuss the matter with the students and any involved faculty/staff separately or together.
  - a. 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.
  - b. 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:

1. Students may, in writing, request a conference with the appropriate College administrator (Vice President for Academics, Vice President for Finance, Vice President for Enrollment, or Vice President for Student Services).
2. 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.
  - a. 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.
3. At the meeting with the administrator, each person concerned should review all letters and memos.
  - a. New evidence relevant to the case may be brought forth at this time.
4. 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:

1. They may apply, in writing, for a hearing before the Committee on Student Grievances (CSG), whose composition of five members is as follows:
  - a. Academic Grievance
    - i. 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.
    - ii. 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.
    - iii. 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.
  - b. Non-Academic Grievance

- i. 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.
  - ii. The Vice President for Student Services shall appoint two College staff members, who are not from the department of the grieved staff person, to serve as College staff representatives.
  - iii. The Vice President for Student Services 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.
2. 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.
  3. During the hearing, all individuals directly involved in the grievance must be present.
    - a. All letters, memos, documents and other tangible evidence introduced in previous hearings must be available to all parties at the hearing.
    - b. 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.
    - c. There must be a tape recording of this hearing.
  4. 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:

1. Affirm the decision of the CSG;
2. Remand to the CSG with specific instructions for further findings or conclusions;
3. Conduct such further investigation or hearing as the President deems necessary; or
4. Reverse or modify the recommended disposition of the CSG.
  - a. 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.
  - b. 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 84 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 after students complete all requirements. 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.

Names of graduating students are listed in the commencement program for the May ceremony of that year. Once a student's name has been listed in a commencement program, whether or not the student chooses to participate in that commencement, the student's name will not be listed in a subsequent program nor will the student be allowed to participate in a subsequent commencement unless the student is graduating with a new degree or certificate.

Students follow the requirements of the catalog in place at the time of enrollment into 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 DEGREE PROGRAMS  
(6/2011)

**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.*

Goals	Outcomes	Assessment
<p>1. COMMUNICATION SKILLS</p> <p>Graduates will express themselves clearly, correctly, and succinctly in a variety of rhetorical situations.</p>	<p>1a. Demonstrate knowledge of elements of sentence style and correctness.</p> <p>1b. Compose an informative or analytical essay that demonstrates effective consideration of rhetorical strategies and the elements of competent writing.</p> <p>1c. Compose an argumentative research essay that demonstrates competence in writing and research skills.</p> <p>1d. Analyze and critically evaluate elements of their own interpersonal communication skills.</p> <p>1e. Apply the fundamentals of effective oral presentation in a classroom speaking situation.</p>	<p>All students will achieve a minimum score of 70% on a well-composed 800-1000 word essay, evaluated on the basis of the departmental rubric.</p> <p>All students will achieve a minimum score of 70% on a well-composed argumentative research essay, evaluated on the basis of the departmental rubric.</p> <p>70% of students will achieve a minimum score of 70% on each of a series of four faculty-evaluated self-assessments of their own oral communication skills.</p> <p><b><u>EXTERNAL ASSESSMENT STANDARD</u></b> <b>75% of students will achieve Level 2 Proficiency on the Educational Testing Service (ETS) Proficiency Profile.</b></p>
<p>2. RELIGIOUS AND ETHICAL EDUCATION</p> <p>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.</p>	<p>2a. Gain a critical understanding of basic Christian theology.</p> <p>2b. Understand basic Christian ethical values and how they apply to personal and social life.</p>	<p>70% of students will achieve a minimum score of 70% on a departmentally-approved comprehensive exam or essay in the foundational religious studies course.</p> <p>70% of students will achieve a minimum score of 70% on a comprehensive exam or essay in the foundational ethics course.</p>

PRESENTATION COLLEGE  
GENERAL EDUCATION PROGRAM  
BACCALAUREATE DEGREE PROGRAMS (cont'd)  
(6/2011)

Goals	Outcomes	Assessment
<p>3. CULTURAL AND SOCIAL HERITAGE</p> <p>Graduates will develop a critical understanding of human cultures and their creative achievements.</p>	<p>3a. Analyze historical events, ideas, and societies from a multi-cultural perspective.</p> <p>3b. Understand interrelationships of individuals and societies in their historical/cultural contexts.</p> <p>3c. Demonstrate understanding of the concepts and conversation common to a particular humanities discipline.</p> <p>3d. Critically analyze creative ideas and works in the humanities from a contextual perspective.</p> <p>3e. Demonstrate reading and critical analysis skills in the context of the humanities and social sciences.</p>	<p>70% of students will achieve a minimum score of 70% on departmentally-approved assessment tools used in the Social Science/Human Culture Core courses.</p> <p>70% of students will achieve a minimum of 70% on a Humanities/Fine Arts Core course research or discussion assignment, based on a departmentally-approved rubric.</p> <p><b><u>EXTERNAL ASSESSMENT STANDARD</u></b> <b>Minimum improvement of 3.5 points between entrance and exit group mean Social Science sub-scores on the ETS Proficiency Profile.</b></p> <p><b>Minimum improvement of 3.5 points between entrance and exit group mean Humanities sub-scores on the ETS Proficiency Profile.</b></p>
<p>4. NATURAL SCIENCES AND QUANTITATIVE REASONING</p> <p>Graduates will understand how knowledge is obtained through scientific and quantitative reasoning.</p>	<p>4a. Correctly perform mathematical operations required of the college-educated individual.</p> <p>4b. Use mathematical concepts and reasoning to analyze problems, make a plan for solving them, and solve them.</p> <p>4c. Demonstrate knowledge of the conceptual base of a natural science discipline and its laboratory practices.</p> <p>4d. Analyze the relationship between the application of natural science concepts and theories and contemporary issues.</p>	<p>70% of students will achieve a minimum score of 70% on a departmentally-approved proficiency exam upon completion of MA153 or MA243.</p> <p>70% of students will achieve a minimum score of 70% on departmentally-approved foundational science assessment tools.</p> <p><b><u>EXTERNAL ASSESSMENT STANDARD</u></b> <b>80% of students will achieve a Level 1 Proficiency on the ETS Proficiency Profile.</b></p> <p><b>Minimum improvement of 4 points between entrance and exit group mean Natural Science sub-scores on the ETS Proficiency Profile.</b></p>

**PRESENTATION COLLEGE  
GENERAL EDUCATION PROGRAM  
ASSOCIATE DEGREE PROGRAMS  
(6/2011)**

**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>
<p>1. COMMUNICATION SKILLS</p> <p>Graduates will express themselves clearly, correctly, and succinctly in a variety of rhetorical situations.</p>	<p>1a. Demonstrate knowledge of elements of sentence style and correctness.</p> <p>1b. Compose an informative or analytical essay that demonstrates effective consideration of rhetorical strategies and the elements of competent writing.</p> <p>1c. Compose an argumentative research essay that demonstrates competence in writing and research skills.</p>	<p>All students will achieve a minimum score of 70% on a well-composed 800-1000 word essay, evaluated on the basis of the departmental rubric.</p> <p>All students will achieve a minimum score of 70% on a well-composed argumentative research essay, evaluated on the basis of the departmental rubric.</p> <p><b><u>EXTERNAL ASSESSMENT STANDARD</u></b> <b>75% of students will achieve Level 2 Proficiency on the ETS Proficiency Profile.</b></p>
<p>2. RELIGIOUS AND ETHICAL EDUCATION</p> <p>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.</p>	<p>2a. Gain a critical understanding of basic Christian theology.</p> <p>2b. Understand basic Christian ethical values and how they apply to personal and social life.</p>	<p>70% of students will achieve a minimum score of 70% on a departmentally-approved comprehensive exam or essay in the foundational religious studies course.</p> <p>70% of students will achieve a minimum score of 70% on a comprehensive exam or essay in the foundational ethics course.</p>
<p>3. CULTURAL AND SOCIAL HERITAGE</p> <p>Graduates will develop a critical understanding of human cultures and their creative achievements.</p>	<p>3a. Understand interrelationships of individuals and societies in their historical/cultural contexts.</p>	<p>70% of students will achieve a minimum score of 70% on departmentally-approved assessment tools used in the Social Science/Human Culture courses.</p> <p><b><u>EXTERNAL ASSESSMENT STANDARD</u></b> <b>Minimum improvement of 3.5 points between entrance and exit group mean Social Science sub-scores on the ETS Proficiency Profile.</b></p>
<p>4. NATURAL SCIENCES AND QUANTITATIVE REASONING</p> <p>Graduates will understand how knowledge is obtained through scientific and quantitative reasoning.</p>	<p>4a. Correctly perform mathematical operations required of the college-educated individual.</p> <p>4b. Use mathematical concepts and reasoning to analyze problems, make a plan for solving them, and solve them.</p> <p>4c. Demonstrate knowledge of the conceptual base of a natural science discipline and its laboratory practices.</p>	<p>70% of students will achieve a minimum score of 70% on a departmentally-approved proficiency exam upon completion of MA143 or MA243.</p> <p>70% of students will achieve a minimum score of 70% on departmentally-approved foundational science assessment tools.</p> <p><b><u>EXTERNAL ASSESSMENT STANDARD</u></b> <b>80% of students will achieve a Level 1 Proficiency on the ETS Proficiency Profile.</b></p> <p><b>Minimum improvement of 4 points between entrance and exit group mean Natural Science sub-scores on the ETS Proficiency Profile.</b></p>

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

COMMUNICATION SKILLS - 9 credits	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
RELIGIOUS AND ETHICAL EDUCATION - 6 credits	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
CULTURAL AND SOCIAL HERITAGE - 15-21 credits	
Social Science/Human Culture Core course	3 crs
Humanities/Fine Arts Core course	3 crs
Social Science/Human Culture electives	6 crs
Humanities/Fine Arts electives	
Liberal Arts Track	9 crs
Health Professions Track	3 crs
NATURAL SCIENCE AND QUANTITATIVE REASONING - 7-15 credits	
MA153 College Algebra or MA243 Statistics	3 crs
Laboratory Science (Natural Sciences*)	4 crs
Natural Science electives	
Health Professions Track	8 crs
**GE111 College Experience	1 cr
Restricted Electives	9 crs

\*Presentation College considers the Natural Science disciplines to include the following: biology, earth sciences, nutrition, physics, chemistry, environmental science, and astronomy. Natural Science disciplines do not include the various applied sciences.

\*\*Students transferring in 12 credit hours or more of college credit with a minimum admission GPA of 2.00 are exempt from GE111.

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

COMMUNICATION SKILLS - 6 credits	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
RELIGIOUS AND ETHICAL EDUCATION - 6 credits	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
CULTURAL AND SOCIAL HERITAGE - 3 credits	
Social Science/Human Culture electives	3 crs
NATURAL SCIENCE AND QUANTITATIVE REASONING - 7 credits	
MA143 Intermediate Algebra or higher	3 crs
Laboratory Science (Natural Sciences*)	4 crs
**GE111 College Experience	1 cr

\*Presentation College considers the Natural Science disciplines to include the following: biology, earth sciences, nutrition, physics, chemistry, environmental science, and astronomy. Natural Science disciplines do not include the various applied sciences.

\*\*Students transferring in 12 credit hours or more of college credit with a minimum admission GPA of 2.00 are exempt from GE111.

**Social Science/Human Culture Core Courses:**

H373 Landmarks in the Human Experience	3 crs
H423S Science, Gender and Knowledge	3 crs
HS213 History of the United States I	3 crs
HS223 History of the United States II	3 crs
HS253 World Civilization I	3 crs
HS263 World Civilization II	3 crs
HS312 History of Early African Civilizations	3 crs
HS313 History and the American Indian	3 crs
HS323 The Middle Ages	3 crs
HS333 Modern Western Culture I	3 crs
HS340 History of the Far East I	3 crs
HS341 History of the Far East II	3 crs
HS343 Modern Western Culture II	3 crs
HS363 Developing Nations	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
RS383 Justice and Peace	3 crs

**Social Science/Human Culture Electives**

(any course from the areas of):

Archeology  
Economics  
Geography  
History  
Political Science  
Psychology  
Sociology

and the following course:

GI213 Women and Children's Global Voices

**Humanities/Fine Arts Core Courses:**

AR303 History of World Art	3 crs
AR413 Fine Arts Appreciation	3 crs
EN303 Elements and Forms of Literature	3 crs
EN325 Children's 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
EN383 World Literature I	3 crs
EN393 World Literature II	3 crs
EN413 Mythology	3 crs
EN3053 Shakespeare	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
RS353 Jesus the Christ	3 crs

**Humanities/Fine Arts Electives**

(any course from the areas of):

Architecture  
Cinema  
Dance  
Literature  
\*Music  
Musical Stage  
Philosophy  
\*Theater  
Religious Studies (except RS303 and RS383)  
Visual Arts

and the following courses:

CT113/PH103 Philosophy of Argumentation: Logic/Rhetoric  
CT413 Communication Theory  
CT433 Interpersonal Communication  
GI213 Women and Children's Global Voices

\*Studio courses do not apply to this area

**Residency for Graduation**

A minimum of 18 credit hours must be taken at Presentation College to meet residency requirements for the Associate's degree or a certificate program. 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. 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. Minimum of 30% of the degree in upper division courses for a Bachelor's degree
  - c. 33 residency credits for the Bachelor's degree; 18 credits for the Associate's degree; and 18 credits for a certificate program



- d. All work and residency requirements pertaining to the major field (see program descriptions)
- e. General education requirements
- f. 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. 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, Internet, Windows, and PowerPoint – refer to page 17 of catalog for requirements
- h. Volunteer service hours (degree-seeking students only):

**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.

### Second Bachelor's Degree

Students who have earned a baccalaureate degree from an accredited college or university, and are seeking a second baccalaureate degree from Presentation College, may do so by completing the following:

1. Formal notification must be filed with the Registrar
2. All admissions, prerequisite, and course requirements of the second degree major
3. Six (6) credits of Religious Studies in RS123 The Christian Tradition or RS233 Catholicism and RS283 Christian Ethics (required only if the students had not successfully completed such courses before)
4. At least 33 credits taken at Presentation College to meet residency requirements for the baccalaureate degree
5. At least 30 semester hours in residence of upper level credit over and above the requirements for the first baccalaureate degree
6. A cumulative grade point average of 2.00 or higher in the second major (select majors may have minimum GPA requirements)

*NOTE: The same degree from Presentation College may not be awarded twice.*

### 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 PC Virtual students. However, students on the Aberdeen, Eagle Butte, Kilian, and Fairmont campuses may petition for consideration in online courses. Students should meet with their academic advisor to determine eligibility requirements, which may be found on the Petition for Online Course.

# *Allied Health*

## DEPARTMENT OF ALLIED HEALTH

The Department of Allied Health offers Bachelor of Science degrees in Athletic Training, Health and Human Performance, and Radiologic Technology, as well as Associate of Science degree programs in Radiologic Technology, Life Style Coaching, Medical Assisting, Surgical Technology (completion), and Medical Office Administration. It also offers certificate programs in Medical Coding, 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.

## ATHLETIC TRAINING PROGRAM

Athletic trainers help prevent and treat injuries for people of all ages. Their patients and clients include everyone from professional athletes to industrial workers. Recognized by the American Medical Association as allied health professionals, athletic trainers specialize in the prevention, diagnosis, assessment, treatment, and rehabilitation of muscle and bone injuries and illnesses. Athletic trainers, as one of the first healthcare providers on the scene when injuries occur, must be able to recognize, evaluate, and assess injuries and provide immediate care when needed.

Athletic trainers try to prevent injuries by educating people on how to reduce their risk for injuries and by advising them on the proper use of equipment, exercises to improve balance and strength, and home exercises and therapy programs. They also help apply protective or injury-preventive devices such as tape, bandages, and braces.

### Admission to Pre-Athletic Training

Students in the Athletic Training Program must demonstrate:

1. Physical ability to perform assessments and handle equipment
2. Ability to communicate effectively and sensitively with patients and colleagues
3. Capacity to maintain composure during periods of high stress
4. Perseverance, diligence and commitment to complete the program
5. Flexibility and ability to adjust to changing situations in clinical situations
6. Ability to relate professionally to others

### Admission to Athletic Training

Students apply for the athletic training major core after completing the foundational core during their first year of study. During this first year, students are required to take the following athletic training courses:

- AT111 Introduction to Athletic Training
- HW333 Prevention and Treatment of Athletic Injuries
- REC112/HW112 First Aid/Emergency Care
- BI162 Medical Terminology
- BI173 Human Anatomy and Physiology I
- BL171 Human Anatomy and Physiology I Lab
- BI183 Human Anatomy and Physiology II
- BL181 Human Anatomy and Physiology II Lab

These courses require a grade of a "C" or higher in order to apply to the athletic training major core. Students applying to the Athletic Training program are required to have a 2.50 cumulative grade point average or higher. Students must provide a current medical history/report of health evaluation performed by a physician or comparable professional, a copy of immunization records, and complete a written essay.

### Progression in the Athletic Training Program

Students accepted into the Athletic Training program are required to maintain a 2.50 cumulative grade point average, 2.75 program grade point average, and complete all program courses with a "C" or better. Failure to do so may result in the student being removed from the program. 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.

### Graduation

Prior to their final semester in the Bachelor of Science curriculum, students may apply for graduation. Students must have a minimum cumulative GPA of 2.50 and a minimum Athletic Training program GPA of 2.75 in order to graduate.

ATHLETIC TRAINING  
Bachelor of Science  
120 credits

**Major Requirements (61 crs)**

AT111 Introduction to Athletic Training	1 cr
AT202 Practicum in Athletic Training I	2 crs
AT212 Practicum in Athletic Training II	2 crs
AT222 Pharmacology in Athletic Training	2 crs
AT302 Practicum in Athletic Training III	2 crs
AT303 Advanced Techniques in Recognizing and Treating Athletic Upper Body, Head, and C-Spine Injuries	3 crs
AT312 Practicum in Athletic Training IV	2 crs
AT313 Advanced Techniques in Recognizing and Treating Athletic Lower Body Injuries	3 crs
AT323 Therapeutic Modalities	3 crs
AT333 Therapeutic Exercise	3 crs
AT343 Medical Aspects of Athletic Training	3 crs
AT402 Practicum in Athletic Training V	2 crs
AT411 Clinical Experience in Athletic Training I	1 cr
AT412 Practicum in Athletic Training VI	2 crs
AT413 Administration in Athletic Training	3 crs
AT421 Clinical Experience in Athletic Training II	1 cr
BI162 Medical Terminology	2 crs
BI343/HW373 Exercise Physiology	3 crs
BI393/HW393 Kinesiology	3 crs
HW110 Weight Training	2 crs
HW333 Prevention and Treatment of Athletic Injuries	3 crs
HW413/REC413 Senior Seminar	3 crs
HW3082 Introduction to Biomechanics	2 crs
NUTR101 Introduction to Nutrition	3 crs
REC112/HW112 First Aid/Emergency Care	2 crs
REC203 Introduction to Fitness	3 crs

**General Education Requirements (39 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
PS133 General Psychology	
HW395/PS395 Sports Psychology	
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA243 Statistics	3 crs
Laboratory Science	4 crs
BI173 Human Anatomy and Physiology I	
BL171 Human Anatomy and Physiology I Lab	
Natural Science Electives	(8) 4 crs
BI183 Human Anatomy and Physiology II	
BL181 Human Anatomy and Physiology II Lab	
(**Other Natural Science Electives)	
GE111 College Experience	1 crs
<b>Electives (20 crs)</b>	
*Restricted Electives	9 crs
(3 credits must be Humanities/Fine Arts)	
Any General Electives	11 crs

\*Restricted electives must be outside the discipline of Athletic Training

\*\*Other Natural Science electives are met through Major Requirements

## HEALTH AND HUMAN PERFORMANCE

Presentation College offers a Bachelor of Science degree in Health and Human Performance (HHP) of an interdisciplinary nature. This major offers students an opportunity to develop skills and knowledge that are vital in developing a personal, lifetime wellness concept. The program 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.

HHP graduates are prepared for entry level positions in fitness, wellness, health clubs, and personal training. In addition, the major offers excellent preparation for students interested in pursuing graduate work in exercise physiology, biomechanics, or sports psychology, as well as pursuit of graduate work in physical therapy, occupational therapy, podiatry, or medicine.

### Admission

Applicants to the Health and Human Performance 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 HHP major of at least 2.50 (on a minimum of 12 credits)
3. Successful completion of BI173, BI183, BL171, BL181, and REC203 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 and Human Performance 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.

## HEALTH AND HUMAN PERFORMANCE

Bachelor of Science

120 credits

**Major Requirements (36 crs)**

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

**Exercise Science Requirements (31 crs)**

BI162 Medical Terminology	2 crs
BI183 Human Anatomy and Physiology II	3 crs
BL181 Human Anatomy and Physiology II Lab	1 cr
BU3103 Principles of Sports Management or REC303 Organization and Administration of Recreation	3 crs
HHPR103 Aerobic Fitness	3 crs
HHPR113 Introduction to Exercise Science	3 crs
HHPR303 Motor Development and Learning	3 crs
Two of the following:	6 crs
HW203 Activities for Special Populations	
HW263 Fitness Activities	
HW3003/BU3003 Planning Sports Facilities	
HW395/PS395 Sports Psychology	
NUTR312 Sports Nutrition	2 crs
Exercise Science Electives	5 crs

**General Education Requirements (44 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
PS133 General Psychology	
PS153 Developmental Psychology	
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA153 College Algebra or MA243 Statistics	3 crs
Laboratory Science	4 crs
BI173 Human Anatomy and Physiology	
BL171 Human Anatomy and Physiology I Lab	
GE111 College Experience	1 cr
<b>Electives (9 crs)</b>	
*Restricted Electives	9 crs
*Restricted electives must be outside the disciplines of HHP, Recreation, and Health and Wellness	



## LIFE STYLE COACH

The Life Style Coach degree will provide career opportunities in fitness facilities. Personal trainer life style coaches work one-on-one with clients either in a gym or in the client's home, providing instruction to their clients on nutrition and activities.

### LIFE STYLE COACHING - PERSONAL TRAINING CONCENTRATION Associate of Science 64 credits

#### Major Requirements (25 crs)

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

#### Personal Training Requirements (23 crs)

BI173 Human Anatomy and Physiology I	3 crs
BL171 Human Anatomy and Physiology I Lab	1 cr
HW110 Weight Training	2 crs
HW243 Stress Management and Relaxation	3 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
PS3003 Health Psychology	3 crs

#### General Education Requirements (16-19 crs)

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
PS133 General Psychology	3 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
(*MA143 Intermediate Algebra or higher	3 crs)
(**Laboratory Science	4 crs)
(NUTR110 Food Science Principles)	
(NUTL110 Food Science Principles Lab)	
GE111 College Experience	1 cr
*Students may meet the mathematics competency by a score of 61 or above on the Algebra section of the COMPASS placement exam	

\*\* These courses are met through Major Requirements

## 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 in the Algebra section of the mathematics placement exam (COMPASS) must complete competency in MA090 prior to PB102. All Medical Assisting students must meet the Associate degree general education mathematics competency requirement prior to graduation by a score of 61 or above on the Algebra section of the COMPASS, completion of MA143 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).

**MEDICAL ASSISTING**  
Associate of Science  
70 credits

**Major Requirements (50 crs)**

BI162 Medical Terminology	2 crs
BI183 Human Anatomy and Physiology II	3 crs
BL181 Human Anatomy and Physiology II Lab	1 cr
CS203 Computer Management Systems	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
ME123 Medical Law and Ethics	3 crs
ME132 Urinalysis	2 crs
ME143 Pharmacology	3 crs
ME203 Medical Transcription	3 crs
ME213 Introduction to Medical Coding	3 crs
ME223 Medical Office Procedures	3 crs
ME273 Medical Assisting I	3 crs
ME282 Medical Assisting II	2 crs
ME290 Medical Assisting Externship	10 crs
ML142 Orientation to Medical Lab	2 crs
M271L Medical Assisting I Lab	1 cr
M281L Medical Assisting II Lab	1 cr
PB102/PL102 Lab Safety/Introduction to Phlebotomy	2 crs

**General Education Requirements (20-23 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
PS133 General Psychology	3 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
(*MA143 Intermediate Algebra or higher Laboratory Science	3 crs 4 crs
BI173 Human Anatomy and Physiology I	
BL171 Human Anatomy and Physiology I Lab	
GE111 College Experience	1 cr

\*Students may meet the mathematics competency by a score of 61 or above on the Algebra section of the COMPASS placement exam

## MEDICAL CODING SPECIALIST

Coding professionals are instrumental in the health care workplace converting disease, injury and procedure descriptions documented in patient records into numeric or alphanumeric codes using coding manuals and encoder software. These codes assist in securing reimbursement for physicians, hospitals and other health care providers. Health care organizations use coded data for quality management, planning, marketing, and other administrative and research activities. Coding accuracy is very important to health care organizations, and has an impact on revenues and health outcomes. Professionals experienced in coding procedures should consider obtaining their national certification through the American Academy of Professional Coders.

### **Admission/Progression**

Applicants will be evaluated on the basis of ACT scores, high school or college GPA, and previous health care experience. Students will successfully complete competencies in computer technology and meet all college admission requirements before admission into the program.

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 Professional Coders. 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 and completion in the program will resume.

The one-year certificate program consists of two semesters of general, foundational science, and program specific classes.

### **Certification**

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

## MEDICAL CODING

Certificate

35 credits

### **Major Requirements (38 crs)**

BI115 Introduction to Human Anatomy and Physiology/Human Biology	3 crs
BI162 Medical Terminology	2 crs
CS203 Computer Management Systems	3 crs
MC103 Applied Terminology for Coding	3 crs
MC113 Medical Billing and Reimbursement I	3 crs
MC213 Medical Billing and Reimbursement II	3 crs
MC216 Introduction to Professional Coding	6 crs
ME213 Introduction to Medical Coding	3 crs
MR133 Lab Medicine/Physical Exam	3 crs
MR143 Pharmacology	3 crs
MR163 Human Diseases	3 crs

## 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 a score of 61 or above on the Algebra section of the mathematics placement test (COMPASS), completion of MA143 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 and 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.

## MEDICAL OFFICE ADMINISTRATION

Associate of Science

70 credits

### Major Requirements (48 crs)

BI162 Medical Terminology	2 crs
BU233 Accounting I	3 crs
BU253 Business Communications	3 crs
CS203 Computer Management Systems	3 crs
ME123 Medical Law and Ethics	3 crs
ME203 Medical Transcription	3 crs
ME213 Introduction to Medical Coding	3 crs
ME223 Medical Office Procedures	3 crs
MR113 Introduction to Transcription	3 crs
MR133 Lab Medicine/Physical Exam	3 crs
MR143 Pharmacology	3 crs
MR153 Medical Records/Ethics/Coding	3 crs
MR163 Human Diseases	3 crs
MR213 Advanced Coding	3 crs
MR214 Advanced Medical Transcription	4 crs
MT216A Medical Transcription Clinical	3 crs

### General Education Requirements (20-23 crs)

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Elective	3 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
(*MA143 Intermediate Algebra or higher	3 crs)
Laboratory Science	4 crs
BI115 Introduction to Human Anatomy and Physiology/Human Biology	
BL115 Introduction to Human Anatomy and Physiology/Human Biology Lab	
GE111 College Experience	1 cr
<b>Electives (2 crs)</b>	
Any General Electives	2 crs

\*Students may meet the mathematics competency by a score of 61 or above on the Algebra section of the COMPASS placement exam

## 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.

The Baccalaureate degree program accepts students following the completion of RT133 and RT293. Students accepted to this major continue to take coursework while rotating through Presentation College's radiologic technology clinical sites. The Baccalaureate program consists of four semesters and one summer session. Twelve months of clinical experience are integrated into the curriculum.

The Associate degree program is three years in length. The curriculum consists of five semesters and one summer session. Twelve months of clinical experience are integrated into the curriculum. Students will complete 20 credits of general education and 64 credits of program required courses. Students are accepted following the completion of RT133.

Degree completion is available for a certified radiologic technologist who currently holds an Associate degree in Radiologic Technology from a JRCERT accredited institution. 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 the Radiologic Technology program. Only applicants with an ACT composite of 18 or greater and a minimum 2.50 GPA 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 BI173/BL171 Human Anatomy and Physiology I and BI183/BL181 Human Anatomy and Physiology II) 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.** Preference will be given to students earning the highest GPA. Students desiring placement into the Radiologic Technology program must spend two half-days at Avera St. Luke's Hospital (Aberdeen), Fairmont Medical Center (Fairmont), Mayo Health Systems - Fairmont, or Mayo Health Systems - Mankato observing in the Radiology Department.

### Admission to Radiologic Technology Program

Pre-Radiologic Technology students desiring a position in the Bachelor of Science or Associate 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, essay, and references. Candidates accepted will be admitted to radiologic technology classes and associated clinicals which are conducted at Avera St. Luke's Hospital (Aberdeen), Mayo Health Systems - Mankato, and other clinical sites. Limited positions are available each year, therefore candidates are not guaranteed clinical placement.

### 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 may not be eligible to write the national certifying exam. Applicants should contact the American Registry of Radiologic Technologists (ARRT) to determine eligibility.

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

**RADIOLOGIC TECHNOLOGY**  
Bachelor of Science  
120 credits

**Major Requirements (66 crs)**

RT133 Fundamentals of Radiologic Science	3 crs
RT253 Radiologic Science Procedures I	3 crs
RT263 Radiologic Science Clinical I	3 crs
RT273 Radiologic Science Procedures II	3 crs
RT276 Radiologic Science Clinical II	3 crs
RT293 Radiologic Science Ethics and Patient Care	3 crs
RT294 Radiation Physics	3 crs
RT320 Radiologic Science Procedures III	3 crs
RT324 Radiologic Science Clinical III	3 crs
RT330 Radiobiology and Radiation Protection	3 crs
RT340 Image Formation, Processing, and Display	3 crs
RT350 Radiologic Science Procedures IV	3 crs
RT353 Cross-Sectional Anatomy	3 crs
RT360 Radiologic Science Clinical IV	3 crs
RT413 Image Analysis and Quality Improvement	3 crs
RT423 Physical Principles of CT	3 crs
RT443 RT Senior Seminar	3 crs
RT453 Radiographic Pathology	3 crs
RT463 Radiologic Science Clinical V	3 crs
RT473 Radiologic Science Clinical VI	3 crs
RT Electives	6 crs

**General Education Requirements (43 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
<b>NATURAL SCIENCES AND QUANTITATIVE REASONING</b>	
MA153 College Algebra or MA243 Statistics	3 crs
Laboratory Science	4 crs
BI173 Human Anatomy and Physiology I	
BL171 Human Anatomy and Physiology I Lab	
Natural Science Electives	8 crs
BI183 Human Anatomy and Physiology II	
BL181 Human Anatomy and Physiology II Lab	
Other Natural Science Elective	
GE111 College Experience	1 cr
<b>Electives (11 crs)</b>	
*Restricted Electives (3 credits must be Humanities/Fine Arts)	9 crs
Any General Electives	2 crs

\*Restricted electives must be outside the disciplines of Radiologic Technology and the natural sciences

RADIOLOGIC TECHNOLOGY  
Bachelor of Science (Completion)  
127 credits

**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:

**Major Requirements (36 crs)**

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

**General Education Requirements**

See pages 44-45

**Electives**

Electives to reach 127 credit hours



**RADIOLOGIC TECHNOLOGY**  
 Associate of Science  
 84 credits

**Major Requirements (64 crs)**

RT133 Fundamentals of Radiologic Science	3 crs
RT253 Radiologic Science Procedures I	3 crs
RT263 Radiologic Science Clinical I	3 crs
RT273 Radiologic Science Procedures II	3 crs
RT276 Radiologic Science Clinical II	3 crs
RT293 Radiologic Science Ethics and Patient Care	3 crs
RT294 Radiation Physics	3 crs
RT320 Radiologic Science Procedures III	3 crs
RT324 Radiologic Science Clinical III	3 crs
RT330 Radiobiology and Radiation Protection	3 crs
RT340 Image Formation, Processing, and Display	3 crs
RT350 Radiologic Science Procedures IV	3 crs
RT353 Cross-Sectional Anatomy	3 crs
RT360 Radiologic Science Clinical IV	3 crs
RT413 Image Analysis and Quality Improvement	3 crs
RT423 Physical Principles of CT	3 crs
RT443 RT Senior Seminar	3 crs
RT453 Radiographic Pathology	3 crs
RT463 Radiologic Science Clinical V	3 crs
RT473 Radiologic Science Clinical VI	3 crs
BI183 Human Anatomy and Physiology II	3 crs
BL181 Human Anatomy and Physiology II Lab	1 cr

**General Education Requirements (20-23 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Elective	3 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
(*MA143 Intermediate Algebra or higher	3 crs)
Laboratory Science	4 crs
BI173 Human Anatomy and Physiology I	
BL171 Human Anatomy and Physiology I Lab	
GE111 College Experience	1 cr
*Students may meet the mathematics competency by a score of 61 or above on the Algebra section of the COMPASS placement examination.	

## 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)

### Admission

Students must:

1. Have a minimum GPA of 2.20 or successful completion of GED test
2. Have a minimum ACT composite score of 18
3. Complete the technology competency test (see page 17)
4. Apply to the Surgical Technology program
5. Complete the self-assessment
6. Have a professional character reference completed
7. Complete required immunization and physical evaluation records
8. Complete a background check in accordance with affiliate and/or state requirements; cost incurred by students (except in Minnesota)
9. Have CPR certification

A limited number of positions for this program are available each year. Applications will be reviewed as they are received. After acceptance, a background screening will be required on a yearly basis with the expense paid by students. In order to take the certification exam students must have no felony convictions.

### Progression

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 Surgical Technology (ST) courses
2. All Surgical Technology courses must be completed in the order of the checklist
3. Students may re-take an ST required course only once - see Readmission requirements
4. Minimum 2.50 term GPA
5. 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:
  - a. Maintain vision, hearing, and the appropriate ability to articulate words necessary to observe and communicate effectively in surgery
  - b. 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
  - c. Exhibit meticulous attention to aseptic and sterile technique
  - d. Demonstrate a technological intelligence to prepare surgical instruments, equipment, and supplies
  - e. Present the anticipatory ability necessary to understand the surgeon's timely needs
  - f. Demonstrate and apply the intellectual and emotional functions needed to exercise independent judgment and discretion in the performance of assigned responsibilities
6. Students must complete 125 cases and 600 hours of clinical practicum before graduation

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

### 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 term GPA of 2.50 or greater must be maintained before advanced placement is permitted.

## SURGICAL TECHNOLOGY

Certificate

43 credits

### Major Requirements (43 crs)

BI115 Introduction to Human Anatomy and Physiology/Human Biology	3 crs
BI162 Medical Terminology	2 crs
BL115 Introduction to Human Anatomy and Physiology/Human Biology Lab	1 cr
ST113 Professional Communication/Ethics	1 cr
ST132 Microbiology for the Surgical Technologist	2 crs
ST133 Clinical Lab	3 crs
ST144 Introduction to Surgical Technology	4 crs
ST146 Clinical Practicum I	6 crs
ST221 Surgical Pathophysiology	1 cr
ST232 Biomedical Science for the Surgical Technologist	2 crs
ST252 Pharmacology for the Surgical Technologist	2 crs
ST254 Surgical Procedures I	4 crs
ST262 Professional Development	2 crs
ST264 Surgical Procedures II	4 crs
ST266 Clinical Practicum II	6 crs

## ASSOCIATE OF SCIENCE IN SURGICAL TECHNOLOGY

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. A minimum cumulative GPA of 2.20 is required to enter the program. Progression requires a 2.50 term GPA and graduation requires a 2.0 cumulative GPA.

### SURGICAL TECHNOLOGY Associate of Science (Completion) 61 credits

#### Major Requirements (46 crs)

Completion Program entry requirements (see page 67)	43 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs

#### General Education Requirements (15 crs)

COMMUNICATION SKILLS	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs

#### RELIGIOUS AND ETHICAL EDUCATION

RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs

#### CULTURAL AND SOCIAL HERITAGE

Social Science/Human Culture Elective	3 crs
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#### NATURAL SCIENCE AND QUANTITATIVE REASONING

(*MA143 Intermediate Algebra or higher	3 crs)
(**Laboratory Science	4 crs)
(BI115 Introduction to Human Anatomy and Physiology/Human Biology)	
(BL115 Introduction to Human Anatomy and Physiology/Human Biology Lab)	

\*Students may meet the mathematics competency by a score of 61 or above on the Algebra section of the COMPASS placement exam

\*\* Laboratory Science courses are met through the Certificate program

## ALLIED HEALTH MINORS

### Coaching (19 crs)

BI173 Human Anatomy and Physiology I	3 crs
BL171 Human Anatomy and Physiology I Lab	1 cr
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	
HW254 Theory of Coaching Football	

### Corporate/Recreation Fitness (18 crs)

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	3 crs

### Nutrition (18 crs)

BI183 Human Anatomy and Physiology II	3 crs
BL181 Human Anatomy and Physiology II Lab	1 cr
NUTR110 Food Science Principles	3 crs
NUTL110 Food Science Principles Lab	1 cr
NUTR303 Human Nutrition	3 crs
Nutrition Electives	7 crs

### Sports Psychology (18 crs)

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	3 crs

### Sports/Wellness (18 crs)

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 Electives	4 crs

# *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 and Psychology. Associate degrees in Biology, Chemistry, Communication, English, General Studies, 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
4. Successful completion of BI173/BL171 or its equivalent for 4 credits with a grade of "C" or better

#### Progression

Continuation in the major requires:

1. A minimum grade of "C" in all biology major requirements courses; and
2. Successful completion of PS353 or its equivalent with a grade of "C" or better; and
3. Successful completion of three (3) credits of upper level psychology electives with a grade of "C" or better; and
4. 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.

**BIOLOGY**  
Bachelor of Science  
120 credits

**Major Requirements (58 crs)**

BI153 General Biology I	3 crs
BI162 Medical Terminology	2 crs
BI163 General Biology II	3 crs
BI183 Human Anatomy and Physiology II	3 crs
BI263 Introduction to Medical Microbiology	3 crs
BI400 Biology Research and Seminar	3 crs
BL151 General Biology I Lab	1 cr
BL161 General Biology II Lab	1 cr
BL181 Human Anatomy and Physiology II Lab	1 cr
BL263 Introduction to Medical Microbiology Lab	1 cr
CH153 College Chemistry I	3 crs
CH163 College Chemistry II	3 crs
CH303 Organic Chemistry I	3 crs
CH313 Organic Chemistry II	3 crs
CH323 Biochemistry	3 crs
CL151 College Chemistry I Lab	1 cr
CL161 College Chemistry II Lab	1 cr
CL303 Organic Chemistry I Lab	1 cr
CL313 Organic Chemistry II Lab	1 cr
CL321 Biochemistry Lab	1 cr
MA243 Statistics	3 crs
PC103 Fundamentals of Physics I	3 crs
PC113 Fundamentals of Physics II	3 crs
PL101 Fundamentals of Physics I Lab	1 crs
PL111 Fundamentals of Physics II Lab	1 crs
Upper Level Science Electives	6 crs

**General Education Requirements (44 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
PS353 Abnormal Psychology	
Upper Level Psychology Elective	
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA153 College Algebra	3 crs
Laboratory Science	4 crs
BI173 Human Anatomy and Physiology I	
BL171 Human Anatomy and Physiology I Lab	
GE111 College Experience	1 cr
<b>Electives (18 crs)</b>	
*Restricted Electives	9 crs
PS133 General Psychology	
Other Restricted Electives	
Any General Electives	9 crs

\*Restricted electives must be outside the disciplines of the natural sciences



**BIOLOGY**  
Associate of Science  
60 credits

**Major Requirements (39 crs)**

BI153 General Biology I	3 crs
BI163 General Biology II	3 crs
BI173 Human Anatomy and Physiology I	3 crs
BI183 Human Anatomy and Physiology II	3 crs
BI263 Introduction to Medical Microbiology	3 crs
BL151 General Biology I Lab	1 cr
BL161 General Biology II Lab	1 cr
BL171 Human Anatomy and Physiology I Lab	1 cr
BL181 Human Anatomy and Physiology II Lab	1 cr
BL263 Introduction to Medical Microbiology Lab	1 cr
CH153 College Chemistry I	3 crs
CH163 College Chemistry II	3 crs
CL151 College Chemistry I Lab	1 cr
CL161 College Chemistry II Lab	1 cr
MA153 College Algebra	3 crs
Science Electives	8 crs

**General Education Requirements (20-23 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Elective	3 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
(*MA143 Intermediate Algebra or higher	3 crs)
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (1 cr)</b>	
Any General Elective	1 cr

\*Students may meet the mathematics competency by a score of 61 or above on the Algebra section of the COMPASS placement exam

## 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.

### CHEMISTRY Associate of Science 60 credits

#### Major Requirements (39 crs)

CH153 College Chemistry I	3 crs
CH163 College Chemistry II	3 crs
CH303 Organic Chemistry I	3 crs
CH313 Organic Chemistry II	3 crs
CH323 Biochemistry	3 crs
CL151 College Chemistry I Lab	1 cr
CL161 College Chemistry II Lab	1 cr
CL303 Organic Chemistry I Lab	1 cr
CL313 Organic Chemistry II Lab	1 cr
CL321 Biochemistry Lab	1 cr
MA153 College Algebra	3 crs
PC103 Fundamentals of Physics I	3 crs
PC113 Fundamentals of Physics II	3 crs
PL101 Fundamentals of Physics I Lab	1 cr
PL111 Fundamentals of Physics II Lab	1 cr
Science Electives	8 crs

#### General Education Requirements (20-23 crs)

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Elective	3 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
(*MA143 Intermediate Algebra or higher	3 crs)
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (1 cr)</b>	
Any General Elective	1 cr

\*Students may meet the mathematics competency by a score of 61 or above on the Algebra section of the COMPASS placement exam

## 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.

### COMMUNICATION

Associate of Science

60 credits

#### Major Requirements (30 crs)

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

#### General Education Requirements (20-23 crs)

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Elective	3 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
(*MA143 Intermediate Algebra or higher	3 crs)
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (10 crs)</b>	
Any General Electives	10 crs

\*Students may meet the mathematics competency by a score of 61 or above on the Algebra section of the COMPASS placement exam

## 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.

### ENGLISH Associate of Arts 60 credits

#### Major Requirements (27 crs)

CT233 Communication Skills I: Interpersonal Communication	3 crs
Humanities Electives (not in English)	9 crs
English Electives (200-400 level)	15 crs

#### General Education Requirements (20-23 crs)

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Elective	3 crs
<b>NATURAL SCIENCES AND QUANTITATIVE REASONING</b>	
(*MA143 Intermediate Algebra or higher)	3 crs
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (13 crs)</b>	
Any General Electives	13 crs

\*Students may meet the mathematics competency by a score of 61 or above on the Algebra section of the COMPASS placement exam

## 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.

### GENERAL STUDIES

Associate of Arts

60 credits

#### Major Requirements (30 crs)

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

#### General Education Requirements (20-23 crs)

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Elective	3 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
(*MA143 Intermediate Algebra or higher)	3 crs
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (10 crs)</b>	
Any General Electives	10 crs

\*Students may meet the mathematics competency by a score of 61 or above on the Algebra section of the COMPASS placement exam

## 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 two areas of specialization:

- **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, and EN133

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. 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.

PSYCHOLOGY – SPORTS PSYCHOLOGY MINOR

Bachelor of Science

120 credits

**Major Requirements (38 crs)**

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

**Sports Psychology Requirements (18 crs)**

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	3 crs

**General Education Requirements (44 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
SW243 Interviewing Skills	
SW253 Counseling Theory	
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA243 Statistics	3 crs
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (20 crs)</b>	
*Restricted Electives	9 crs
Any General Electives	11 crs

\*Restricted electives must be outside the discipline of Psychology

PSYCHOLOGY – GENERALIST IN PSYCHOLOGY MINOR  
 Bachelor of Science  
 120 credits

**Major Requirements (38 crs)**

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

**Generalist in Psychology Requirements (18 crs)**

Electives from any 200-level or above psychology courses	18 crs
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**General Education Requirements (44 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
SW253 Counseling Theory	
SW243 Interviewing Skills	
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA243 Statistics	3 crs
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (20 crs)</b>	
*Restricted Electives	9 crs
Any General Electives	11 crs

\*Restricted electives must be outside the discipline of Psychology



## 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.

### RELIGIOUS STUDIES

Associate of Arts

60 credits

#### Major Requirements (27 crs)

CT233 Communication Skills I: Interpersonal Communication	3 crs
Humanities Electives (not in Religious Studies)	9 crs
Religious Studies Electives	15 crs

#### General Education Requirements (20-23 crs)

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Elective	3 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
(*MA143 Intermediate Algebra or higher	3 crs)
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (13 crs)</b>	
Any General Electives	13 crs

\*Students may meet the mathematics competency by a score of 61 or above on the Algebra section of the COMPASS placement exam

## ARTS AND SCIENCES MINORS

### Biology (18 crs)

BI153 General Biology I	3 crs
BI163 General Biology II	3 crs
BI263 Introduction to Medical Microbiology	3 crs
BL151 General Biology I Lab	1 cr
BL161 General Biology II Lab	1 cr
BL263 Introduction to Medical Microbiology Lab	1 cr
Upper Level Biology Electives	6 crs

### Communication (18 crs)

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	3 crs

### Generalist in Psychology (18 crs)

Electives from any 200-level or above psychology courses	18 crs
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### Women and Children's Global Issues (18 crs)

GI203 Introduction to Women and Children's Global Issues	3 crs
GI303 Women, Children, and Violence in Global Perspective	3 crs
GI313 Global Slavery and Human Trafficking	3 crs
GI403 Women and Children Global Experiences Seminar	3 crs
GI413 Women and Children's Global Issues Capstone	3 crs
Global Issues Elective	3 crs

### Psychology (18 crs)

#### (not available to students with a Psychology major)

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	6 crs

### Religious Studies (18 crs)

RS283 Christian Ethics	3 crs
RS303 World Religions	3 crs
Scriptural Electives	6 crs
Religious Studies Electives	6 crs

## **Pi Gamma Mu - Zeta Chapter**

Pi Gamma Mu is the oldest and preeminent honor society in the social sciences. Pi Gamma Mu serves the various social science disciplines that seek to understand and explain human behavior and social relationships as well as their related problems and issues.

Presentation College students may be invited or may petition to join an active chapter of Pi Gamma Mu when he/she is a junior or senior student in the upper 35 percent of the class, with at least 20 semester hours in social sciences and an average grade therein of "B" or better. Pi Gamma Mu's constitution defines the social sciences to include the disciplines of history, political science, sociology, anthropology, economics, international relations, criminal justice, social work, psychology, social philosophy, history or education, and human geography. Presentation College's Zeta Chapter received its charter in 2012.

*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 agricultural business management, finance, health services administration, management, and business essentials.

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 Center

### Progression:

In order to progress in the Business major, students must:

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:

BUSINESS – AGRICULTURAL BUSINESS MANAGEMENT MINOR  
Bachelor of Science  
120 credits

**Major Requirements (42 crs)**

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

**Agricultural Business Management Requirements (18 crs)**

BU483 Management Policy and Strategy	3 crs
BU3043 Managerial Accounting	3 crs
BU3083 Entrepreneurship and Venture Management	3 crs
BU4003 Farm and Ranch Management	3 crs
BU4013 Agricultural Marketing and Prices	3 crs
Choose one of the following:	3 crs
BU429 Investments	
BU3093 Agricultural Business Internship	

**General Education Requirements (44 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA243 Statistics	3 crs
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (16 crs)</b>	
*Restricted Electives	9 crs
Any General Electives	7 crs

\*Restricted electives must be outside the discipline of the major

BUSINESS – FINANCE MINOR  
Bachelor of Science  
120 credits

**Major Requirements (42 crs)**

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

**Finance Requirements (18 crs)**

BU429 Investments	3 crs
BU3043 Managerial Accounting	3 crs
BU3243 Money and Banking	3 crs
BU3083 Entrepreneurship and Venture Management	3 crs
BU4103 Intermediate Finance	3 crs
Choose one of the following:	3 crs
BU423 Health Service Finance	
BU483 Management Policy and Strategy	
MA193 Calculus I	

**General Education Requirements (44 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA243 Statistics	3 crs
Laboratory Science	4 crs
GE111 College Experience	1 cr

**Electives (16 crs)**

*Restricted Electives	9 crs
Any General Electives	7 crs

\*Restricted electives must be outside the discipline of the major

## BUSINESS – HEALTH SERVICES ADMINISTRATION MINOR

## Bachelor of Science

120 credits

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.

**Major Requirements (42 crs)**

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

**Health Services Administration Requirements (18 crs)**

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	3 crs

**General Education Requirements (44 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA243 Statistics	3 crs
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (16 crs)</b>	
*Restricted Electives	9 crs
Any General Electives	7 crs

\*Restricted electives must be outside the discipline of the major



**BUSINESS – MANAGEMENT MINOR**  
**Bachelor of Science**  
**120 credits**

**Major Requirements (42 crs)**

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

**Management Requirements (18 crs)**

BU422 Theories of Organization	3 crs
BU443 Supervisory Management	3 crs
BU483 Management Policy and Strategy	3 crs
BU3043 Managerial Accounting	3 crs
BU3083 Entrepreneurship and Venture Management	3 crs
Business Elective	3 crs

**General Education Requirements (44 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA243 Statistics	3 crs
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (16 crs)</b>	
*Restricted Electives	9 crs
Any General Electives	7 crs

\*Restricted electives must be outside the discipline of the major

BUSINESS – SPORTS ADMINISTRATION  
Bachelor of Science  
120 credits

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.

**Major Requirements (42 crs)**

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

**Sports Administration Requirements (25 crs)**

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

**General Education Requirements (44 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA243 Statistics	3 crs
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (9 crs)</b>	
*Restricted Electives	9 crs

\*Restricted electives must be outside the discipline of the major

## 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:

### BUSINESS - COMPLETION

Bachelor of Science

120 credits

#### Major Requirements (45 crs)

BU233 Accounting I	3 crs
BU243 Accounting II	3 crs
BU253 Business Communications	3 crs
BU323 Business Finance	3 crs
BU333 Business Law I	3 crs
BU353 Marketing	3 crs
BU393 Human Resources Management	3 crs
BU413 Business Management	3 crs
BU485 Senior Seminar	3 crs
BU494 Internship	3 crs
BU4023 Production Operations	3 crs
CS203 Computer Management Systems	3 crs
EC243 Introductory Macroeconomics	3 crs
EC253 Introductory Microeconomics	3 crs
MA243 Statistics	3 crs

#### General Education Requirements

See pages 44-45

#### Electives

Electives to reach 120 credit hours

**BUSINESS**  
Associate of Science  
60 credits

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.

**Major Requirements (39 crs)**

BU233 Accounting I	3 crs
BU243 Accounting II	3 crs
BU253 Business Communications	3 crs
BU333 Business Law I	3 crs
BU393 Human Resources Management	3 crs
BU413 Business Management	3 crs
BU3083 Entrepreneurship and Venture Management	3 crs
Business Elective	3 crs
CS203 Computer Management Systems	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
Business/Computer Elective	3 crs
EC243 Introductory Macroeconomics	3 crs
EC253 Introductory Microeconomics	3 crs

**General Education Requirements (20-23 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Elective	3 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
(*MA143 Intermediate Algebra or higher	3 crs)
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (1 cr)</b>	
Any General Electives	1 cr

\*Students may meet the mathematics competency by a score of 61 or above on the Algebra section of the COMPASS placement exam

## BUSINESS MINORS

A grade of "C" or above is required in all business minor courses

### Agricultural Business Management (18 crs)

BU483 Management Policy and Strategy	3 crs
BU3043 Managerial Accounting	3 crs
BU3083 Entrepreneurship and Venture Management	3 crs
BU4003 Farm and Ranch Management	3 crs
BU4013 Agricultural Marketing and Prices	3 crs
Choose one of the following	3 crs
BU429 Investments	
BU3093 Agricultural Business Internship	

### Business Essentials (18 crs)

(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
Choose one of the following:	3 crs
BU413 Business Management	
BU3083 Entrepreneurship and Venture Management	
Choose one of the following:	3 crs
BU253 Business Communications	
BU353 Marketing	
Choose one of the following:	3 crs
CS203 Computer Management Systems	
CS293W/BU3203 Web Site Planning	

### Finance (18 crs)

BU429 Investments	3 crs
BU3043 Managerial Accounting	3 crs
BU3083 Entrepreneurship and Venture Management	3 crs
BU3243 Money and Banking	3 crs
BU4103 Intermediate Finance	3 crs
Choose one of the following:	3 crs
BU423 Health Service Finance	
BU483 Management Policy and Strategy	
MA193 Calculus I	

### \*Health Services Administration (18 crs)

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	3 crs

\*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.

### Management (18 crs)

BU422 Theories of Organization	3 crs
BU443 Supervisory Management	3 crs
BU483 Management Policy and Strategy	3 crs
BU3043 Managerial Accounting	3 crs
BU3083 Entrepreneurship and Venture Management	3 crs
Business Elective	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, 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 via submission of e-portfolio
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 Convictions Disclosure Statement

### 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
5. Upon entrance into SEED410, a background check will be performed

### 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.

## SECONDARY EDUCATION – BIOLOGY MAJOR

Bachelor of Science

120 credits

**Secondary Education Requirements (30 crs)**

EDPS212 Educational Psychology	2 crs
PS333 Child and Adolescent Psychology	3 crs
SEBI383 Methods of Teaching Science	3 crs
SEED211 Foundations of Education I	1 cr
SEED311 Teaching with Technology	1 cr
SEED312 Foundations of Education II	2 crs
SEED324 Curriculum, Instruction and Evaluation	4 crs
SEED402 Classroom Management and Discipline	2 crs
SEED410 Student Teaching/Capstone	10 crs
SPED202 Individuals with Exceptionalities	2 crs
(HS313 History and the American Indian	3 crs)
(PS133 General Psychology	3 crs)
(SO333 Institutional Racism/Sexism	3 crs)

**Biology Major Requirements (35 crs)**

BI153 General Biology I	3 crs
BI163 General Biology II	3 crs
BI173 Human Anatomy and Physiology I	3 crs
BI183 Human Anatomy and Physiology II	3 crs
BI263 Introduction to Medical Microbiology	3 crs
BI303 Genetics	3 crs
BI313 Plant Systematics	3 crs
BI320 Animal Systematics	3 crs
BI400 Biology Research and Seminar	3 crs
BL151 General Biology I Lab	1 cr
BL161 General Biology II Lab	1 cr
BL171 Human Anatomy and Physiology I Lab	1 cr
BL181 Human Anatomy and Physiology II Lab	1 cr
BL263 Introduction to Medical Microbiology	1 cr
Upper Level Science Electives	3 crs

**General Education Requirements (40 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
HS313 History and the American Indian	
PS133 General Psychology	
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA153 College Algebra or MA243 Statistics	3 crs
(**Laboratory Science (BI153/BL151 General Biology I)	4 crs)
GE111 College Experience	1 cr
<b>Electives (15 crs)</b>	
*Restricted Electives	9 crs
SO333 Institutional Racism/Sexism	
Other Restricted Electives	
Any General Electives	6 crs
PS153 Developmental Psychology	
Other General Electives	

\*Restricted electives must be outside the disciplines of Education and the natural sciences

\*\* These courses are met through Major Requirements



## SECONDARY EDUCATION – BUSINESS MAJOR

Bachelor of Science

125 credits

**Secondary Education Requirements (30 crs)**

EDPS212 Educational Psychology	2 crs
PS333 Child and Adolescent Psychology	3 crs
SEBU383 Methods of Teaching Business	3 crs
SEED211 Foundations of Education I	1 cr
SEED311 Teaching with Technology	1 cr
SEED312 Foundations of Education II	2 crs
SEED324 Curriculum, Instruction and Evaluation	4 crs
SEED402 Classroom Management and Discipline	2 crs
SEED410 Student Teaching/Capstone	10 crs
SPED202 Individuals with Exceptionalities	2 crs
(HS313 History and the American Indian	3 crs)
(PS133 General Psychology	3 crs)
(SO333 Institutional Racism/Sexism	3 crs)

**Business Major Requirements (36 crs)**

BU233 Accounting I	3 crs
BU243 Accounting II	3 crs
BU253 Business Communications	3 crs
BU333 Business Law I	3 crs
BU353 Marketing	3 crs
BU413 Business Management	3 crs
BU3053 Office Procedures	3 crs
BU3063 Information Systems	3 crs
BU3083 Entrepreneurship and Venture Management	3 crs
CS203 Computer Management Systems	3 crs
EC243 Introductory Macroeconomics	3 crs
EC253 Introductory Microeconomics	3 crs

**General Education Requirements (44 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives HS313 History and the American Indian PS133 General Psychology	6 crs
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA153 College Algebra or MA243 Statistics	3 crs
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (15 crs)</b>	
*Restricted Electives SO333 Institutional Racism/Sexism Other Restricted Electives	9 crs
Any General Electives PS153 Developmental Psychology Other General Electives	6 crs

\*Restricted electives must be outside the disciplines of Education and Business

SECONDARY EDUCATION – ENGLISH MAJOR – LITERATURE CONCENTRATION  
Bachelor of Science  
122 credits

**Secondary Education Requirements (30 crs)**

EDPS212 Educational Psychology	2 crs
PS333 Child and Adolescent Psychology	3 crs
SEED211 Foundations of Education I	1 cr
SEED311 Teaching with Technology	1 cr
SEED312 Foundations of Education II	2 crs
SEED324 Curriculum, Instruction and Evaluation	4 crs
SEED402 Classroom Management and Discipline	2 crs
SEED410 Student Teaching/Capstone	10 crs
SEEN383 Methods of Teaching English	3 crs
SPED202 Individuals with Exceptionalities	2 crs
(HS313 History and the American Indian	3 crs)
(PS133 General Psychology	3 crs)
(SO333 Institutional Racism/Sexism	3 crs)

**English Major Requirements (36 crs)**

EN213 Introduction to Literary Criticism	3 crs
EN303 Elements and Forms of Literature	3 crs
Choose <u>one</u> of the following:	3 crs
EN326 British Literature I	
EN329 British Literature II	
Choose <u>one</u> of the following:	3 crs
EN347 American Literature I	
EN350 American Literature II	
EN3053 Shakespeare	3 crs
Choose <u>one</u> of the following:	3 crs
EN263 Creative Writing	
EN315 Technical Writing	
EN423 Advanced Composition	
Choose <u>one</u> of the following:	3 crs
EN203 Introduction to Linguistics	
EN403 History of English Language	
Elements of Grammar	
Literature Elective	3 crs
Literature Concentration:	12 crs
Other British Literature Course	
Other American Literature Course	
Choose <u>one</u> of the following:	
EN383 World Literature I	
EN393 World Literature II	
Literature Elective	

**General Education Requirements (41 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
(Humanities/Fine Arts Core	3 crs)
(**EN303 Elements and Forms of Literature)	
Social Science/Human Culture Electives	6 crs
HS313 History and the American Indian	
PS133 General Psychology	
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA153 College Algebra or MA243 Statistics	3 crs
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (15 crs)</b>	
*Restricted Electives	9 crs
SO333 Institutional Racism/Sexism	
Other Restricted Electives	
Any General Electives	6 crs
PS153 Developmental Psychology	
Other General Electives	

\*Restricted electives must be outside the disciplines of Education and English

\*\* This course is met through Major Requirements

SECONDARY EDUCATION - ENGLISH MAJOR - TEACHING CONCENTRATION  
Bachelor of Science  
122 credits

**Secondary Education Requirements (30 crs)**

EDPS212 Educational Psychology	2 crs
PS333 Child and Adolescent Psychology	3 crs
SEED211 Foundations of Education I	1 cr
SEED311 Teaching with Technology	1 cr
SEED312 Foundations of Education II	2 crs
SEED324 Curriculum, Instruction and Evaluation	4 crs
SEED402 Classroom Management and Discipline	2 crs
SEED410 Student Teaching/Capstone	10 crs
SEEN383 Methods of Teaching English	3 crs
SPED202 Individuals with Exceptionalities	2 crs
(HS313 History and the American Indian	3 crs)
(PS133 General Psychology	3 crs)
(SO333 Institutional Racism/Sexism	3 crs)

**English Major Requirements (36 crs)**

EN213 introduction to Literary Criticism	3 crs
EN303 Elements and Forms of Literature	3 crs
Choose <u>one</u> of the following:	3 crs
EN326 British Literature I	
EN329 British Literature II	
Choose <u>one</u> of the following:	3 crs
EN347 American Literature I	
EN350 American Literature II	
EN3053 Shakespeare	3 crs
Choose <u>one</u> of the following:	3 crs
EN263 Creative Writing	
EN315 Technical Writing	
EN423 Advanced Composition	
Choose <u>one</u> of the following:	3 crs
EN203 Introduction to Linguistics	
EN403 History of English Language	
Elements of Grammar	
Literature Elective	3 crs
Teaching Concentration:	12 crs
EN325 Children's Literature	
EN413 Mythology	
Rhetoric	
Elements of Grammar	

**General Education Requirements (41 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
(**Humanities/Fine Arts Core	3 crs)
(EN303 Elements and Forms of Literature)	
Social Science/Human Culture Electives	6 crs
HS313 History and the American Indian	
PS133 General Psychology	
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA153 College Algebra or MA243 Statistics	3 crs
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (15 crs)</b>	
*Restricted Electives	9 crs
SO333 Institutional Racism/Sexism	
Other Restricted Electives	
Any General Electives	6 crs
PS153 Developmental Psychology	
Other General Electives	

\*Restricted electives must be outside the disciplines of Education and English

\*\* This course is met through Major Requirements

SECONDARY EDUCATION – ENGLISH MAJOR – WRITING CONCENTRATION  
Bachelor of Science  
122 credits

**Secondary Education Requirements (30 crs)**

EDPS212 Educational Psychology	2 crs
PS333 Child and Adolescent Psychology	3 crs
SEED211 Foundations of Education I	1 cr
SEED311 Teaching with Technology	1 cr
SEED312 Foundations of Education II	2 crs
SEED324 Curriculum, Instruction and Evaluation	4 crs
SEED402 Classroom Management and Discipline	2 crs
SEED410 Student Teaching/Capstone	10 crs
SEEN383 Methods of Teaching English	3 crs
SPED202 Individuals with Exceptionalities	2 crs
(HS313 History and the American Indian	3 crs)
(PS133 General Psychology	3 crs)
(SO333 Institutional Racism/Sexism	3 crs)

**English Major Requirements (36 crs)**

EN213 Introduction to Literary Criticism	3 crs
EN303 Elements and Forms of Literature	3 crs
Choose <u>one</u> of the following:	3 crs
EN326 British Literature I	
EN329 British Literature II	
Choose <u>one</u> of the following:	3 crs
EN347 American Literature I	
EN350 American Literature II	
EN3053 Shakespeare	3 crs
Choose <u>one</u> of the following:	3 crs
EN263 Creative Writing	
EN315 Technical Writing	
EN423 Advanced Composition	
Choose <u>one</u> of the following:	3 crs
EN203 Introduction to Linguistics	
EN403 History of English Language	
Elements of Grammar	
Literature Elective	3 crs
Writing Concentration:	12 crs
<u>Two</u> electives from the following:	
EN315 Technical Writing	
EN263 Creative Writing	
EN423 Advanced Composition	
Rhetoric	
<u>Two</u> electives from the following:	
Other British Literature Course	
Other American Literature Course	
EN383 World Literature I	
EN393 World Literature II	

**General Education Requirements (41 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
(**Humanities/Fine Arts Core	3 crs)
(EN303 Elements and Forms of Literature)	
Social Science/Human Culture Electives	6 crs
HS313 History and the American Indian	
PS133 General Psychology	
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA153 College Algebra or MA243 Statistics	3 crs
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (15 crs)</b>	
*Restricted Electives	9 crs
SO333 Institutional Racism/Sexism	
Other Restricted Electives	
Any General Electives	6 crs
PS153 Developmental Psychology	
Other General Electives	

\*Restricted electives must be outside the disciplines of Education and English

\*\* This course is met through Major Requirements

SECONDARY EDUCATION - HISTORY MAJOR  
Bachelor of Science  
125 credits

**Secondary Education Requirements (30 crs)**

EDPS212 Educational Psychology	2 crs
PS333 Child and Adolescent Psychology	3 crs
SEED211 Foundations of Education I	1 cr
SEED311 Teaching with Technology	1 cr
SEED312 Foundations of Education II	2 crs
SEED324 Curriculum, Instruction and Evaluation	4 crs
SEED402 Classroom Management and Discipline	2 crs
SEED410 Student Teaching/Capstone	10 crs
SESS383 Methods of Teaching Social Science	3 crs
SPED202 Individuals with Exceptionalities	2 crs
(HS313 History and the American Indian	3 crs)
(PS133 General Psychology	3 crs)
(SO333 Institutional Racism/Sexism	3 crs)

**History Major Requirements (36 crs)**

HS213 History of the United States I	3 crs
HS223 History of the United States II	3 crs
HS253 World Civilization I	3 crs
HS263 World Civilization II	3 crs
HS393 Historical Research/Writing	3 crs
Upper Level United States History	6 crs
Upper Level European History	3 crs
Upper Level Non-Western History	3 crs
History Electives	9 crs
(includes Geography and Political Science)	

**General Education Requirements (41 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
(**Social Science/Human Culture Core (HS253 World Civilization I)	3 crs)
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
HS313 History and the American Indian	
PS133 General Psychology	
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA153 College Algebra or MA243 Statistics	3 crs
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (18 crs)</b>	
*Restricted Electives	9 crs
SO333 Institutional Racism/Sexism	
Other Restricted Electives	
Any General Electives	9 crs
PS153 Developmental Psychology	
Other General Electives	

\*Restricted electives must be outside the disciplines of Education and History

\*\* This course is met through Major Requirements

SECONDARY EDUCATION - PSYCHOLOGY MAJOR  
Bachelor of Science  
125 credits

**Secondary Education Requirements (30 crs)**

EDPS212 Educational Psychology	2 crs
PS333 Child and Adolescent Psychology	3 crs
SEED211 Foundations of Education I	1 cr
SEED311 Teaching with Technology	1 cr
SEED312 Foundations of Education II	2 crs
SEED324 Curriculum, Instruction and Evaluation	4 crs
SEED402 Classroom Management and Discipline	2 crs
SEED410 Student Teaching/Capstone	10 crs
SESS383 Methods of Teaching Social Science	3 crs
SPED202 Individuals with Exceptionalities	2 crs
(HS313 History and the American Indian	3 crs)
(PS133 General Psychology	3 crs)
(SO333 Institutional Racism/Sexism	3 crs)

**Psychology Major Requirements (36 crs)**

PS133 General Psychology	3 crs
PS153 Developmental Psychology	3 crs
PS313 Theories of Personality	3 crs
PS343 Social Psychology	3 crs
PS353 Abnormal Psychology	3 crs
PS383 Tests and Measurements	3 crs
PS413 Research Methods in Psychology	2 crs
PS3003 Health Psychology	3 crs
PS3063 Positive Psychology	3 crs
PS3073 Psychology of Gender	3 crs
PS3083 Research Methodology	2 crs
Psychology Electives	5 crs

**General Education Requirements (44 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
HS313 History and the American Indian	
Other Social Science/Human Culture Elective	
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA153 College Algebra or MA243 Statistics	3 crs
Laboratory Science	4 crs
GE111 College Experience	1 cr
<b>Electives (15 crs)</b>	
*Restricted Electives	9 crs
SO333 Institutional Racism/Sexism	
Other Restricted Electives	
Any General Electives	6 crs

\*Restricted electives must be outside the disciplines of Education and Psychology

## TEACHING AS A SECOND CAREER SECONDARY EDUCATION CERTIFICATE ONLY PROGRAM REQUIREMENTS

A certification only program meets the needs of individuals who have completed a baccalaureate and/or master's degree and want to pursue academic course work in pedagogy to obtain a South Dakota teaching license. Presentation College's certification only program is limited to 7 to 12 specific content areas as approved by the South Dakota Department of Education (SDDOE):

Biology  
Business  
English/Language Arts  
History  
Psychology

The following guidelines are in place before beginning the College and departmental application process:

1. The teacher candidate must have a baccalaureate or master's degree from an accredited institution of higher education
2. In order to be admitted to the certification only program, the candidate must meet teacher education program admission requirements (see below)
3. The candidate must complete the Pre-professional Skills Test (PPST) and PRAXIS II content exam in his/her major as specified by SDDOE; the candidate must meet or exceed the minimum score required for certification in South Dakota

### College and Departmental Admission

1. Completion the College admissions process
2. Submit official transcripts and other requirements for admission to Presentation College as stated in the College Catalog
3. Admission to the education program requires:
  - a. 2.6 cumulative grade point average (GPA) and a 2.7 cumulative GPA in the major
  - b. Success completion of PPST and PRAXIS II content examination
  - c. Application and portfolio to the Presentation College Department of Education as designated in the Department of Education Student Handbook
4. Satisfactory background check

Provisional acceptance into the education program will be available the first semester of enrollment pending results of items 3.c. and 3.d. above. SEED211 is required during the first semester.

If the teacher-candidate does not achieve the minimum PRAXIS scores, the students are encouraged to enroll in the necessary courses to remediate before continuing in teacher preparation courses.

### Graduation

1. The candidate will complete all teacher certification courses with a grade of "C" or better as identified by Presentation College (see page 104 for courses)
2. Achieve a cumulative 2.60 GPA and a 2.7 cumulative GPA at Presentation College in education course work
3. When the candidate meets the minimum GPA and required score on the PRAXIS II Principles of Learning and Teaching exam for certification in South Dakota and all other program completion requirements set forth by Presentation College, the College will recommend the candidate for teacher certification

SECONDARY EDUCATION – CERTIFICATE ONLY  
36 credits

EDPS212 Educational Psychology	2 crs
HS313 History and the American Indian	3 crs
PS153 Developmental Psychology	3 crs
SEED211 Foundations of Education I	1 cr
SEED311 Teaching with Technology	1 cr
SEED312 Foundations of Education II	2 crs
SEED324 Curriculum, Instruction and Evaluation	4 crs
SEED402 Classroom Management and Discipline	2 crs
SEED410 Student Teaching/Capstone	10 crs
SO333 Institutional Racism/Sexism	3 crs
SPED202 Individuals with Exceptionalities	2 crs
Content Area	3 crs
SEBI383 Methods of Teaching Science	
SEBU383 Methods of Teaching Business	
SEEN383 Methods of Teaching English	
SESS383 Methods of Teaching Social Science	



## **South Dakota Education Association – Student Program**

Presentation College students, including those pursuing a secondary education degree are welcome to join Presentation College's SDEA-SP chapter. The SDEA (South Dakota Education Association) and NEA (National Education Association) Student Program provides many opportunities for students to learn, share and socialize with peers and with practicing educators. As a member of the student program, students will have the opportunity for professional and leadership development training, to attend conferences and workshops, to participate in community service projects, to receive teacher education publications and acquire professional liability insurance coverage while in the classroom.

## **Teaching with Technology (Electronic Textbooks and Tablet PC Recommendation)**

In recent years integration of instructional technology into the classroom has become a significant part of education. Teachers need to understand the ways in which these new tools can make a significant difference in student learning. Therefore, the Department of Education remains on the cutting edge of technology by utilizing electronic textbooks and Tablet PCs, among a variety of other hardware and software used to enhance functionality, classroom activities, and student learning, for all education courses.

Electronic textbooks are an excellent alternative to print books since with them students can search a specific word or topic, copy/paste text into their coursework, comment within the textbook, and enjoy a lighter backpack--all for about half of what a print textbook costs!

In addition, the Presentation College Department of Education recommends students to purchase a Tablet PC in lieu of the Presentation College policy of acquiring a laptop. Tablet PCs contain the power of a laptop computer with many additional benefits. Using a Tablet PC, students can create, edit, and organize handwritten notes in a searchable digital format, capture text and drawings, mathematical formulas, etc., that can be converted to typed text in a matter of seconds. With Microsoft One Note, students can synchronize notes with audio and/or video recordings and presentations to textbooks anyplace they go. For minimum specifications of the Tablet PC, see the Department of Education web site at [www.presentation.edu/education](http://www.presentation.edu/education).

# *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 Minnesota Board 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)

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. Students must meet the following criteria to be considered for admission to the first nursing course.

1. Admission to Presentation College and completion of specified pre-nursing or non-nursing courses
2. Non-nursing natural science courses may be repeated 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 national criminal background screening; see policy in the [Nursing Student Handbook](#) regarding interpretation of results. Students in Minnesota are also required to complete, by state law, a criminal background screening
6. No felony convictions

7. Provide a completed health form and proof of the following immunizations no later than August 1<sup>st</sup> (**age is not considered an exception for immunization**):
  - 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)
8. 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. Maintenance of a cumulative GPA of 2.70 or higher
11. Satisfactory completion of 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**

If a course is completed for academic credit, no full or partial refund will be given for any course fee, program fee or clinical fee associated with a course. 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 national criminal background screening; see policy in the Nursing Student Handbook regarding interpretation of results. Students in Minnesota are also required to complete, by state law, a criminal background screening

### 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 national background screening annually by August 1; cost incurred by students
    - i. additionally, Minnesota students are required under Minnesota Statutes, section 144.057, to submit to a background study conducted by the Minnesota Department of Human Services (DHS); *see* Minnesota Notification Requirement at page 192 for details
3. Students who do not progress according to the curriculum plan as identified, fail, or withdraw from a nursing course, must petition in writing the Department of Nursing Admission and Progression Committee to be readmitted or gain permission to progress out of the expected sequence
4. A nursing course may be repeated one time only regardless of whether students withdraw ("W"), earn less than a "C", or withdraw failing ("WF")
5. Students who earn less than a "C" or withdraw failing ("WF") in two nursing courses will not be allowed to progress
6. Students are accountable to follow all policies in the current handbook
7. 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 ("W") from, earned less than a "C" (2.00), or withdrawn failing ("WF") may be repeated one time only
  - b. Non-nursing science courses may be repeated only one time
  - c. A repeated course must be repeated within the next academic year
  - d. **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**
  - e. If students are allowed to repeat a nursing course, they must repeat the course in its entirety
  - f. 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.**

NURSING  
Bachelor of Science  
127 credits

**Major Requirements (69 crs)**

CH133 Introduction to Organic and Biochemistry	3 crs
CL131 Introduction to Organic and Biochemistry Lab	1 cr
MA153 College Algebra	3 crs
NB213 Introduction to Professional Nursing	3 crs
NB235 Fundamentals of Nursing and Care of the Older Adult	5 crs
NB243 Health Assessment	3 crs
NB303 Pathophysiology	3 crs
NB311 Therapeutic Nutrition	1 cr
NB323 Applied Drug Therapy	3 crs
NB338 Maternal-Child Nursing	8 crs
NB344 Mental Health Nursing	4 crs
NB368 Adult Health Nursing I	8 crs
NB436 Community Health Nursing	6 crs
NB454 Leadership Roles in Managing Client Care	4 crs
NB455 Adult Health Nursing II	5 crs
NB473 Research in Nursing	3 crs
PS353 Abnormal Psychology	3 crs
SO103 Introduction to Sociology	3 crs

**General Education Requirements (43 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
PS133 General Psychology	
PS153 Developmental Psychology	
<b>NATURAL SCIENCES AND QUANTITATIVE REASONING</b>	
MA243 Statistics	3 crs
Laboratory Science	4 crs
BI263 Introduction to Medical Microbiology	
BI263 Introduction to Medical Microbiology Lab	
Natural Science Electives	8 crs
BI173 Human Anatomy and Physiology I	
BL171 Human Anatomy and Physiology I Lab	
BI183 Human Anatomy and Physiology II	
BL181 Human Anatomy and Physiology II Lab	
GE111 College Experience	1 cr
<b>Electives (15 crs)</b>	
*Restricted Electives	9 crs
(3 credits must be Humanities/Fine Arts)	
Any General Electives	6 crs

\*Restricted electives must be 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 100 (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 to national criminal background screening; see policy in the Nursing Student Handbook regarding interpretation of results. Students in Minnesota are also required to complete, by state law, a criminal background screening

### 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 and is non-refundable
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, not including the challenge test fee\*
8. All health requirements must be current and on file in the department prior to registration; 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 are responsible for all travel and related expenses for clinical and course requirements
11. 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)

NURSING – ASSOCIATE DEGREE LPNs  
Bachelor of Science  
127 credits

**Major Requirements (69 crs)**

CH133 Introduction to Organic and Biochemistry	3 crs
CL131 Introduction to Organic and Biochemistry Lab	1 cr
MA153 College Algebra	3 crs
NB303 Pathophysiology	3 crs
NB311 Therapeutic Nutrition	1 cr
NU413/NB323 Applied Drug Therapy	3 crs
NB338 Maternal-Child Nursing	8 crs
NB344 Mental Health Nursing	4 crs
NB368 Adult Health Nursing I	8 crs
NB436 Community Health Nursing	6 crs
NB454 Leadership Roles in Managing Client Care	4 crs
NB455 Adult Health Nursing II	5 crs
NB473 Research in Nursing	3 crs
NU313 Dimensions of Professional Nursing	3 crs
NU333 Health Assessment	3 crs
NU373 Family as Client	3 crs
NB235 Fundamentals of Nursing and Care of the Older Adult (NLN challenge)	2 crs
PS353 Abnormal Psychology	3 crs
SO103 Introduction to Sociology	3 crs

**General Education Requirements (43 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
PS133 General Psychology	
PS153 Developmental Psychology	
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA243 Statistics	3 crs
Laboratory Science	4 crs
BI263 Introduction to Medical Microbiology	
BL263 Introduction to Medical Microbiology Lab	
Natural Science Electives	8 crs
BI173 Human Anatomy and Physiology I	
BL171 Human Anatomy and Physiology I Lab	
BI183 Human Anatomy and Physiology II	
BL181 Human Anatomy and Physiology II Lab	
GE111 College Experience	1 cr
<b>Electives (15 crs)</b>	
*Restricted Electives	9 crs
(3 credits must be Humanities/Fine Arts)	
Any General Electives	6 crs

\*Restricted electives must be 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 national criminal background screening; see policy in the Nursing Student Handbook regarding interpretation of results. Students in Minnesota are also required to complete, by state law, a criminal background screening
8. A laptop computer is required; access to high-speed internet recommended
9. Have completed all prerequisite courses

### 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 and is non-refundable
6. If a score of 77% 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)
7. Courses challenged with exams will be recorded on the transcript for a fee, not including the challenge test fee\*
8. All health requirements must be current and on file in the department prior to registration for the first nursing course taken; a Presentation College nursing uniform must also be purchased prior to the first clinical course
9. Clinical courses may require travel
10. Students are responsible for all travel and related expenses for clinical and course requirements
11. 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)

NURSING – CERTIFICATE LPNs (1 Year)  
Bachelor of Science  
127 credits

**Major Requirements (69 crs)**

CH133 Introduction to Organic and Biochemistry	3 crs
CL131 Introduction to Organic and Biochemistry Lab	1 cr
MA153 College Algebra	3 crs
NB235 Fundamentals of Nursing and Care of the Older Adult (NLN challenge)	5 crs
NB303 Pathophysiology	3 crs
NB311 Therapeutic Nutrition	1 cr
NB323 Applied Drug Therapy	3 crs
NB335 Maternal-Child Nursing-LPN	5 crs
NB338 Maternal-Child Nursing (NLN Challenge)	3 crs
NB344 Mental Health Nursing	4 crs
NB368 Adult Health Nursing I (NLN Challenge)	3 crs
NB375 Adult Health Nursing I-LPN	5 crs
NB436 Community Health Nursing	6 crs
NB454 Leadership Roles in Managing Client Care	4 crs
NB455 Adult Health Nursing II	5 crs
NB473 Research in Nursing	3 crs
NU313 Dimensions of Professional Nursing	3 crs
NU333/NB243 Health Assessment	3 crs
PS353 Abnormal Psychology	3 crs
SO103 Introduction to Sociology	3 crs

**General Education Requirements (43 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Core	3 crs
Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	6 crs
PS133 General Psychology	
PS153 Developmental Psychology	
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA243 Statistics	3 crs
Laboratory Science	4 crs
BI263 Introduction to Medical Microbiology	
BL263 Introduction to Medical Microbiology Lab	
Natural Science Electives	8 crs
BI173 Human Anatomy and Physiology I	
BL171 Human Anatomy and Physiology I Lab	
BI183 Human Anatomy and Physiology II	
BL181 Human Anatomy and Physiology II Lab	
GE111 College Experience	1 cr
<b>Electives (15 crs)</b>	
*Restricted Electives (3 credits must be Humanities/Fine Arts)	9 crs
Any General Electives	6 crs

\*Restricted electives must be 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 national criminal background screening; see policy in the Nursing Student Handbook regarding interpretation of results. Students in Minnesota are also required to complete, by state law, a criminal background screening
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, 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 and is at student expense

\*Successful challenge exams can include:

1. NU333 Health Assessment
2. EN133/EN313 - portfolio
3. NU436 Community Health Nursing

NURSING – BSN COMPLETION FOR RNs  
 Bachelor of Science  
 121 credits

**(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.**

**Major Requirements (31 crs)**

NU313 Dimensions of Professional Nursing	3 crs
NU333 Health Assessment	3 crs
NU373 Family as Client	3 crs
NU413 Applied Drug Therapy	3 crs
NU436 Community Health Nursing	6 crs
NU454 Leadership Roles in Nursing	4 crs
NU473 Nursing Research	3 crs
MA243 Statistics	3 crs
PS353 Abnormal Psychology	3 crs

**General Education Requirements (28 crs)**

See pages 44-45

**Electives**

Electives to reach 121 credit hours

## ADMISSION TO THE ASSOCIATE DEGREE NURSING PROGRAM (ADN)

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

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 courses, PS133 General Psychology and CH123/CL121 General Chemistry with lab
  - 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. Students who do not progress according to the curriculum plan as identified, fail, or withdraw from a nursing course, must petition in writing the Department of Nursing Admission and Progression Committee to be readmitted or gain permission to progress out of the expected sequence
3. A nursing course may be repeated one time only regardless of whether students withdraw, earn less than a "C", or withdraw failing ("WF")
4. Students who earn less than a "C" or withdraw failing ("WF") in two nursing courses (NA) will not be allowed to progress
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
7. Submit to satisfactory background screening annually by August 1; cost incurred by students

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.**

### NURSING Associate of Science 69 credits

#### Major Requirements (49 crs)

NA106 Nursing Concepts	6 crs
NA128 Nursing Concepts II	8 crs
NA207 Nursing Concepts Applied to the Care of Adults	7 crs
NA223 Psychiatric and Mental Health Nursing	3 crs
NA227 Nursing Concepts Applied to the Childbearing and Childrearing Family	7 crs
NA243 Applied Pharmacology for Nursing Practice	3 crs
NA253 Synthesis of Nursing Concepts	3 crs
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
BI263 Introduction to Medical Microbiology	3 crs
BL263 Introduction to Medical Microbiology	1 cr

#### General Education Requirements (20-23 crs)

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
Social Science/Human Culture Elective	3 crs
PS133 General Psychology	
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
(*MA143 Intermediate Algebra or higher	3 crs)
Laboratory Science	4 crs
CH123/CL121 General Chemistry	
GE111 College Experience	1 cr

\*Students may meet the mathematics competency by a score of 61 or above on the Algebra section of the COMPASS placement exam

## 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) as professional preparation for entry level positions in social welfare and human service delivery systems, or entry into graduate school. The degree program is accredited by the Council on Social Work Education (CSWE) and prepares students for the Generalist practice. Generalist practitioners work with individual, families, groups, organizations and communities. A general practitioner enables people to enhance their own problem-solving and coping abilities, advocates for human operation of societal systems, and links people with resources. Therefore, the generalist perspective requires that students learn competencies in a wide array of areas rather than specialization.

Graduates will be prepared to intervene in a purposeful manner, utilizing knowledge of people and environment as well as the ethics of the profession to guide their behaviors. Upon graduation students will have achieved the ten Core Social Work Competencies as identified by the Council on Social Work Education-Educational Policy and Accreditation Standards. Students with a BSW degree have a wide range of career possibilities. As noted by the National Association of Social Workers Guide for Schools and Programs of Social Work, social workers are employed in: "schools, hospitals, mental health facilities, senior center, private practices, prisons, the military, corporations, government, private and public agencies" (NASW 2008, p. 3).

A variety of minors are available to students majoring in social work, including: criminal justice, psychology, corporate recreation/fitness, religious studies and health services administration. The BSW program is offered at the Aberdeen campus of Presentation College, the Lakota Campus in Eagle Butte, and the Sioux Falls Campus at Kilian Community College. Courses are offered in a variety of formats, including traditional classroom settings, online and video-conferencing. The [Social Work Student Handbook](#) is updated each year and is available on-line. It is the students' responsibility to review the handbook and be accountable for the information and policies.

### Admission

Students are first admitted to Presentation College and then may be admitted to the Pre-Social Work program. Students may declare their interest in social work as a major at any time after admission to the College. Aberdeen and Lakota Campus students may apply for formal admission to the Social Work major in the spring of their sophomore year. Degree completion students should apply in the semester prior to when they want to begin to the program.

The Department of Social Work Admissions Committee will evaluate students based on the program's admission criteria. The Department of Social Work admission process is designed to accomplish two goals. First, it is intended to admit to the program those students who may reasonably be expected to complete the program academically, to be accepted by agencies for field placement and to perform competently as professionals upon graduation. Second, it is based on the need to maintain a program of excellence in the classroom and assure availability of quality field placements. The Department of Social Work reserves the right to refuse admission to any student who does not meet the established criteria for program admission. Additionally, the Department of Social Work reserves the right to revoke the admission any applicants or suspend any students who have falsified or withheld required admission information.

### Admission Process

Application to the Social Work major comes after completion of:

1. Admission to Presentation College and successful completion of the technology competency test; students are not eligible to apply to the program until they are at 81% or above in all areas of the College technology competency requirement (see page 17)
2. Completion of prerequisite social work courses in the required sequence which includes: SW111, SW233, SW243, SW273, SW353 with a grade of "C" or above
3. A foundational liberal arts base which includes: BI115/BL115, CT233, EN113, EN133, HS223, MA243, PS133, PS153, and SO103
4. Volunteer in a social services agency/program. Students need 40 hours of volunteer service prior to admission to the program; 60 by the start of Field Practicum and 80 by graduation. Approval of the social services agency/program by the Department Chair or assigned advisor is necessary prior to start of volunteering
5. Completion of the application forms and submission of two professional or academic (non-social work) character references by the appropriate deadline
6. Interview with an Admission Committee may be required

### Note:

1. Students must be admitted to the Social Work program prior to registration for any course 300 and above with the exception of SW353 and SW323. Current students will be registered for the following semester during advising week with the knowledge that final registration is based upon the acceptance into the program

2. **No student will be allowed to enter or re-enter after twice receiving less than a "C" in a Social Work (SW) course or less than a "C" in any two Social Work prerequisite courses or the following courses: BI115, BL115, CT233, EN113, EN133, HS223, MA243, PS133, and PS153**
3. A laptop computer is required; access to high-speed internet is recommended
3. Students are required to attend the social work orientation meeting held each semester
4. The Department of Social Work reserves the right to change the curriculum and checklist as deemed necessary to maintain current practice knowledge, skills and values, as well as meet updated accreditation criteria and standards
5. Upon admission to the Social Work major, membership in the National Association of Social Workers is required
6. Submit to criminal background screening prior to placement in Field Practicum; cost is incurred by the students. See policy in the Social Work Student Handbook regarding interpretation of results
7. Admission to the social work program does not guarantee the ability to obtain a license to practice

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

The Social Work Student Handbook, which includes an application for admission, is available online on the Social Work page of the College website. The deadline for receipt of applications for transfer and degree completion students is *October 15 for the spring semester, July 15 for the fall semester, and March 15 for the summer semester*. Aberdeen and Lakota Campus students in their sophomore year will apply in the in the spring of the academic year preceding anticipated entry. An Admissions Committee of social work faculty and Advisory Committee members reviews the applications to the program and may conduct interviews as deemed necessary.

#### **Transfer Students**

Students transferring from social work or other programs such as human services/sociology at other colleges and universities may also apply for formal admission to the major. The department will review social work and other courses completed by students at the other schools and grant credit where applicable. Transfer students with proper academic credit history will be assigned an advisor in the declared major. 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 the major. If students are unsuccessful in two social work courses from another program, they will not be considered for admission.

#### **Degree Completion**

Degree completion is available for students who currently hold an Associate of Science in Social Work from Kilian Community College. Students who have earned an associate degree other than Social Work at Kilian Community College may be eligible for this program upon completion of pre-program requirements. Special attention should be given to following the required sequence of courses to insure progression into the program in a timely manner.

#### **Re-admission**

The Department encourages application for program re-admission. Students requesting re-admission must apply in writing to the Chair of the Department of Social Work. Student situations are reviewed on an individual basis. Students may apply for re-entry, although the program will re-admit only those students who, in the judgment of the faculty and admission committee may reasonably be expected to complete the program academically, to be accepted by agencies for field placement and to perform competently as professionals upon graduation. Re-admission cannot be guaranteed to any student. Specific guidelines for re-admission include the following:

1. If students withdraw or take a leave from the program/school for greater than one semester they must re-apply to the program
2. A Social Work course withdrawn from or earned less than a "C" may be repeated only one time
3. **No student will be allowed to enter or re-enter after twice receiving less than a "C" in a Social Work (SW) course or less than a "C" in any two Social Work prerequisite courses or the following courses: BI115, BL115, CT233, EN113, EN133, HS223, MA243, PS133, and PS153**
4. A repeated course must be repeated within the next academic year; extenuating circumstances will be considered by the Admission Committee
5. If students are allowed to repeat a social work course, they must repeat the course in its entirety

6. Students may appeal re-admission decisions. The appeal should be in writing and sent to the Department of Social Work Admission 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 may be approved or denied based on individual circumstances and an evaluation of the request
7. Re-admitted students will be expected to meet graduation requirements in effect at the time of re-admission and to follow the social work policies in effect for that academic year

*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.*

### **Progression**

Social Work faculty will evaluate students during the fall, spring, and summer semesters. In order to progress in the program students in the Social Work major are expected to:

1. Complete the program of study in the sequence outlined on checklist and in the catalog of the year they are accepted into the program
2. Earn a minimum of "C" in all social work courses
3. Maintain an overall cumulative GPA of 2.50 or have a contract with an advisor
4. Meet with an advisor at least twice a semester
5. Students may re-take a required social work course only once
6. Complete 600 hours of field practicum before graduation
7. Comply with to the Code of Ethics of the National Association of Social Workers (NASW) as well as the related policies and the program and field handbooks
8. Submit satisfactory background screening prior to the start of field practicum placement; cost incurred by students

### **Requirements for Field Practicum**

1. Submit satisfactory background screening prior to the start of field practicum placement; cost incurred by students
2. The health form and the following immunizations must be completed and submitted to the Field 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)
  - e. Hepatitis B (proof of series of three)

Students should make sure their immunization records are current. Students may be required to have immunizations for certain diseases if they cannot produce their immunization records. Because many students are placed in clinical settings, it is the students' responsibility to ensure their immunization and health records are up-to-date. All immunizations must be submitted to the Field Director prior to starting in Field placement. The Hepatitis B series needs to be completed through the second immunization prior to starting Field placement.

### **Confidentiality**

Confidentiality is required of all students in the Social Work program and in Field Practicum. Any breach in confidentiality may result in departmental dismissal of the student.

### **Graduation and Licensure**

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 and completion of 120 credits is required to graduate from the program. Students are responsible for monitoring their progress and credits hours. Graduation from the social work program does not guarantee the ability to obtain a license to practice.

### **Note**

Persons who have been convicted of a felony offense or any crime involving moral turpitude may not be eligible for licensure. Licensure requirements and subsequent procedures are the exclusive right and responsibility of the state Boards regulating the profession and practice. Applicants should contact the South Dakota Board of Social Work Examiners to determine eligibility.

[http://dss.sd.gov/behavioralhealthservices/licensingboards/board\\_socialwork.asp](http://dss.sd.gov/behavioralhealthservices/licensingboards/board_socialwork.asp)

SOCIAL WORK  
Bachelor of Science  
120 credits

**Major Requirements (61 crs)**

EC243 Introductory Macroeconomics	3 crs
HS223 History of the United States II	3 crs
SO103 Introduction to Sociology	3 crs
SW111 Social Work Project	1 cr
SW233 Social Welfare Policy I	3 crs
SW243 Interviewing Skills	3 crs
SW273/SO273 Introduction to Social Work	3 crs
SW324/PS324 Human Behavior in the Social Environment	4 crs
SW353/SO353 Social Problems	3 crs
SW363 Social Work Research	3 crs
SW374 Social Work Practice I: Individual	4 crs
SW383 Social Work Practice II: Groups and Family	3 crs
SW415 Field Practicum I	5 crs
SW425 Field Practicum II	5 crs
SW452 Community Practice and Policy I	2 crs
SW454 Community Practice and Policy II	4 crs
Social Work Electives	9 crs

**General Education Requirements (41 crs)**

<b>COMMUNICATION SKILLS</b>	
EN113 College Composition I	3 crs
EN133 College Composition II	3 crs
CT233 Communication Skills I: Interpersonal Communication	3 crs
<b>RELIGIOUS AND ETHICAL EDUCATION</b>	
RS123 The Christian Tradition or RS233 Catholicism	3 crs
RS283 Christian Ethics	3 crs
<b>CULTURAL AND SOCIAL HERITAGE</b>	
(**Social Science/Human Culture Core (HS223 History of the United States II) Humanities/Fine Arts Core	3 crs
Social Science/Human Culture Electives	3 crs
PS133 General Psychology	6 crs
PS153 Developmental Psychology	
Humanities/Fine Arts Electives	9 crs
<b>NATURAL SCIENCE AND QUANTITATIVE REASONING</b>	
MA243 Statistics	3 crs
Laboratory Science	4 crs
BI115 Introduction to Human Anatomy and Physiology/Human Biology	
BL115 Introduction to Human Anatomy and Physiology/Human Biology Lab	
GE111 College Experience	1 cr
<b>Electives (18 crs)</b>	
*Restricted Electives	9 crs
Any General Electives	9 crs

\*Restricted electives must be outside the disciplines of Social Work and the social sciences

\*\*This course is met through Major Requirements

## 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 (18 crs)**

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 (3 crs)	
Hate and Bias Motivated Crimes	
Criminal Law	
Contemporary Issues in Criminal Justice	
Values and Ethics in Criminal Justice	

Requirements for minors in the Department of Allied Health can be found on page 69; Arts and Sciences on page 82; and Business on page 93.

## 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 credits**

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 credits**

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 credits**

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. (Studio course)

#### **AR232 Painting Oils/Acrylic**

##### **2 credits**

This course offers experience in color, composition and painting techniques through projects in oil and/or acrylic. (Studio course)

#### **AR252 Calligraphy**

##### **2 credits**

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 credits**

The chronological account of art from prehistoric to modern. Topics include painting, sculpture, architecture, practical arts, and photography. (Humanities/Fine Arts Core course)

#### **AR413 Fine Arts Appreciation**

##### **3 credits**

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. (Humanities/Fine Arts Core course)

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### ATHLETIC TRAINING

#### **AT111 Introduction to Athletic Training**

##### **1 cr**

This course provides the foundation for those students pursuing a career in athletic training. Topics covered include, but are not limited to, the history and development of the profession of athletic training, the goals, roles, and responsibilities of athletic training professionals, healing process, injury prevention and recognition, and the body's response to injury.

#### **AT202 Practicum in Athletic Training I**

##### **2 crs**

This is a practicum course that provides instruction for the entry level athletic training student. Hands-on education in the training room and athletic fields with emphasis on athletic training room procedures, practices, and basic taping is provided. Athletic training students will be clinically instructed and evaluated on the application of selected clinical skills and techniques related to the prevention, assessment, and management of sports-related injuries. Application of skills will aid in the development and mastery of entry-level clinical competencies and proficiencies. 140 hours practical experience. Prerequisite: Admission to Athletic Training program, AT111, HW333, REC112/HW112.

**AT212 Practicum in Athletic Training II****2 crs**

This is a practicum course that provides instruction for the entry level athletic training student. Hands-on education in the training room and athletic fields with emphasis on athletic training room procedures, practices, and basic taping is provided. Athletic training students will be clinically instructed and evaluated on the application of selected clinical skills and techniques related to the prevention, assessment, and management of sports-related injuries. Application of skills will aid in the development and mastery of entry-level clinical competencies and proficiencies. 140 hours practical experience. Prerequisite: Admission to Athletic Training program, AT111, AT202, HW333, REC112/HW112.

**AT222 Pharmacology in Athletic Training****2 crs**

This course is an introduction to the general principles of pharmacology. The focus will be on the principles of drug interaction and drug administration, indications, contraindications, allergies, precautions of use, and side effects.

**AT302 Practicum in Athletic Training III****2 crs**

This is a practicum course that provides instruction for the entry level athletic training student. Hands-on education in the training room and athletic fields with emphasis on athletic training room procedures, practices, and basic taping is provided. Athletic training students will be clinically instructed and evaluated on the application of selected clinical skills and techniques related to the prevention, assessment, and management of sports-related injuries. Application of skills will aid in the development and mastery of entry-level clinical competencies and proficiencies. 140 hours practical experience. Prerequisite: Admission to Athletic Training program, AT111, AT202, AT212, HW333, REC112/HW112.

**AT303 Advanced Techniques in Recognizing and Treating Athletic Upper Body, Head, and C-Spine Injuries****3 crs**

This course is designed to have the student athletic trainer develop a sound understanding of the assessment of athletic related injuries and conditions to the upper extremities including the neck, head, and face. The course will incorporate anatomy of these body areas, the athletic related injuries or conditions that may occur, and assessment techniques which may be used. Prerequisite: "C" or above in AT111, BI173/BL171, BI183/BI181, HW333.

**AT312 Practicum in Athletic Training IV****2 crs**

This is a practicum course that provides instruction for the entry level athletic training student. Hands-on education in the training room and athletic fields with emphasis on athletic training room procedures, practices, and basic taping is provided. Athletic training students will be clinically instructed and evaluated on the application of selected clinical skills and techniques related to the prevention, assessment, and management of sports-related injuries. Application of skills will aid in the development and mastery of entry-level clinical competencies and proficiencies. 140 hours practical experience. Prerequisite: Admission to Athletic Training program, AT111, AT202, AT212, AT302, HW333, REC112/HW112.

**AT313 Advanced Techniques in Recognizing and Treating Athletic Lower Body Injuries****3 crs**

This course is designed to have the student athletic trainer develop a sound understanding of the assessment of athletic related injuries and conditions to the lower extremity. The course will incorporate anatomy of these body areas, the athletic related injuries or conditions that may occur, and assessment techniques which may be used. Prerequisite: "C" or above in AT111, AT303, BI173/BL171, BI183/BI181.

**AT323 Therapeutic Modalities****3 crs**

This course involves a comprehensive study of the principles, effects, indications, contraindications, safety precautions and standard operating procedures of therapeutic modalities commonly used in the treatment of athletic injuries. Topics include, but are not limited to, cryotherapy, thermotherapy, electrotherapy, ultrasound, massage, intermittent compression, and traction. Prerequisite: AT303, AT313.

**AT333 Therapeutic Exercise****3 crs**

This course focuses on the principles and techniques of a comprehensive rehabilitation and reconditioning program as well as their role in athletic training. This course will focus on the physiological effects, indications, contraindications, and applications of therapeutic exercise in the rehabilitation of injuries and illnesses for the physically active person. Prerequisite: HW110, HW393, HW3082.

**AT343 Medical Aspects of Athletic Training****3 crs**

This course is designed to introduce students to the roles and responsibilities of various medical, paramedical, and allied health professionals and the application of their area of expertise to the field of athletic training. The student will gain a professionals' perspective on treatment as it relates to a variety of general medical problems and orthopedic conditions related to sports and physical activity. Prerequisite: AT303, AT313.

**AT402 Practicum in Athletic Training V****2 crs**

This is a practicum course that provides instruction for the entry level athletic training student. Hands-on education in the training room and athletic fields with emphasis on athletic training room procedures, practices, and basic taping is provided. Athletic training students will be clinically instructed and evaluated on the application of selected clinical skills and techniques related to the prevention, assessment, and management of sports-related injuries. Application of skills will aid in the development and mastery of entry-level clinical competencies and proficiencies. 140 hours practical experience. Prerequisite: Admission to Athletic Training program, AT111, AT202, AT212, AT302, AT312, HW333, REC112/HW112.

**AT411 Clinical Experience in Athletic Training I****1 cr**

This course allows student athletic trainers to observe sports medicine from a clinical standpoint. Students will observe and follow orthopedic medical professionals. 30 hours clinical observation. Prerequisite: AT111, HW333.

**AT412 Practicum in Athletic Training VI****2 crs**

This is a practicum course that provides instruction for the entry level athletic training student. Hands-on education in the training room and athletic fields with emphasis on athletic training room procedures, practices, and basic taping is provided. Athletic training students will be clinically instructed and evaluated on the application of selected clinical skills and techniques related to the prevention, assessment, and management of sports-related injuries. Application of skills will aid in the development and mastery of entry-level clinical competencies and proficiencies. 140 hours practical experience. Prerequisite: Admission to Athletic Training program, AT111, AT202, AT212, AT302, AT312, AT402, HW333, REC112/HW112.

**AT413 Administration in Athletic Training****3 credits**

This course is designed to introduce the athletic training student to the knowledge, skills, and values an athletic trainer or health care professional must possess to develop, administer, and manage an athletic training program or other health care facility. The course primarily focuses on the management dynamics of athletic training facilities, including personnel, students, facility design, purchasing and budgeting of financial resources. Prerequisite: Admission to Athletic Training program and consent of instructor.

**AT421 Clinical Experience in Athletic Training II****1 cr**

This course allows student athletic trainers to observe sports medicine from a clinical standpoint. Students will follow a physical therapist or other rehabilitative specialists and observe treatment and rehabilitation techniques for the general public. 30 hours clinical observation. Prerequisite: AT111, AT411, HW333.

**BIOLOGY****BI100 Variable Topics in Biology****1-5 credits**

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. (Natural Science course)

**BI115/BL115 Introduction to Human Anatomy and Physiology/Human Biology****3 credits lecture/1 credit lab**

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. (Laboratory/Natural Science course)

### **BI153/BL151 General Biology I**

**3 credits lecture/1 credit lab**

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. (Laboratory/Natural Science course)

### **BI162 Medical Terminology**

**2 credits**

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 credits lecture/1 credit lab**

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. (Laboratory/Natural Science course)

### **BI173/BL171 Human Anatomy and Physiology I**

**3 credits lecture/1 credit lab**

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. (Laboratory/Natural Science course)

### **BI183/BL181 Human Anatomy and Physiology II**

**3 credits lecture/1 credit lab**

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. (Laboratory/Natural Science course)

### **BI200 Variable Topics in Biology**

**1-5 credits**

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. (Natural Science course)

### **BI263/BL263 Introduction to Medical Microbiology**

**3 credits lecture/1 credit lab**

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. (Laboratory/Natural Science course)

### **BI294/BL294 Diagnostic Microbiology**

**4 credits lecture/0 credit lab**

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. (Laboratory/Natural Science course)

**BI300 Variable Topics in Biology****1-4 credits**

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. (Natural Science course)

**BI300H The Biology of Human Behavior****3 credits**

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) (Natural Science course)

**BI303 Genetics****3 credits**

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. (Natural Science course)

**BI313 Plant Systematics****3 credits**

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. (Natural Science course)

**BI320 Animal Systematics****3 credits**

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. (Natural Science course)

**BI323 Aspects of Human Disease****3 credits**

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. (Natural Science course)

**BI343/HW373 Exercise Physiology****3 credits**

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. (Natural Science course)

**BI373 Immunology****3 credits**

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. (Natural Science course)

**BI393/HW393 Kinesiology****3 credits**

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. (Natural Science course)

**BI400 Biology Research and Seminar****3 credits**

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 credits**

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. (Natural Science course)

### **BI453 Internship**

#### **1-3 credits**

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.

## **BUSINESS**

### **BU133 Principles of Business**

#### **3 credits**

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 credits**

This course focuses on the applied mathematical skills required by modern business in a variety of business forms and situations.

### **BU233 Accounting I**

#### **3 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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.

**BU383 Health Care Marketing****3 credits**

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 credits**

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 credits**

A study of cost principles emphasizing cost control, allocation and distribution. Prerequisite: BU243.

**BU407 Income Tax Accounting****3 credits**

Procedures and guidelines used for individual and business tax problems and preparations. Prerequisite: BU243.

**BU412 Communication in Organizations****3 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 instructor permission.

**BU433 Health Care Administration****3 credits**

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 credits**

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 credits**

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 credits**

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 credits**

This course introduces major leadership theories such as intellectual leadership, reform leadership, revolutionary leadership and transformational leadership.

**BU483 Management Policy and Strategy****3 credits**

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 credits**

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 credits**

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 credits**

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 credits**

This course covers the planning of sport facilities involving proper design, dimensions and safety features.

**BU3013/CS3013 Multimedia Applications****3 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

Management issues and practical business applications in telecommunications. Prerequisite: CS203 or instructor permission.

**BU3083 Entrepreneurship and Venture Management****3 credits**

The purpose of this course is to introduce the fundamentals of entrepreneurship and the process of new venture creation, growth, and operation.

**BU3093 Agricultural Business Internship****3 credits**

This specialized internship experience will provide students with an opportunity to earn academic credit for experiential learning in an agribusiness environment. This internship is specifically focused on agribusiness and is in addition to BU494, the general business internship required of all business students. Prerequisite: Junior classification or instructor permission.

**BU3103 Principles of Sports Management****3 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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.

**BU4003 Farm and Ranch Management****3 credits**

This course examines those business management practices and techniques best suited for farm or ranch operations from the viewpoint of continuous profit and maximum efficiency. Prerequisite: CS203.

**BU4013 Agricultural Marketing and Prices****3 credits**

This course examines the principal factors affecting the supply, demand and prices of agricultural commodities and the use of futures trading in managing a farm or ranch operation. Prerequisite: BU323.

**BU4023 Production Operations****3 credits**

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: MA143, MA243, or math placement score of 61 or greater, or instructor permission.

**BU4043 Labor Management Relations****3 credits**

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 credits**

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 credits**

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 credit**

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 instructor permission.

**BSA302 Sports Administration Clinical II****2 credits**

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 instructor permission.

**BSA303 Event Planning****3 credits**

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 credits lecture/1 credit lab**

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 credits**

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 credits**

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 credits**

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 credits**

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.

**CHEMISTRY****CH123/CL121 General Chemistry****3 credits lecture/1 credit lab**

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 sub-score in mathematics greater than 17 (or SAT equivalent). (Laboratory/Natural Science course)

**CH133/CL131 Introduction to Organic and Biochemistry****3 credits lecture/1 credit lab**

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. (Laboratory/Natural Science course)

### **CH153/CL151 College Chemistry I**

#### **3 credits lecture/1 credit lab**

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 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. The lab may only be taken if previously or concurrently enrolled in CH153. (Laboratory/Natural Science course)

### **CH163/CL161 College Chemistry II**

#### **3 credits lecture/1 credit lab**

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. (Laboratory/Natural Science course)

### **CH303/CL303 Organic Chemistry I**

#### **3 credits lecture/1 credit lab**

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. (Laboratory/Natural Science course)

### **CH313/CL313 Organic Chemistry II**

#### **3 credits lecture/1 credit lab**

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. (Laboratory/Natural Science course)

### **CH323/CL321 Biochemistry**

#### **3 credits lecture/1 credit lab**

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. (Laboratory/Natural Science course)

### **CH353 Science in Society**

#### **3 credits**

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.

## **COMMUNICATION**

### **CT111 College Newspaper Staff**

#### **1 credit**

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 credits**

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. (Humanities/Fine Arts elective)

**CT233 Communication Skills I: Interpersonal Communication****3 credits**

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 credits**

This course offers the Associate degree students opportunity for directed work experience in the field of communication.

**CT300 Variable Topics in Communication****3 credits**

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 credit**

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 credits**

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.

**CT413 Communication Theory****3 credits**

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/Fine Arts elective)

**CT433 Interpersonal Communication****3 credits**

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/Fine Arts elective)

**COMPUTER SCIENCE****CS092 Word Processing Essentials****1 credit**

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 credit**

In this course, students will learn the basic features of spreadsheet software. No prior computer experience is required. (Remedial course; cannot be used toward hours required for graduation)

**CS094 Presentation Essentials****1 credit**

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)

**CS103 Introduction to Computer Management Systems****3 credits**

This introductory computer course is designed to teach the fundamentals of word processing, electronic spreadsheets, presentations, internet, windows, e-mail, keyboarding, and learning management systems. Students who have successfully completed CS203 or its equivalent with a grade of "C" or better may not subsequently enroll in CS103. Prerequisite: Successful completion of technology competency test.

**CS193 Variable Topics in Computer Science****1-3 credits**

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 credit**

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 credits**

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. Students who have successfully completed CS203 or its equivalent with a grade of "C" or better may not subsequently enroll in CS103. Prerequisite: "C" or above in CS103 or instructor permission.

**CS293 Variable Topics in Computer Science****1-3 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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.

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**ECONOMICS****EC243 Introductory Macroeconomics****3 credits**

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. (Social Science/Human Culture elective)

**EC253 Introductory Microeconomics****3 credits**

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. (Social Science/Human Culture elective)

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**EDUCATION****EDPS212 Educational Psychology****2 credits**

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.

**SEED211 Foundations of Education I****1 credit**

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 credit**

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. 1 hour lecture per week; 6 hours of observation study of students in an educational environment. Prerequisite: successful score on computer competency test and admission to Teacher Education.

**SEED312 Foundations of Education II****2 credits**

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. This course includes a 30-hour observation study (Junior Field Experience) of students in an educational environment. Prerequisite: admission to Teacher Education, SEED211, SEED323, SEED322.



**SEED324 Curriculum, Instruction and Evaluation****4 credits**

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. In addition, 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

**SEED402 Classroom Management and Discipline****2 credits**

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 credits**

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. 1 hour lecture per week; 432 contact hours in a middle and/or secondary school setting. 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 credits**

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 credits**

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 credits**

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 Center. Prerequisite: admission to Teacher Education.

**SESS383 Methods of Teaching Social Science****3 credits**

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 credits**

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. 2 hours lecture per week; 10 hours of field experience with exceptional students.

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## ENGLISH

### **EN083 Critical Reading and Writing**

**3 credits lecture/0 credit lab**

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, with a laboratory component to enhance writing, reading, and critical thinking skills. 3 hours lecture and 2 hours laboratory per week. This course is graded on a Satisfactory/Unsatisfactory basis. (Remedial course; cannot be used toward hours required for graduation; not calculated into grade point average)

### **EN105 Variable Topics in English**

**1-4 credits**

In this course students have the opportunity to study material not usually covered in the present course offerings.

### **EN113 College Composition I**

**3 credits**

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 with "S" (Satisfactory) grade.

### **EN133 College Composition II**

**3 credits**

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 credits**

In this course students have the opportunity to study material not usually covered in the present course offerings.

### **EN201 Research, Writing and APA**

**1 credit**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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/Fine Arts Core course)

**EN313 Junior Composition****3 credits**

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 re-enter 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 credits**

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 Children's Literature****3 credits**

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/Fine Arts Core course)

**EN326 British Literature I****3 credits**

Students study selected works of British poetry, drama and fiction from medieval to eighteenth-century works. Prerequisite: EN113 and EN133. (Humanities/Fine Arts Core course)

**EN329 British Literature II****3 credits**

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/Fine Arts Core course)

**EN335 Women in Literature****3 credits**

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/Fine Arts Core course)

**EN347 American Literature I****3 credits**

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/Fine Arts Core course)

**EN350 American Literature II****3 credits**

Students study selected works of American literature since 1865 in historical and cultural contexts. Prerequisite: EN113 and EN133. (Humanities/Fine Arts Core course)

**EN383 World Literature I****3 credits**

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/Fine Arts Core course)

**EN393 World Literature II****3 credits**

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/Fine Arts Core course)

**EN403 History of English Language****3 credits**

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 credits**

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/Fine Arts Core course)

**EN423 Advanced Composition****3 credits**

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.

**EN3053 Shakespeare****3 credits**

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/Fine Arts Core course)

**GENERAL EDUCATION****GE111 College Experience****1 credit**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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/Fine Arts Core course)

**H373 Landmarks in the Human Experience****3 credits**

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/Fine Arts Core course) (Social Science/Human Culture Core course)

**H423S Science, Gender and Knowledge****3 credits**

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/Fine Arts Core course) (Social Science/Human Culture Core course)

**GEOGRAPHY****GEOG301/HS301 Variable Topics: World Regions****3 credits**

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. (Social Science/Human Culture elective)

**WOMEN AND CHILDREN’S GLOBAL ISSUES****GI200 Variable Topics: Global Perspectives on Women and Children****3 credits**

In this course students will have the opportunity to study material not usually covered in the present course offerings. Prerequisite: GI203 or instructor permission.

**GI203 Introduction to Women and Children’s Global Issues****3 credits**

This course is intended as an introduction to the vocabulary, geography, and social perspectives needed to understand the complex issues that disproportionately affect women and children across our global community, the challenges they face in the 21st century, and different approaches for managing those challenges. This course employs an interdisciplinary approach, beginning with the historical effects of colonialism and the complex encounter it provoked between Western and Non-Western societies, and ending with an array of contemporary interrelated global issues women and children now face - including cultural, racial, ethnic and religious diversity, basic human rights challenges, economic development, human ecological sustainability, and the impact of and challenges of international conflict and cooperation. Prerequisite: SO103 or instructor permission.

**GI213 Women and Children’s Global Voices****3 credits**

This course is an examination of the experiences of women and children from across our global community, as they have been told in their own words. The purpose is to connect the social issues discussed in GI203 to actual individual experiences. This will be

accomplished by reading and discussing autobiographies, essays, testimonies, interviews, and newspaper articles by and about women and children. Prerequisite: GI203 or instructor permission. (Humanities/Fine Arts elective) (Social Science/Human Culture elective)

**GI300 Variable Topics: Global Perspectives on Women and Children**

**3 credits**

In this course students will have the opportunity to study material not usually covered in the present course offerings. Prerequisite: GI203 or instructor permission.

**GI303 Women, Children, and Violence in Global Perspective**

**3 credits**

This course examines the use of violence in its multiple forms to subjugate women and children, from a global perspective, during peacetime, wartime, and transitional periods. An introduction to the history of the use of violence on a microcosmic and macrocosmic level will be discussed, as well as current theories and research on the causes and lasting ramifications, past and current responses, and interventions and prevention models to address this worldwide problem. Prerequisite: GI203 or instructor permission.

**GI313 Global Slavery and Human Trafficking**

**3 credits**

This course distinguishes between various types of women and child human trafficking and slavery as an aspect of international organized crime, including sex trafficking, bonded labor, forced labor, child soldiers, and domestic servant slavery; provides an overview of the history of human trafficking/contemporary slavery and counterstrategies; discusses the causes and consequences of human trafficking/slavery; and critically assesses the achievements of counter-strategies devised and implemented by governments, international organizations, and private actors. Prerequisite: GI203 or instructor permission.

**GI400 Variable Topics: Global Perspectives on Women and Children**

**3 credits**

In this course students will have the opportunity to study material not usually covered in the present course offerings. Prerequisite: GI203 or instructor permission.

**GI403 Women and Children Global Experiences Seminar**

**3 credits**

Designed for the academically mature student, this course will combine elements of the following: research on a pertinent selected topic as determined in agreement with the instructor; presentation of research findings at a campus-based seminar, in conjunction with the Presentation Sisters' discussion of their global experiences. Prerequisite: GI203 and at least one other upper-level Global Issues course, or instructor permission.

**GI413 Women and Children's Global Issues Capstone**

**3 credits**

This capstone course is a culminating educational experience for the Global Issues student. It is a Senior Seminar for Global Issues minors to summarize, evaluate, synthesize and make sense of what they have learned in their courses and domestic/international experiences, and its relationship to their major discipline, as well as the core general education requirements. It is a self-directed, integrated learning opportunity, providing enhancement of seniors' preparation and prospects for postgraduate education. Students will present their findings orally in class and in the form of a research paper on an issue relevant to their major. Prerequisite: GI203, GI303, GI313, GI403, and Global Issues elective course; Senior status required or instructor permission.

**GI423 United Nations Field Experience (Domestic)**

**3-6 credits**

Field studies course combining seminar with domestic (national/United States) field placement, in relationship with the International Presentation Association's United Nations Special Consultative Status with the Economic and Social Council (ECOSOC). Practical experience is gained in working on women and children's issues relevant to student's academic pursuits, and connecting these experiences to methodological, theoretical, and applicative themes explored in courses GI203 and GI213. A minimum of 50 contact hours per credit hour is required, for a maximum of 150 contact hours for 3 credits. Contact hours are defined as class meeting hours with the instructor, United Nations meeting and research time under the guidance of the instructor and/or IPA representative, on-site supervised field placement hours, and seminar presentation time. In addition to the 3 credits in GI423, students may coordinate the field experience with an internship/elective experience in their major field of study, for up to an additional 3 credits (150 contact hours), not to exceed a total of 6 credits (300 contact hours). Prerequisite: GI203, GI213; must have Sophomore status or instructor permission.

**GI433 United Nations Field Experience (International)****3-6 credits**

Field studies course combining seminar with international field placement, in relationship with the International Presentation Association's United Nations Special Consultative Status with the Economic and Social Council (ECOSOC). Practical experience is gained in working on women and children's issues relevant to student's academic pursuits, and connecting these experiences to methodological, theoretical, and applicative themes explored in courses GI203 and GI213. A minimum of 50 contact hours per credit hour is required, for a maximum of 150 contact hours for 3 credits. Contact hours are defined as class meeting hours with the instructor, United Nations meeting and research time under the guidance of the instructor and/or IPA representative, on-site supervised field placement hours, and seminar presentation time. In addition to the 3 credits in GI433, students may coordinate the field experience with an internship/elective experience in their major field of study, for up to an additional 3 credits (150 contact hours), not to exceed a total of 6 credits (300 contact hours). Prerequisite: GI203, 213, GI303, GI313; must have Junior status or instructor permission.

**HEALTH AND HUMAN PERFORMANCE****HHPR103 Aerobic Fitness****3 credits**

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 credits**

This course introduces the foundations underlying the field of Exercise Science. The course will explore the discipline, sub-disciplines, and the future development of the field.

**HHPR303 Motor Development and Learning****3 credits**

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 credits**

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.

**HEALTH AND WELLNESS****HW100 Intercollegiate Softball****1 credit**

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. This course is graded on a Satisfactory/Unsatisfactory basis.

**HW101 Intercollegiate Baseball****1 credit**

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. This course is graded on a Satisfactory/Unsatisfactory basis.

**HW102 Intercollegiate Men's Basketball****1 credit**

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. This course is graded on a Satisfactory/Unsatisfactory basis.

**HW103 Intercollegiate Women's Basketball****1 credit**

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. This course is graded on a Satisfactory/Unsatisfactory basis.

**HW104 Intercollegiate Soccer****1 credit**

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. This course is graded on a Satisfactory/Unsatisfactory basis.

**HW105 Intercollegiate Cross Country****1 credit**

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. This course is graded on a Satisfactory/Unsatisfactory basis.

**HW106 Intercollegiate Volleyball****1 credit**

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. This course is graded on a Satisfactory/Unsatisfactory basis.

**HW107 Intercollegiate Golf****1 credit**

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. This course is graded on a Satisfactory/Unsatisfactory basis.

**HW108 Intercollegiate Football****1 credit**

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. This course is graded on a Satisfactory/Unsatisfactory basis.

**HW110 Weight Training****2 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

An in-depth study of the history, foundations, theory, techniques, principles, strategies, and practical applications relating to intercollegiate volleyball.

**HW254 Theory of Coaching Football****2 credits**

An in-depth study of the history, foundations, theory, techniques, principles, strategies, and practical applications relating to intercollegiate football.

**HW263 Fitness Activities****3 credits**

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 credits**

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 credits**

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 credits**

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. (Natural Science course)

**HW393/BI393 Kinesiology****3 credits**

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. (Natural Science course)

**HW395/PS395 Sports Psychology****3 credits**

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. (Social Science/Human Culture elective)

**HW413 Senior Seminar in Wellness****3 credits**

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 credits**

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 credits**

This course covers the planning of sport facilities involving proper design, dimensions and safety features.

**HW3063 Internship-Life Style Coaching****3 credits**

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 credits**

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.

**HISTORY****H323 Variable Topics in History****3 credits**

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. (Social Science/Human Culture elective)

**HS100 Contemporary World Affairs****1 credit**

This course is an analysis of current domestic and international questions studied in the context of historic trends and their impact upon American life. (Social Science/Human Culture elective)

**HS213 History of the United States I****3 credits**

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. (Social Science/Human Culture Core course)

**HS223 History of the United States II****3 credits**

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. (Social Science/Human Culture Core course)

**HS253 World Civilization I****3 credits**

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)

**HS263 World Civilization II****3 credits**

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)

**HS301/GEOG301 Variable Topics: World Regions****3 credits**

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. (Social Science/Human Culture elective)

**HS312 History of Early African Civilizations****3 credits**

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 credits**

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)

**HS315 History of Early American Civilizations****3 credits**

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 elective)

**HS323 The Middle Ages****3 credits**

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. (Social Science/Human Culture Core course)

**HS325 South Dakota History****3 credits**

This course is a survey of the State's past including its physical environment, American Indian cultures, and white exploration and settlement. (Social Science/Human Culture elective)

**HS333 Modern Western Culture I****3 credits**

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)

### **HS340 History of the Far East I**

#### **3 credits**

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 credits**

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 credits**

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)

### **HS353 The American West**

#### **3 credits**

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 elective)

### **HS363 Developing Nations**

#### **3 credits**

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)

### **HS373 Lakota Culture**

#### **3 credits**

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. (Social Science/Human Culture elective)

### **HS383 The History of Food**

#### **3 credits**

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)

### **HS390/POLS390 Variable Topics: Readings in Political Thought**

#### **3 credits**

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. (Social Science/Human Culture elective)

### **HS393 Historical Research and Writing**

#### **3 credits**

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. (Social Science/Human Culture elective)

**HS403 A History of Great Ideas I****3 credits**

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)

**HS413 A History of Great Ideas II****3 credits**

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)

**MATHEMATICS****MA090 Elementary Algebra****3 credits lecture/0 credit lab**

This course reviews real numbers, fractions and decimals, rational numbers, variable expressions, solving equations and inequalities, proportions and percents, polynomial expressions, coordinate geometry and linear systems, and factoring. The lab is designed to help with skill deficiencies, enhance comprehension levels of basic mathematical course work, and fortify content area study skills and test taking abilities. The goal of the lab is academic success of all students by engaging them in mathematical activities that allow them to gain skills and confidence to succeed in college level math. Prerequisite: appropriate score on math placement test. This course is graded on a Satisfactory/Unsatisfactory basis. (Remedial course; cannot be used toward hours required for graduation; not calculated into grade point average)

**MA143 Intermediate Algebra****3 credits**

This course reviews factoring and polynomials. It introduces rational expressions, radical expressions and exponents, quadratic equations and inequalities, and functions. Prerequisite: appropriate score on math placement test or completion of MA090 with "S" (Satisfactory) grade.

**MA153 College Algebra****3 credits**

This course completes a baccalaureate student's formal algebra education. This course comprehensively addresses and extends learning in the following topics: polynomial functions, rational functions, exponential functions, logarithmic functions, algebra of matrices, systems of equations, conic sections and sequences, and mathematical induction. Prerequisite: appropriate score on math placement test or "C" or above in MA143.

**MA193 Calculus I****3 credits**

This course deals with limits of functions and approximation, differentiation of elementary functions, maximum and minimum applications. Prerequisite: "C" or above in MA153 or instructor permission.

**MA243 Statistics****3 credits**

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 MA143.

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## MEDICAL ASSISTING

### **ME123 Medical Law and Ethics**

#### **3 credits**

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 credits**

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 credits**

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 MA090.

### **ME203 Medical Transcription**

#### **3 credits**

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 credits**

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 credits**

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.

### **ME273/M271L Medical Assisting I**

#### **3 credits lecture/1 credit lab**

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.

### **ME282/M281L Medical Assisting II**

#### **2 credits lecture/1 credit lab**

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: ME273/M271L.

**ME290 Medical Assisting Externship****10 credits**

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: ME273/M271L; Co-requisite: ME282/M281L.

**ML142 Orientation to Medical Lab****2 credits**

This course is an overview of basic laboratory hematology, coagulation, clinical chemistry, blood banking, serology and bacteriology. 3 hours lecture/lab. Co-requisite: PB102 and ME132.

**MEDICAL CODING****MC103 Applied Terminology for Coding****3 credits**

This course introduces the student to the medical terminology used in the medical and coding reimbursement professions. Medical terminology and anatomy are covered from a coder's perspective. This course would also be valuable for anyone preparing for a career in any non-clinical medical profession. Prerequisite: BI115 or BI173 and BI183, BI162.

**MC113 Medical Billing and Reimbursement I****3 credits**

This course introduces the student to health insurance and reimbursement. In this course the student will become familiar with common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. This is Part 1 of a two-part course. Prerequisite: BI115 or BI173 and BI183, BI162, or concurrent.

**MC213 Medical Billing and Reimbursement II****3 credits**

This course introduces the student to health insurance and reimbursement. In this course the student will become familiar with common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. This is Part II of a two-part course. Prerequisite: BI115, or BI173 and BI183, BI162, or concurrent, MC103.

**MC216 Introduction to Professional Coding****6 credits**

The student will learn principles of medical coding related to the three main coding manuals: CPT, ICD-9-CM and HCPCS. Prerequisite: BI115, BI162, CS203, MC103, MC113, MC213, ME213, MR133, MR143, MR163.

**MEDICAL TRANSCRIPTION/MEDICAL OFFICE ADMINISTRATION****MR102 Medical Transcription****2 credits**

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 credits**

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 credits**

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; Co-requisite: BI183, MR153.

**MR133 Lab Medicine/Physical Exam**

**3 credits**

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 credits**

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 credits**

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 health care team, and guidelines for medical insurance coding.

**MR163 Human Diseases**

**3 credits**

A comprehensive study of disease processes (causes, symptoms, and treatments), organized by body systems. Prerequisite: BI115 (or concurrent), BI162.

**MR213 Advanced Coding**

**3 credits**

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 credits**

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 credits/3 credits**

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; Co-requisite: MR214.

**MUSIC**

**M300 Variable Topics in Music**

**3 credits**

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. (Humanities/Fine Arts elective)



**MU100 College Chorus****.5 credits**

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 credits**

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. (Humanities/Fine Arts elective)

**MU111/MU121 Chorus****1 credit/1 credit**

Shalom meets for 3 hours each week to study and perform liturgical music. (Studio course)

**NURSING ASSISTANT****NAC104 Nursing Assistant Certification****5 credits**

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.

**NURSING - ASSOCIATE DEGREE****NA104/NB104 Foundations of Nursing****4 credits**

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 credits**

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 credit**

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 credits**

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: 135 hours/semester.

**NA207 Nursing Concepts Applied to the Care of Adults****7 credits**

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: 135 hours/semester.

**NA223 Psychiatric and Mental Health Nursing****3 credits**

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 health care 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/semester.

**NA227 Nursing Concepts Applied to the Childbearing and Childrearing Family****7 credits**

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: 135 hours/semester.

**NA243 Applied Pharmacology for Nursing Practice****3 credits**

This course utilizes the framework of the nursing process to explore the relationship between pharmacologic principles and the impact on ENVIRONMENT, HUMANITY, HEALTH and NURSING. The pharmacokinetics, therapeutics, adverse effects, drug interactions, client response, and nursing interventions are explored utilizing classification methodology for prototype drugs. This course will enable the student to make appropriate nursing judgments regarding drug therapy. Prerequisite: "C" or above in CH123 or concurrent. Classroom: 3 hours.

**NA253 Synthesis of Nursing Concepts****3 credits**

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; Co-requisite: NA207 or NA227. This must be the last nursing course in the AD program. Classroom: 1 hour; Clinical: 90 hours/semester.

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## NURSING – TRADITIONAL BSN and LPN COMPLETION

### **NB104/NA104 Foundations of Nursing**

#### **4 credits**

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 credits**

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, MA153 and PS133. Classroom: 2.5 hours; Lab: 1.5 hours/week.

### **NB235 Fundamentals of Nursing and Care of the Older Adult**

#### **5 credits**

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: 90 hours/semester.

### **NB243/NU333 Health Assessment**

#### **3 credits**

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; Co-requisite: NB213. Classroom: 2 hours; Lab: 3 hours/week.

### **NB301 Death and Dying**

#### **1 credit**

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 credits**

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 credit**

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 credits**

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; Co-requisite: NB311. Classroom: 3 hours.

**NB335 Maternal-Child Nursing-LPN****5 credits**

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: 90 hours/semester.

**NB338 Maternal-Child Nursing****8 credits**

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: 180 hours/semester.

**NB344 Mental Health Nursing****4 credits**

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/semester.

**NB368 Adult Health Nursing I****8 credits**

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. Co-requisite: NB323. Classroom: 4 hours; Clinical: 180 hours/semester.

**NB375 Adult Health Nursing I-LPN****5 credits**

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: 90 hours/semester.

**NB421/422/423 Variable Topics in Nursing****1/2/3 credits**

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 credits**

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: 135 hours/semester.

**NB451/452/453 Internship****1/2/3 credits**

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 credits**

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/semester.

**NB455 Adult Health Nursing II****5 credits**

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/semester.

**NB473/NU473 Research in Nursing****3 credits**

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 credits**

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 credits**

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/week.

### **NU373 Family as Client**

#### **3 credits**

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 credits**

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 credits**

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 co-requisite). Classroom: 3 hours; Clinical: 135 hours/semester.

### **NU454 Leadership Roles in Nursing**

#### **4 credits**

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/semester.

### **NU463/NB463 Independent Study**

#### **1-3 credits**

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 credits**

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 credits**

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 credits lecture/1 credit lab**

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 credits**

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 credit**

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 credit**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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.

**PHILOSOPHY****PH103/CT113 Philosophy of Argumentation: Logic/Rhetoric****3 credits**

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. (Humanities/Fine Arts elective)

**PH113 Introduction to Philosophy****3 credits**

This course introduces learners to the writings of philosophers from the ancient, medieval, and modern world. (Humanities/Fine Arts elective)

**P300 Variable Topics in Philosophy****3 credits**

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. (Humanities/Fine Arts elective)

**H423S Science, Gender and Knowledge****3 credits**

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/Fine Arts Core course)

**PHLEBOTOMY****PB102/PL102 Lab Safety/Introduction to Phlebotomy****2 credits lecture/0 credit lab**

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

### **PC103/PL101 Fundamentals of Physics I**

#### **3 credits lecture/1 credit lab**

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 MA153. (Laboratory/Natural Science course)

### **PC113/PL111 Fundamentals of Physics II**

#### **3 credits lecture/1 credit lab**

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 MA153. (Laboratory/Natural Science course)

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## POLITICAL SCIENCE

### **HS390/POLS390 Variable Topics: Readings in Political Thought**

#### **3 credits**

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. (Social Science/Human Culture elective)

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## PSYCHOLOGY

### **PS133 General Psychology**

#### **3 credits**

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. (Social Science/Human Culture elective)

### **PS153 Developmental Psychology**

#### **3 credits**

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. (Social Science/Human Culture elective)

### **PS313 Theories of Personality**

#### **3 credits**

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. (Social Science/Human Culture elective)

### **PS324/SW324 Human Behavior in the Social Environment**

#### **4 credits**

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. (Social Science/Human Culture elective)

**PS333 Child and Adolescent Psychology****3 credits**

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 and PS153 (or concurrent). (Social Science/Human Culture elective)

**PS343/SO343 Social Psychology****3 credits**

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. (Social Science/Human Culture elective)

**PS353 Abnormal Psychology****3 credits**

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. (Social Science/Human Culture elective)

**PS355 Variable Topics in Psychology****3 credits**

Variable topics courses explore various areas of psychology according to need and interest of students. Prerequisite: PS133. (Social Science/Human Culture elective)

**PS373 Psychology of Film****3 credits**

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. (Social Science/Human Culture elective)

**PS383 Tests and Measurements****3 credits**

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. (Social Science/Human Culture elective)

**PS393 Psychology of Aging****3 credits**

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. (Social Science/Human Culture elective)

**PS395/HW395 Sports Psychology****3 credits**

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. (Social Science/Human Culture elective)

**PS402 Senior Seminar in Psychology****2 credits**

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. (Social Science/Human Culture elective)

**PS403 Psychology Internship****3 credits**

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. (Social Science/Human Culture elective)

**PS413 Research Methods in Psychology**

**2 credits**

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. (Social Science/Human Culture elective)

**PS3003 Health Psychology**

**3 credits**

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. (Social Science/Human Culture elective)

**PS3013 Industrial/Organizational Psychology**

**3 credits**

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. (Social Science/Human Culture elective)

**PS3023 Forensic Psychology**

**3 credits**

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 Natural Science Course. (Social Science/Human Culture elective)

**PS3033 Psychopharmacology**

**3 credits**

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: PS133 and one Natural Science Course. (Social Science/Human Culture elective)

**PS3043 Pediatric Psychology**

**3 credits**

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. Prerequisite: PS133 and PS153 (or concurrent). (Social Science/Human Culture elective)

**PS3053 Cognition and Learning**

**3 credits**

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. (Social Science/Human Culture elective)

**PS3063 Positive Psychology**

**3 credits**

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. (Social Science/Human Culture elective)

**PS3073 Psychology of Gender****3 credits**

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. (Social Science/Human Culture elective)

**PS3083 Research Methodology****2 credits**

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. (Social Science/Human Culture elective)

**RADIOLOGIC TECHNOLOGY****RT106 Radiologic Technology I****6 credits**

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.

**RT133 Fundamentals of Radiologic Science****3 credits**

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 credits**

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.

**RT253 Radiologic Science Procedures I****3 credits**

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 credits**

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 credits**

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.

**RT276 Radiologic Science Clinical II****3 credits**

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. 16 clinical hours practicum per week. Prerequisite: RT263.

**RT293 Radiologic Science Ethics and Patient Care****3 credits**

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 credits**

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 credits**

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.

**RT306 Radiologic Technology IV****6 credits**

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.

**RT313 Radiologic Technology V****13 credits**

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.

**RT320 Radiologic Science Procedures III****3 credits**

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: RT253, RT273.

**RT323 Radiologic Technology VI****13 credits**

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.

**RT324 Radiologic Science Clinical III****3 credits**

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. 16 clinical hours practicum per week. Prerequisite: RT276.

**RT330 Radiobiology and Radiation Protection****3 credits**

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.

**RT340 Image Formation, Processing and Display****3 credits**

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.

**RT350 Radiologic Science Procedures IV****3 credits**

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: RT253, RT273.

**RT353 Cross-Sectional Anatomy****3 credits**

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 credits**

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.

**RT363 Educational Methods****3 credits**

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 credits**

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 credits**

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 credits**

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.

**RT413 Image Analysis and Quality Improvement****3 credits**

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 credits**

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.

**RT443 RT Senior Seminar****3 credits**

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 credits**

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).

**RT463 Radiologic Science Clinical V****3 credits**

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. 16 clinical hours practicum per week. Prerequisite: RT360.

**RT473 Radiologic Science Clinical VI****3 credits**

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. 16 hours of clinical practicum per week. Prerequisite: RT463.

**RECREATION****REC103 Introduction to Recreation****3 credits**

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 credits**

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 credits**

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 credits**

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 credits**

Exploration of the history, philosophy, theories, concepts, services, and functions of therapeutic recreation. A practical introduction to therapeutic interaction skills.

**REC223 Recreation Programming****3 credits**

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 credits**

Study of therapeutic recreation facilitation processes and techniques. Prerequisite: REC213.

**REC300 Variable Topics in Recreation****1-3 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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 credits**

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.

**RELIGIOUS STUDIES****RS123 The Christian Tradition****3 credits**

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. (Humanities/Fine Arts elective)

**RS233 Catholicism****3 credits**

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. (Humanities/Fine Arts elective)

**RS243 The Sacraments****3 credits**

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 RS233, or departmental approval. (Humanities/Fine Arts elective)

**RS253 Prayer and Spirituality****3 credits**

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 RS233, or departmental approval. (Humanities/Fine Arts elective)

**RS283 Christian Ethics****3 credits**

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 RS233, or departmental approval.

**RS303 World Religions****3 credits**

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: EN133 or departmental approval. (Social Science/Human Culture Core course)

**RS305 Special Topics in Theology****1-4 credits**

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 RS233, or department approval. (Specific topics may require further prerequisites) (Humanities/Fine Arts elective)

**RS313 New Testament Overview****3 credits**

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 RS233, or departmental approval. (Humanities/Fine Arts elective)

**RS333 Life and Letters of St. Paul****3 credits**

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 or RS233, or departmental approval. (Humanities/Fine Arts elective)

**RS353 Jesus the Christ****3 credits**

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 RS233, or departmental approval. (Humanities/Fine Arts Core course)

**RS363 Nano Nagle: Her Life and Her Legacy****3 credits**

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 RS233, or departmental approval. (Humanities/Fine Arts elective)

**RS373 Biblical Spirituality****3 credits**

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 or RS233, or departmental approval. (Humanities/Fine Arts elective)

**RS383 Justice and Peace****3 credits**

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 RS233, or departmental approval. (Social Science/Human Culture Core course)

**RS410 Special Topics in Theology****2-3 credits**

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 RS233, or department approval. (Specific topics may require further prerequisites) (Humanities/Fine Arts elective)

**SOCIAL WORK****SW111 Social Work Project****1 credit**

This course is an expansion of Introduction to Social Work. Students will explore the various services, activities and responsibilities of social workers. Students will design and implement a service learning project in their community.

**SW203 Corrections****3 credits**

This course is 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 credits**

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 credit**

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 credits**

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 credits**

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 credits**

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 credits**

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.

**SW243 Interviewing Skills****3 credits**

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.

**SW251/SO251 Rainman****1 credit**

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 credits**

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 instructor permission.

**SW263 Child and Family Welfare****3 credits**

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 credit**

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 credits**

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.

**SW293 Gerontology****3 credits**

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 credits**

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 credits**

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. The purpose of this course is to increase students' understanding of the concept of death and dying through exploration of death and dying. This course is constructed to stimulate student learning and critical thinking; and to think about and possibly accept the inevitability of death and its causes. Some specific topics to be covered include attitudes towards death; living with a terminal illness, end-of-life care; hospice; cultural sensitivity; ethical and legal issues; pain management; grief and mourning. The course also explores students' own perceptions and beliefs about death and dying.

**SW311 Counseling Ethics****1 credit**

This course is an overview of ethics and legal issues as they relate to the practice of counseling and client/counselor relationships. This course will discuss the ethical standards for counselors, client rights, legal implications and quality client care.

**SW323/SO333 Institutional Racism/Sexism****3 credits**

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.

**SW324/PS324 Human Behavior in the Social Environment****4 credits**

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 credits**

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 credits**

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.

**SW356 Juvenile Delinquency****3 credits**

This course examines the characteristics of delinquents, the causes of juvenile delinquency, methods of correction and the juvenile justice system.

**SW363 Social Work Research****3 credits**

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 permission of Department Chair.

**SW374 Social Work Practice I: Individual****4 credits**

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 credits**

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 credits**

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 credits**

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: SW324, SW363, SW374, SW383, SW452 and SW454.

**SW423/SO423 Families Today****3 credits**

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. The course will discuss 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 credits**

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 credits**

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. Prerequisite: acceptance into Social Work program or permission of Social Work Department Chair.

#### **SW454 Community Practice and Policy II**

##### **4 credits**

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. Prerequisite: SW452.

## **SOCIOLOGY**

#### **SO103 Introduction to Sociology**

##### **3 credits**

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 credits**

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 credits**

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 credit**

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 credit**

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 credits**

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.

#### **SO313 Treatment: Continuum of Care**

##### **3 credits**

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 instructor permission.

**SO333/SW323 Institutional Racism/Sexism****3 credits**

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.

**SO343/PS343 Social Psychology****3 credits**

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. (Social Science/Human Culture elective)

**SO353/SW353 Social Problems****3 credits**

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.

**SO423/SW423 Families Today****3 credits**

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**
**ST113 Professional Communication/Ethics****1 credit**

This course prepares the health care professional to participate in modern medical communication. Professional ethics includes an introspective look at decision making related to patient care values.

**ST132 Microbiology for the Surgical Technologist****2 credits**

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.

**ST133 Clinical Lab****3 credits**

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 ST144.

**ST144 Introduction to Surgical Technology****4 credits**

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.

**ST146 Clinical Practicum I****6 credits**

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, ST113, ST132, ST133 and ST144; Co-requisite: ST221, ST232, ST252 and ST254.

**ST200 Variable Topics in Surgical Technology****1-3 credits**

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 ST134 and ST143, or comparable introduction to surgical techniques lecture and laboratory courses.

**ST221 Surgical Pathophysiology****1 credit**

This course describes the most common diseases indicated as pre-operative or post-operative surgical diagnoses. Prerequisite: BI115/BL115, BI162, ST113, ST132, ST133 and ST144; Co-requisite: ST146, ST232, ST252 and ST254.

**ST232 Biomedical Science for the Surgical Technologist****2 credits**

This course provides an introduction to basic technological sciences related to current and future surgical practice.

**ST252 Pharmacology for the Surgical Technologist****2 credits**

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, ST113, ST132, ST133 and ST144; Co-requisite: ST146, ST221, ST232 and ST254.

**ST254 Surgical Procedures I****4 credits**

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, ST113, ST132, ST133 and ST144; Corequisite: ST146, ST221, ST232 and ST252.

**ST262 Professional Development****2 credits**

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.

**ST264 Surgical Procedures II****4 credits**

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: ST146, ST221, ST232, ST252 and ST254; Co-requisite: ST262 and ST266.

**ST266 Clinical Practicum II****6 credits**

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: ST146, ST221, ST232, ST252 and ST254; Co-requisite: ST262 and ST264.



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## THEATER

### **TE243 Play Production**

#### **3 credits**

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 credits**

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. (Humanities/Fine Arts elective)

### **TE313 Survey of Theater**

#### **3 credits**

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. (Humanities/Fine Arts elective)

*College Administration*  
*&*  
*Faculty*

## CORPORATE BOARDS

### 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. Francene Evans;** Councilor, Sisters of the Presentation of the Blessed Virgin Mary  
**Sr. Janice Mengenhauser;** Councilor, Sisters of the Presentation of the Blessed Virgin Mary

### Board of Trustees of Presentation College

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**Sr. Pam Donelan, PBVM;** President, Sisters of the Presentation of the Blessed Virgin Mary, Aberdeen, SD  
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**Sr. Ruth Geraets, PBVM;** Congregational Treasurer, Sisters of the Presentation of the Blessed Virgin Mary, Aberdeen, SD  
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**Mr. Kyle Kary;** Chief Financial Officer, Great Lakes Educational Loan Services, Madison, WI  
**Mr. James Kuch;** Business & Agriculture Banking Representative, US Bank, Aberdeen, SD  
**Mr. John Lemke;** Credit Officer, Cheyenne River Sioux Tribe, Lantry, SD  
**Ms. Stacy Levsen;** Dean (Retired), Aberdeen Catholic School System, Aberdeen, SD  
**Deacon Peter Mehlhaff;** Board Vice Chair; President, Great Plains Bank, Aberdeen, SD  
**Ms. Esther Preszler;** Family Nurse Practitioner, Roscoe Family Care, Roscoe, SD  
**Sr. Patricia Prunty, PBVM;** Board Secretary; Pastoral Care, Avera St. Luke's, Aberdeen, SD  
**Mr. Larry Wirebaugh;** Engineer (Retired), 3M, Aberdeen, SD  
**Mr. Rodney Fouberg;** Trustee Emeritus; Chair, Dacotah Bank Holding Co., Aberdeen, SD  
**Ms. Virginia Tobin;** Trustee Emeritus; Interim President (Retired), Presentation College, Aberdeen, SD  
**Mr. Roy Wise;** Trustee Emeritus; Attorney, Richardson, Wyly, Wise, Sauck & Hieb, LLP, Aberdeen, SD

## COLLEGE ADMINISTRATION

### Administrative Officers

**Margaret Huber** (2012). President. B.S. Duquesne University, 1972, M.S.A. University of Notre Dame, 1975; Ph.D. University of Michigan, 1979.  
**Michelle Metzinger** (1999). Vice President for Academics. B.S., M.A. Northern State University, 1994, 1999; Ph.D. Capella University, 2007.  
**JoEllen Lindner** (2002). Vice President for Enrollment. 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** (2001). Vice President for Student Services. B.A. Dakota Wesleyan University, 1993; M.S. Northern State University, 2005.  
**Lori Harmel** (2010). Vice President for Advancement. A.S. Northern State University, 1992.

## FACULTY

- Martin Albl** (1998). 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.
- Kelly Bass** (2010). Instructor, Department Chair, Social Work. B.S.W. University of Sioux Falls, 1997; M.S.W. University of Nebraska, 2001.
- Sandra Bobzien** (2006). Instructor, Business and Technology. B.A. Jamestown College, 1987; B.S. Valley State University, 1993; M.A. Northern State University, 2000.
- Pamela Braddock** (2010). Instructor, Nursing. B.S.N. Valparaiso University, 1988; M.S.N. Walden University, 2010.
- 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). Instructor, Nursing. B.S.N. Mount Marty College, 1996. M.S.N. Walden University, 2009
- Francis Mary Dunn, PBVM** (1966). Arts and Sciences. B.S. St. Louis University, 1958; M.A., Ph.D. Catholic University of America, 1960, 1966.
- 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.
- Daniel Fullerton** (2009). Arts and Sciences. B.A. University of Saskatchewan, 1972; M.D. North Park Theological Seminary, 1976; M.T. Union Theological Seminary, 1977; Ph.D. Fuller Theological Seminary, 1991.
- Mary Gjernes** (1996). Lecturer, 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.
- Stacey Haase** (2009). Lecturer, Allied Health. B.S. Presentation College, 2009; B.S. University of Wisconsin, 2000.
- Stephanie Hansen** (2012). Instructor, Department Chair, Education. B.S., M.S. Northern State University, 1990, 1998.
- Margaret Harris** (2007). Nursing. Diploma, California Hospital School of Nursing, 1969; B.S. California State University, 1991.
- Tara Haugen** (2008). Instructor, Nursing. B.S.N. Minnesota State University, Mankato, 2001; M.S.N. Walden University, 2011.
- Diana Hayes** (2004). Instructor, Nursing. B.S.N. Presentation College, 1998; M.A. Augustana College, 2004.
- Siri Heille** (2012). Instructor, Nursing. B.A.N. Saint Olaf College, 1997; M.A.N. The College of Saint Catherine, 2001.
- Lindsey Helm** (2010). Instructor, Nursing. A.S.N., B.S.N. Presentation College, 2007; M.S.N. Walden University, 2010.
- Rhonda Hoven** (2011). Instructor, Nursing. B.S.N. South Dakota State University, 1979; M.S.N. Walden University, 2010.
- James Johnson** (2005). Associate Professor, Arts and Sciences. B.S. Northern State University, 1991; Ph.D. University of North Dakota, 1998.
- Dennis Kamen** (1980). Professor Emeritus, Arts and Sciences. B.A., M.N.S. University of South Dakota, 1965, 1972.
- Amber Landis** (2011). Nursing. A.S., B.S.N. Presentation College, 1985, 2007.
- Pamela Liechti** (2003). Instructor, Allied Health. A.S. Dakota Wesleyan University, 1977; B.S. Mount Marty College, 1983.
- Larry Lovrien** (2006). Assistant Professor, Business and Technology. B.S., M.P.A., J.D. University of South Dakota, 1973, 1976, 1976.
- Randy Mages** (2010). Allied Health. Certificate, A.S. Presentation College 1987, 1997; B.S., D.C. Northwestern Health Sciences University 2008.
- Marc Margolies** (2012). Assistant Professor, Business and Technology. B.B.A. University of Iowa, 1985; J.D. Drake Law School, 1989; M.S.S. United States Sports Academy, 1991.
- Michelle Metzinger** (2000). Vice President for Academics, 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.
- Thomas Ochocki** (2009). Assistant Professor, Arts and Sciences. B.A. University of Minnesota, 1970; M.A., Ph.D. University of South Dakota, 1971, 1973.
- 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.
- Tara Rochleau** (2012). Instructor, Nursing. P.N., A.D.N. North Iowa Area Community College, 1994, 1997; B.S.N. University of Iowa, 2005; M.S.N. University of Phoenix, 2011.
- Illa Reeve** (1997). Assistant Professor, Department Chair, Nursing. B.S.N., M.S.N. South Dakota State University, 1976, 1986.
- 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.
- Angelia Schultz** (2012). Arts and Sciences. B.S. Black Hills State University, 2003; M.S. South Dakota State University, 2010.
- Toni Shantz** (2005). Lecturer, Allied Health. Diploma/Degree, Western Iowa Tech, 1997; A.S., B.S. Presentation College, 2008, 2011.

- 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.
- Aimee Sippel** (2004). Assistant Professor, Department Chair, Arts and Sciences. B.S., M.S. South Dakota State University, 1999, 2004.
- LaDonna Sumption** (1997). Instructor, Business and Technology. B.S. Northern State University, 1984; M.B.A. University of South Dakota, 1997.
- Brad Tennant** (2001). Associate 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.
- Nancy Vander Hoek** (1991). Associate Professor, Allied Health. A.S., B.S. Presentation College, 1978, 1995; M.S. Midwestern State University, 2000.
- Shantelle Wade** (2010). Nursing. B.S.N. South Dakota State University, 1999.
- Trisha Waldman** (2007). Acting Department Chair, Allied Health. Arts and Sciences. A.A, A.S., B.S. Presentation College, 2007, 2010; M.S. St. Joseph College, 2009.
- Marguerite Washnok** (1990). Professor, Nursing. B.A.N. Jamestown College, 1976; M.S.N. Texas Woman's University, 1984; D.N.P. Case Western Reserve, 1998.
- Virginia Webb** (2012). Instructor, Arts and Sciences. B.A., M.A. University of Cambridge, 2003, 2007.
- Nicole Wright** (2001). Assistant Professor, Arts and Sciences. B.S. Northern State University, 1995; M.P.T. University of Mary, 1998.

*Notice of Nondiscrimination*  
*&*  
*Disclaimer and Compliance Statement*

## 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 Office of Disability Services, 605-229-8395, 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, 2010.

### 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 Vice President for Student Services. 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 Vice President for Student Services.

### 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.

#### File Sharing and Copyright Infringement

Federal copyright law applies to all forms of information, including electronic communications. Members of the Presentation College community should be aware that copyright infringement includes the unauthorized copying, displaying, and/or distributing of copyrighted material. All such works, including those available electronically, should be considered protected by copyright law unless specifically stated otherwise.

Presentation College complies with all provisions of the Digital Millennium Copyright Act (DMCA). Any use of the Presentation College network, e-mail system, or web site to transfer copyrighted material including, but not limited to, software, text, images, audio, and video is strictly prohibited. Therefore, the use of popular file sharing programs such as Limewire, KaZaA, Morpheus, iMesh, etc., is a violation of Presentation College policy and federal law.

Anyone using Presentation College network resources to commit acts of copyright infringement may be subject to disciplinary action and loss of access to the network. Acts of piracy are violations of state and federal laws, and as such may be result in civil and/or criminal charges.

#### Mailing Lists

It is the policy of Presentation College not to distribute lists of students or employees.



# *Academic Calendar & Directory*

## 2012-2013 ACADEMIC CALENDAR

**Fall 2012 Semester**

PC Virtual Fall Acceptance Deadline	Mon.	Jul. 23
Aberdeen, Eagle Butte, Fairmont, and Kilian Fall Application Deadline	Wed.	Aug. 1
Final Registration for all Fairmont Students (Mandatory)	Thurs.	Aug. 9
Final Registration for all Kilian Students (Mandatory)	Fri.	Aug. 10
Final Registration for all Eagle Butte Students (Mandatory)	Mon.	Aug. 13
All Campuses – Admission Testing Deadline	by Wed.	Aug. 15
Online Final Registration/Orientation for all PC Virtual Students	Fri.	Aug. 17
New Faculty Orientation	Mon.	Aug. 20
Staff/Faculty Orientation	Tues.	Aug. 21
Departmental Orientation and Staff/Faculty Assembly	Wed.	Aug. 22
New Student Orientation – Eagle Butte	Thurs.-Fri.	Aug. 23-24
New Resident Students Check-in, Final Registration (Mandatory)	Sat.	Aug. 25
Freshman Orientation - Aberdeen (Mandatory)	Sun.	Aug. 26
Returning Resident Students Check-in, Final Registration (Mandatory)	Mon.	Aug. 27
Final Registration for all Returning Aberdeen Students (Mandatory)	Mon.	Aug. 27
Classes Begin	Tues.	Aug. 28
Labor Day (No Classes)	Mon.	Sept. 3
Last Day to Add a Class by 5:00 p.m.	Tues.	Sept. 4
Last Day to Drop a Class by 5:00 p.m.	Tues.	Sept. 11
Native American Day-Fall Break	Mon.-Tues.	Oct. 8-9
Midterm Grades Due by 12:00 noon	Fri.	Oct. 19
Last Day to Withdraw	Wed.	Oct. 31
Academic Advising Week/Spring Registration	Mon.-Fri.	Nov. 5-9
Deadline to Apply for May and August Graduation	Fri.	Nov. 9
Thanksgiving Vacation (begins at 12:00 noon)	Wed.	Nov. 21
Classes Resume	Mon.	Nov. 26
PC Virtual Spring Acceptance Deadline	Mon.	Nov. 26
Aberdeen, Eagle Butte, Fairmont, and Kilian Spring Application Deadline	Fri.	Dec. 14
Last Day of Classes	Fri.	Dec. 7
December Graduates ETS Proficiency Profile completion deadline	Fri.	Dec. 7
Finals Test Week	Mon.-Thurs.	Dec. 10-13
Final Grades Due by 12:00 noon	Mon.	Dec. 17

**Spring 2013 Semester**

All Campuses – Admission Testing Deadline	by Mon.	Dec. 31
New Student Orientation (Mandatory for all new students) and Final Registration (Mandatory for all new and returning students)		
Eagle Butte	Wed.	Jan. 2
Fairmont	Thurs.	Jan. 3
Kilian	Fri.	Jan. 4
PC Virtual	Mon.	Jan. 7
Aberdeen	Mon.	Jan. 7
Classes Begin	Tues.	Jan. 8
Last Day to Add a Class by 5:00 p.m.	Mon.	Jan. 14
Martin Luther King, Jr. Day (No Classes)	Mon.	Jan. 21
Last Day to Drop a Class by 5:00 p.m.	Tues.	Jan. 22
President's Day (No Classes)	Mon.	Feb. 18
Scholarship Day (Aberdeen)	Mon.	Feb. 18
Midterm Grades Due by 12:00 Noon	Fri.	Mar. 1
Spring Break	Mon.-Fri.	Mar. 4-8
Academic Advising Week/Summer and Fall Registration	Mon.-Fri.	Mar. 11-15
Deadline to Apply for December Graduation	Fri.	Mar. 15
Last Day to Withdraw	Thur.	Mar. 21
Assessment Day - <u>Mandatory Attendance</u> - All Campuses - All Faculty and Students	Tues.	Mar. 26
Easter Vacation	Thur.-Mon.	Mar. 28-Apr. 1
Classes Resume	Tues.	Apr. 2

**2012-2013 ACADEMIC CALENDAR (cont'd)**

**Spring 2013 Semester**

New Student Registration	Mon.-Fri.	Apr. 8-19
Last Day of Classes	Fri.	Apr. 26
Finals Test Week	Mon.-Thur.	Apr. 29-May 2
Lakota Campus Wacipi	TBA	
Eagle Butte Pinning/Recognition Ceremony	Wed.	May 1
Commencement Practice	Fri.	May 3
Aberdeen Pinning/Recognition Ceremony	Fri.	May 3
Commencement	Sat.	May 4
Final Grades Due by 12:00 noon	Mon.	May 6
Fairmont Pinning/Recognition Ceremony	Mon.	May 6
Kilian Pinning/Recognition Ceremony	Mon.	May 20
Summer Sessions: course dates vary from		May through August

## DIRECTORY

<u>Department</u>	<u>Department/Contact</u>	<u>Office</u>	<u>Ext.</u>
<b>Academics</b>			
	Dr. Michelle Metzinger <i>Vice President for Academics</i>	E366	379
	Crys Hinrichs <i>Operations Coordinator</i>	E363	597
	Pat Volk <i>Administrative Assistant for Vice President for Academics</i>	E366	379
<b>Admissions</b>			
	JoEllen Lindner <i>Vice President for Enrollment</i>	NU2	492
	Ann Cole <i>Administrative Assistant</i>	NU1	492
	<i>Admissions Representatives</i>		
	Nicole Hammer	NU5	361
	Bruno Kuhfeld	NU6	495
<b>Allied Health</b>			
	Trisha Waldman <i>Acting Chair</i>	E362	439
<b>Alumni Office/Institutional Advancement</b>			
	Lori Harmel <i>Vice President for Advancement</i>	E256	531
	<i>Athletic Advancement</i>	E258	378
	Lori Herron <i>Office Manager/Records Manager</i>	E252	454
	<i>Fundraising Coordinator</i>	E252	491
	Mark Zoellner <i>Coordinator of Marketing and Graphic Design</i>	E250	585
<b>Arts and Sciences</b>			
	Aimee Sippel <i>Chair</i>	E361	479
<b>Athletics</b>			
	Brian Spielbauer <i>Athletic Director</i>	E263	587
	<u>BASEBALL</u>		
	Jesse Eikum <i>Head Men's Baseball Coach</i>	E259	364

	<u>BASKETBALL</u>		
	Alaina Benson	E262	487
	<i>Head Women's Basketball Coach</i>		
	Jeremy Reigle	E261	515
	<i>Head Men's Basketball and Golf Coach</i>		
	<u>FOOTBALL</u>		
	Andy Carr	E266	576
	<i>Head Football Coach</i>		
	<i>Assistant Football Coaches</i>		
	Levi Bullerman	E265	594
	Travis Titus	E265	602
	<u>SOCCER</u>		
	Jeremy Anderson	E267	575
	<i>Head Women's Soccer Coach</i>		
	Scott Westbrook	E260	488
	<i>Head Men's Soccer Coach</i>		
	<u>SOFTBALL</u>		
	Erin Dickhausen	E268B	365
	<i>Head Women's Softball Coach</i>		
	<u>VOLLEYBALL</u>		
	Chelsey Albrecht	E257	404
	<i>Head Volleyball Coach; Senior Women's Administrator</i>		
<b>Bookstore</b>			
	Deb Bickel		553
	<i>Manager</i>		
<b>Business</b>			
	Michelle Metzinger	E363	379
	<i>Acting Chair</i>		
<b>Business Office</b>			
	Cathy Hall	C326	453
	<i>Vice President for Finance</i>		
	<i>Senior Accountant</i>	E351	500
	Becky Johnson	E350	452
	<i>Accounting Coordinator (Payroll)/Bookstore Supervisor</i>		
	Terra Zahn	E324	451
	<i>Accounting Coordinator (Student Accounts)</i>		
<b>Chaplain</b>			
	Fr. Joseph Sheehan	C331	334
<b>Education</b>			
	Stephanie Hansen	E354	389
	<i>Chair</i>		

<b>Financial Aid</b>	Janel Wagner <i>Director of Financial Aid</i>	NU21	427
	Mary Anne Whitman <i>Assistant Director of Financial Aid</i>	NU20	429
<b>Food Service</b>	Chandra Gerber <i>Dining Hall Director</i>	Cafeteria	554
<b>Housekeeping</b>	Maureen Cantwell <i>Supervisor</i>	E313	499
<b>Human Resources</b>	Jason Pettigrew <i>Director of Human Resources</i>	E353	350
	Linda Jo Van Dover <i>Assistant to the Director of Human Resources and the President's Office</i>	E252	504
<b>Library</b>	Fran Rice <i>Director of Library Services</i>	Library	468
	Karen Maier <i>Technical Services/Librarian</i>	Library	498
	Sandy Urbaniak <i>ILL/Serials Manager</i>	Library	546
<b>Nursing</b>	Illa Reeve <i>Chair</i>	E200	473
	Danie Smith <i>Administrative Assistant for Nursing and Social Work</i>	E202	472
<b>Presentation-Fairmont Campus</b>			
	Traci Lardy <i>Director of Fairmont Campus</i>		507-235-4658
	Susan Barnes <i>Admissions/Office Coordinator</i>		507-235-4658
	Trista Dunsmoor <i>Outreach Services Coordinator</i>		605-221-3139
<b>Presentation-Kilian Campus</b>			
	Trista Dunsmoor <i>Outreach Services Coordinator</i>		605-221-3139
<b>Presentation-Lakota Campus</b>			
	Julie Thorstenson <i>Director of Lakota Campus</i>		352
	Virginia Webb <i>Coordinator of Academic Services</i>		352

	Kirk Beyer <i>Career and Learning Center /Retention Specialist</i>		352
	Danielle Ducheneaux <i>Outreach Services Coordinator</i>		352
<b>Presentation-Virtual Campus</b>			
	Kacy Walker <i>Outreach Services Coordinator</i>	NU7	332
<b>President</b>			
	Dr. Margaret Huber <i>President</i>	E215	405
	Stacy Bauer <i>Executive Assistant to the President</i>	E215	405
<b>Registrar</b>			
	Maureen Schuchardt <i>Registrar</i>	NU22	486
	Kelly Craft <i>Administrative Assistant to the Registrar</i>	NU1	486
<b>Research/Assessment</b>			
	Nancy Vander Hoek <i>Institutional Research and Assessment Coordinator</i>	E308	545
<b>Saints Central</b>			
	Jolene Geffre <i>Administrative Assistant</i>	NU1	486
<b>Security</b>			
	Janell Woehl <i>Director of Security</i>	C334	393 or 394
<b>Social Work</b>			
	Kelly Bass <i>Chair</i>	E318	327
	Danie Smith <i>Administrative Assistant for Nursing and Social Work</i>	E202	472
<b>Student Services</b>			
	Bob Schuchardt <i>Vice President for Student Services</i>	E272	406
	Doris Stusiak <i>Director of Campus Health and Student Support Services</i>	NU9	395
	Teresa Garofalo <i>Director of Student Services and Activities</i>	E271	363
	DJ Mounga <i>Student Suites Manager</i>	NU8	366
<b>Switchboard</b>			
	Julie Guthrie <i>Receptionist</i>		0

<b>Technology</b>	Isaac Vander Vorst <i>Supervisor</i>	E211	595
	Jerry Glammeier <i>Hardware Support Staff</i>	E211	345
<b>Tutoring and Career Services</b>	Alison Goetz <i>Career and Learning Center Coordinator</i>	CLC	581
<b>Wein Gallery</b>	Brad Tennant <i>Coordinator</i>		577



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