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2005-2006 • Volume 1

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Welcome

Congratulations on taking the first step to a better future.

As you begin your educational journey to success you can be assured we're here to help you succeed.

What you'll find in the following pages is a preview of the type of college we are: learning centered, career focused, technology driven, user friendly, and most important of all, committed to student success.

On behalf of the people of Aakers College, I wish you success and happiness in your future education and career accomplishments.

— TAWNIE CORTEZ
President, Aakers College

www.aakers.edu

Effective October 1, 2005. Revised edition replaces previous editions.



“I like the small classes and having time with the teachers to ask questions.”

– KARA STROM, Aakers Student

The first step to a new career and securing a better future is all about you. At Aakers College, we focus on the skills and resources you'll need to reach your specific career goal, or to excel in a current career.

When you begin your program of study you will take classes with students who share your sense of purpose, determination and commitment. Helping you achieve your objectives is what Aakers is all about. Our faculty is committed to your success with a student-centered approach to learning that helps you develop the skills and qualifications necessary to succeed in today's competitive job market. Many of our instructors have real world work experience and strong academic credentials that allow them to relate classroom theory to the workplace conditions in your chosen career.

Small class sizes, individual attention, convenient scheduling, along with career-focused education and placement, are just some of the benefits that make Aakers especially attractive to students preparing for a new career. What's more, at Aakers, you'll not only study classroom theory, you'll also develop valuable skills and experience utilizing current technology pertinent to your new profession.

Does this sound like the type of college that works for you?

As a future student, you likely have many questions and concerns as you think about your life. We're here to address your needs and offer support as you reach your destination of a promising career. Together we'll explore your options and create a plan that helps you secure your future:

• **Are you ready to change your current situation?**

What would you like to do more of? What talents do you have that are not being used?

• **What would you like to do in the future?**

What responsibilities would you have? Do you want to work with people, numbers, projects or computers? What type of work environment makes you happy?

• **Why is now the right time to prepare for a new career?**

Are you ready for your dream job? A promotion? Or to expand your opportunities?

• **What challenges do you have in getting started?**

Do you need child care? Financial aid? Academic tutoring?
Time and flexibility to juggle classes with a current job?

• **Who will support and encourage you as you prepare for a new career?**

What does your family think? Your boss? Your friends?

You have unique goals, experiences and needs. At Aakers College we focus on helping you make the best choices for securing your professional and financial futures.

Is Aakers College right for you? YES!



“The faculty is personable and accessible. They make going back to school easy, manageable and fun.”

– ROBERT OGREN
Aakers Student

What is most important in your college choice?



“It’s not enough to simply get a graduate a job – at Aakers we go the distance to get students their dream jobs.”

– **GRETA NELSON**
Dean of Students
B.S., Dickinson State University

Campus and Classroom Life

As an Aakers student, you are our first priority: your education; your positive experience; your achievements, and your dreams. We understand the challenges you face in meeting your career goals while balancing family life, activities, work, budgets and schedules.

We know it’s hard to pursue career options and still keep your personal commitments intact. We respect your values and support you with a campus environment that meets your needs.

■ **Class Sizes**

You’ll be in small classes with an average of 15-20 students who have similar interests, lifestyles and pursuits. Small class sizes make learning more personal, with individual attention from the instructor and opportunity to share experiences with other students.

■ **Toll Free Student Assistance Hotline**

A student assistance hotline operates continuously to help when you need it. Whether it’s tutoring, research problems, computer services or information about coursework, someone is always standing by to offer direction.

■ **The Aakers Community**

Students say the support of the Aakers community is one of the College’s best assets. Faculty and administration are accessible and eager to help. Students encourage each other through a spirit of giving and sharing. Our focus is on you, the student, from your first call to the Admissions office, to your success 15 years from now. Upon graduation, you’ll become a member of the Alumni Association, which offers a network of ongoing job opportunities, and a lifetime member of the Aakers family.

■ **Online Support and Services**

Aakers supports and guides you all the way with resources to help in your study: high-tech computer labs; a massive intranet that offers access to libraries, research databases and specialized web sites; on and off-site learning programs, and a toll free student assistance hotline.

Career Advice and Assistance

At Aakers College, we make your career success our business, and prepare you well to get a job in your chosen field. Employers know that Aakers graduates not only have the professional training and hands-on experience to perform their chosen skills, they also have the confidence to excel in today’s business world.

■ **Career Services Program**

Our experienced staff teaches you how to write a professional resume, create a personal portfolio and conduct a polished interview. Your instructors can offer valuable advice on getting a good job, as most have developed long-term relationships with many of the area’s leading employers.

■ **Job Searching**

In addition to providing valuable career information in the classroom, the Career Services Advisors will assist you in your employment search by guiding you to the best online resources for job postings, career statistics, resume help, setting goals, and tips for making a good impression on prospective employers.

■ **Preferred Employer Program**

We partner with employers in the community through our Preferred Employer Membership program. Preferred Employers are committed to hiring Aakers College graduates. Our Career Services Advisors match qualified students with potential employers and the details of their company’s job openings.

Aakers College Online Programs

A job, family, and active lifestyle are important values. You want to explore a new career, or advance further in your current career, but how do you find the time to fit school into your busy schedule? The answer is Aakers College Online.

■ **Flexible Scheduling**

You can get a complete Aakers quality education, at your own pace and in your own time. Our resources allow you to benefit no matter where you live or when you can go to school. Take your online class when it's convenient for you, day or night.

■ **Innovative Programs**

Aakers offers several programs online, including Accounting, Banking and Finance; Criminal Justice, and Medical Coding and Transcription. Online students do assignments and activities using chat, email, message boards and interactive web sites. Many of our students choose to take some courses online and save money on transportation and parking, mileage and child care.

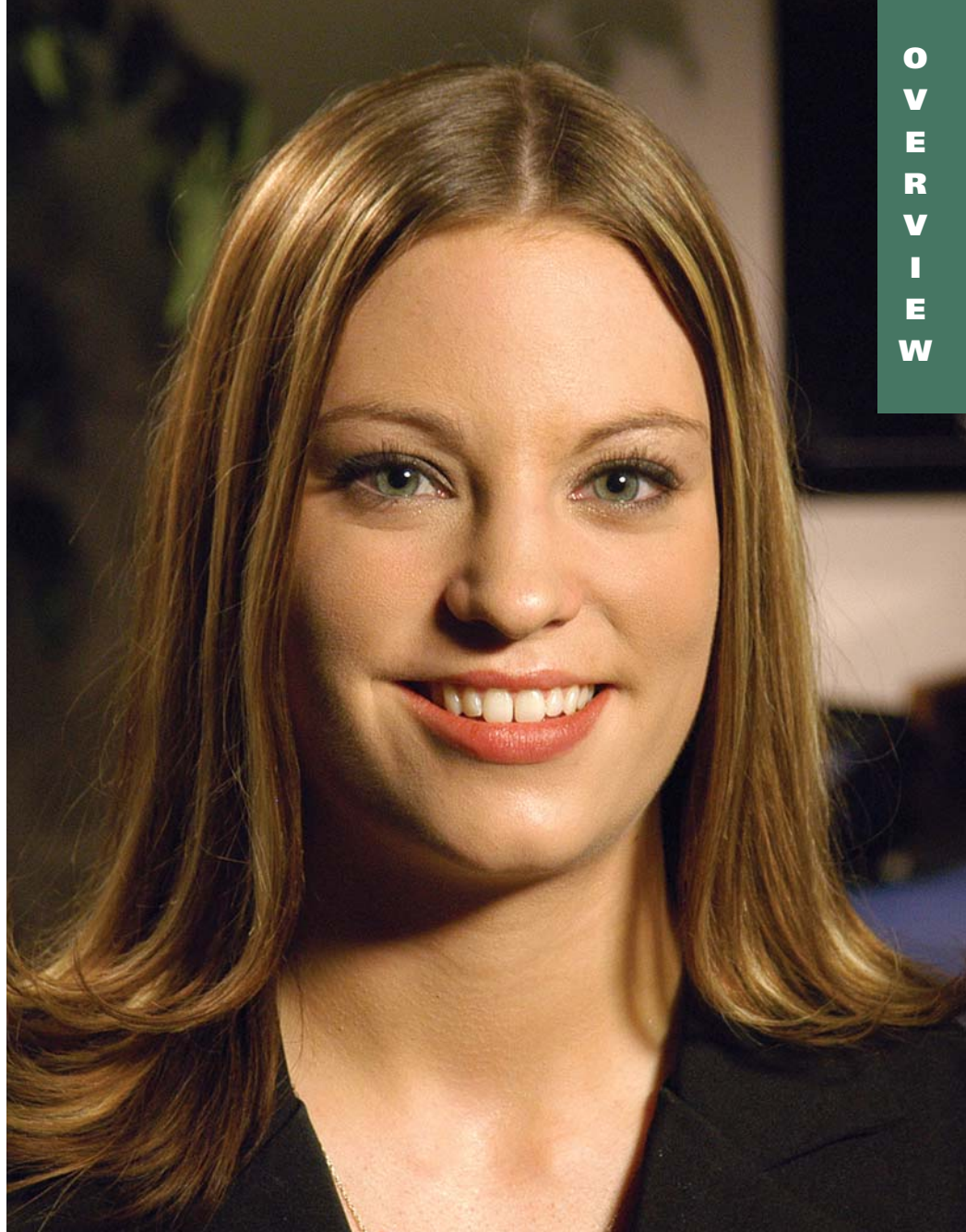
Online students have access to the same student services offered to on-campus students, including a toll free student assistance hotline, tutoring and job placement assistance.

■ **Learning Platform**

We have developed our coursework using a specialized platform. All the coursework you'll need is on the Internet. Each course is set up in the same manner so you won't have to learn the format for instruction every time you take a new class. Students may participate from home, work, school, the public library, or anywhere there is Internet access.

■ **Certified Faculty**

Our instructors are highly trained and certified for online teaching. They use standardized syllabi to ensure that programs are consistent. Faculty is readily available by phone or email to answer questions and provide direction.



"Aakers is student-focused and program specific. Programs are designed with many built-in measures to facilitate student success and content mastery."

– SARA JO WIELAND,
Aakers College Student

Aakers College... Over a century of leadership and innovation.

Over 100 Years of Great Careers



Aakers College was founded in Fargo, North Dakota, in 1902 by Mr. and Mrs. H.H. Aaker. Both Mr. and Mrs. Aaker were administrators at Concordia College of Moorhead, Minnesota, prior to founding Aakers College. Mr. Aaker was the President of Concordia College for ten years, and Mrs. Aaker was the Dean of Women. Mr. Aaker was also the Mayor of Moorhead from 1900 to 1902.

Due to the specialized course offerings and individualized student attention at Aakers, the College quickly gained success and strong student enrollment. In 1905, a second campus location opened in Grand Forks, North Dakota. The Aakers family chose to focus their attention on the Grand Forks location in 1912 and sold the Fargo Campus to another college system.

In 1931, following the death of Mr. Aaker in 1929, Mr. R.C. Hadlich purchased Aakers College and served as President/ Administrator until 1992, at which time his sons, Mark and Robin Hadlich, assumed leadership and continued the tradition of educational excellence.



In 1998 the principal owners of Rasmussen College in Minnesota purchased Aakers College.

Today Aakers College has two campus locations in North Dakota. Graduates of Aakers College have practical career skills combined with the communication,

problem solving and technical skills employers require. Students receive individualized attention in a variety of learning environments ranging from the traditional classroom to online and collaborative settings.

Aakers Today

Aakers College relocated to 4012 19th Avenue Southwest in Fargo on November 9, 1998. Aakers opened a campus at 1701 East Century Avenue in Bismarck on September 15, 2003, to serve the people of Bismarck and the surrounding areas. Aakers College is a private, for profit 2-year degree granting college offering A.A.S. Degrees and Diplomas.

Aakers College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) and operates by authorization of the North Dakota State Board for Career and Technical Education.

The Mission of Aakers College is to offer students the opportunity to develop the technical knowledge, personal skills, and appreciation of life-long learning vital to professional and personal success.



Board of Directors

Henry S. Bienen

– President, Northwestern University,
Evanston, Illinois

James E. Cowie

– Managing Director, Frontenac Company
– Trustee, Illinois Institute of Technology

Bernard Goldstein

– Founder, Broadview International

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J. Michael Locke

– Chief Executive Officer,
Rasmussen College, Inc.

Thurston E. Manning

– Formerly Executive Director of
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of Higher Education of the North
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Potomac College
– Board Member, Pittsburgh
Technical Institute

Jack C. Staley

– Trustee, DePaul University

Kristi A. Waite

– Executive Vice President of School
Operations, Rasmussen College, Inc.



Accounting.

Managing financial and business information is essential to the operations of any company. The Aakers program in Accounting, Banking and Finance will provide you with specific skills and applications, like payroll, income tax, financial statement analysis, spreadsheets and business ethics. As you perfect your skills, you'll be well positioned to meet the needs of growing businesses. This program is also offered online.

Program Options

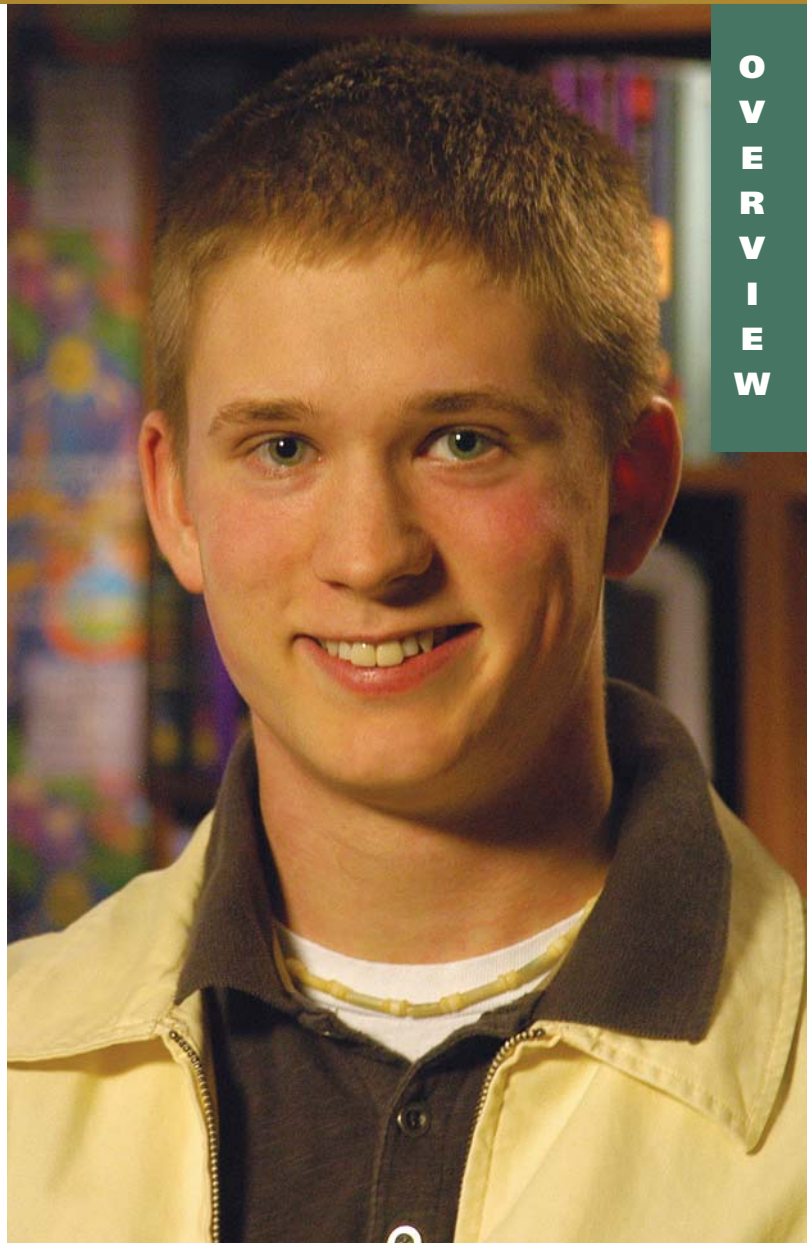
- **Accounting AAS Degree**
 - Financial Accounting Emphasis
 - Banking and Finance Emphasis
 - Forensic Accounting Emphasis
- **Managerial Accounting Diploma**

Career Opportunities

- Accountant
- Internal Auditor
- Accounts Payable/Receivable
- Small Business Manager
- Bank Teller
- Financial Accountant
- Forensic/Investigative Accountant
- Manager
- Account Executive
- Sales Representative
- Customer Service Manager

What it Takes to Be Successful

- Good organizational and communication skills
- Detail oriented and accurate
- Problem-solving ability
- Effective customer service skills
- Computer competency



"I feel confident that I will have the proper skills to step right into a new job and know how to do it."

– Ross HOLZWORTH, Aakers Student

Choosing your future career. Allied Health.

Allied Health.

Graduates in the health care field have a multitude of opportunities that await them. Careers in medical coding and transcription are in demand in hospitals, clinics and doctor's offices for recording medical information from health records. These progressive programs are also offered online.

Program Options

- *Medical Administrative Support AAS Degree*
 - *Medical Coding Emphasis*
 - *Medical Transcription Emphasis*
- *Executive Administrative Assistant AAS Degree*
 - *Medical Emphasis*
- *Medical Office Specialist Diploma*
- *Medical Coding Diploma*
- *Medical Transcription Diploma*

Career Opportunities

- *Ward Clerk*
- *Medical Secretary*
- *Director of Transcription*
- *Medical Transcriptionist*
- *Medical Office Assistant*
- *Medical Receptionist or Station Secretary*
- *Medical Coder*

What it Takes to Be Successful

- *Ability to manage time*
- *Effective written and verbal communication skills*
- *Highly developed organizational skills*
- *Knowledge of medical terminology and disease processes*



“Many students have said they couldn't have earned their degrees without our online program, allowing them to learn on their own time and in ways that adjust to their needs at home.”

– *VIRGINIA KNOX*
*Business Education and Computer
Online Instructor*

*M.Ed., Capella University
B.S., Alcorn State University*

Business.

Business skills are essential to the operations of every industry. Aakers offers targeted programs that feature the strategies, financial principles, communication, administration and technology that put you at the forefront of business foundations. As you perfect your skills, you'll be well positioned to meet the needs of growing businesses, and you'll be able to immediately perform in your new function.

Program Options

- *Business Management AAS Degree*
 - *Management Emphasis*
 - *Marketing and Sales Emphasis*
 - *Supply Chain Management Emphasis*
- *Human Resource Management AAS Degree*
- *Secretarial Diploma*

Career Opportunities

- *Human Resources Generalist*
- *Personnel Recruiter*
- *Employment Training Specialist*
- *Assistant Training Manager*
- *Staffing Specialist*
- *Compensation and Benefits Administrator*
- *Administrative Assistant*

What it Takes to Be Successful

- *Ability to identify problems, review information and analyze options*
- *Initiative to carry out ideas, programs, systems or products*
- *Ability to judge costs and benefits of a possible action*
- *Skills to monitor learning progress of trainees and assess future needs*



“Training is geared toward an actual job and instructors are tuned to the ongoing needs of area employers.”

– *JOHN WATKIN*

General Education Instructor

B.S., Minnesota State University - Moorhead

Legal and Government.

Criminal justice is one of the fastest growing careers in the country, as uncertain times and economic hardships result in a rising crime rate. The number of Corrections Officers needed is projected to increase 32.4% through 2008. More businesses are hiring security guards to protect their customers and goods. You'll learn how the legal system works and be prepared to protect citizens and the law with your skills.

Program Options

- *Criminal Justice AAS Degree*
- *Executive Administrative Assistant AAS Degree*
 - *Government Emphasis*
 - *Legal Emphasis*
- *Legal Office Specialist Diploma*

Career Opportunities

- *Loss Prevention*
- *Private Security*
- *Corrections*
- *Homeland Security*
- *Juvenile Justice*
- *Family Services*
- *Court Clerk*
- *Legal Secretary*
- *License Clerk*

What it Takes to Be Successful

- *Desire and willingness to help others*
- *Patience and diplomacy*
- *Trustworthiness*
- *Alertness and awareness to surroundings*
- *Ability to listen to others and ask questions*



"We strive toward educating a well-rounded individual who will emerge from this college setting prepared for life."

– **MIKE HEITKAMP**
Director of Admissions
M.B.A., B.S., University of Mary

Technology.*

We live in a fast-paced information age where multimedia skills and computer networking abilities are valued and in demand. Learn to install, manage and monitor computer network operating systems; build and troubleshoot computer hardware, and study fundamental networking and computer concepts as they apply to information technology. Upon graduating from Aakers College, you'll not only have the knowledge and skills for a new career, you'll have a portfolio of projects you completed along the way to showcase.

Program Options

- *Network Support Specialist AAS Degree**
- *Network Support Technician Diploma**

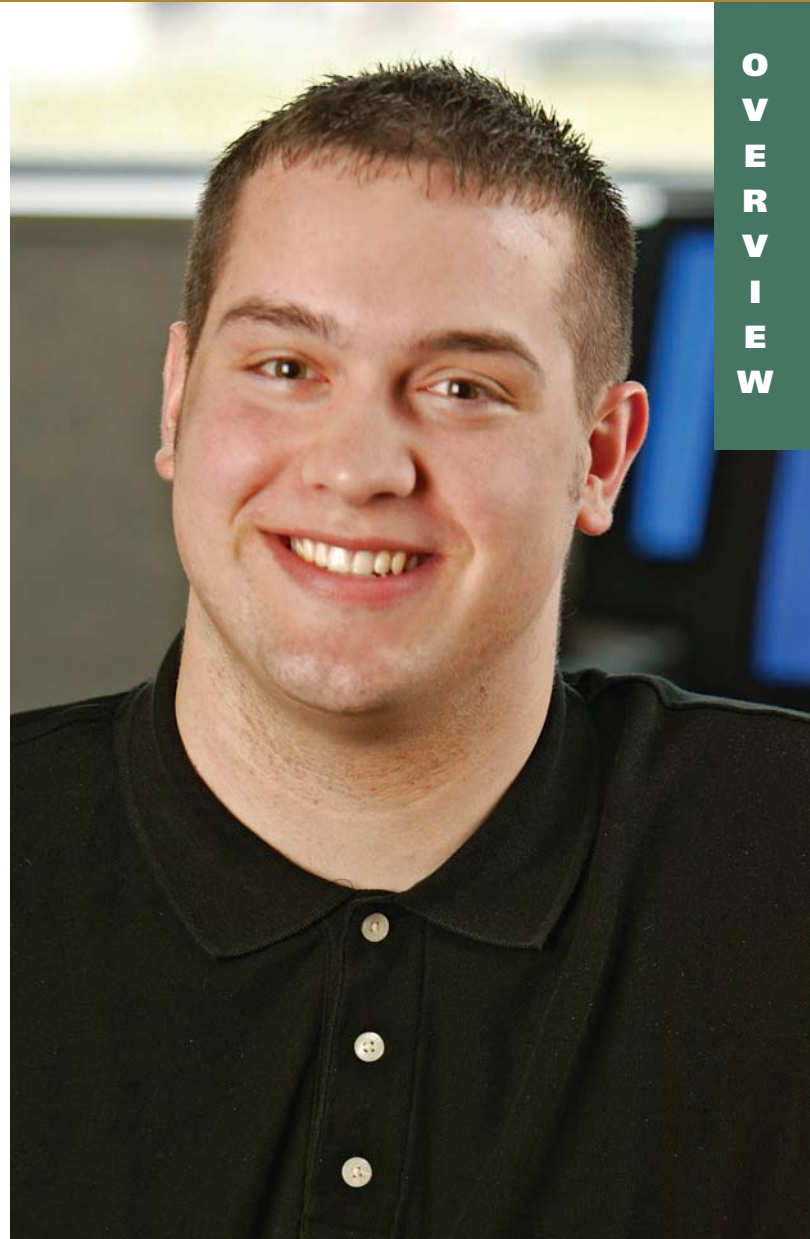
Career Opportunities

- *Internet Application Technician*
- *Network Control Operator*
- *Network Support Specialist*
- *Helpdesk Technician*

What it Takes to Be Successful

- *Ability to gather information necessary to plan and complete projects*
- *Ability to schedule projects and present concepts to others, including clients*
- *Computer hardware and software competencies*
- *Project planning and documentation skills*
- *Strong problem-solving abilities and follow-through*

* Information Technology courses are only available at the Fargo campus.



“The small class sizes gave me a chance to interact with my fellow students and teachers in a way I wouldn't get at a bigger school. At Aakers I feel like I'm part of a family, not just another student.”

– *MICHAEL SCHRAMM*

Aakers Student

Let's get started!

By now you most likely have many questions about the cost of tuition, financial aid and admission requirements.

Let's cover them one by one.

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"We're here to provide knowledge, answer questions, and give you relevant information in a short amount of time. That's what we do."

You've already taken the first big step by scheduling your campus visit and meeting your admissions representative.

Our admissions professionals can help you explore the many options that best meet your goals, interests, educational needs, and work or activities schedule. Your team will help you find the program, location and coursework that are right for you. When you've chosen the option that works for you, you can apply for admission by submitting the following:

- Application Form
(Apply early for best class choices and scholarship opportunities.)
- \$60 application fee
- Official high school transcript or GED Certificate

- College placement exam results
- Required credentials for foreign students, including TOEFL test score of 500 paper-based or 173 computer-based, plus first quarter tuition.

Aakers College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted. All new students will attend an orientation session a week or two before classes start. This required session is an opportunity to learn College policies and course scheduling, buy textbooks and supplies, and meet other students.

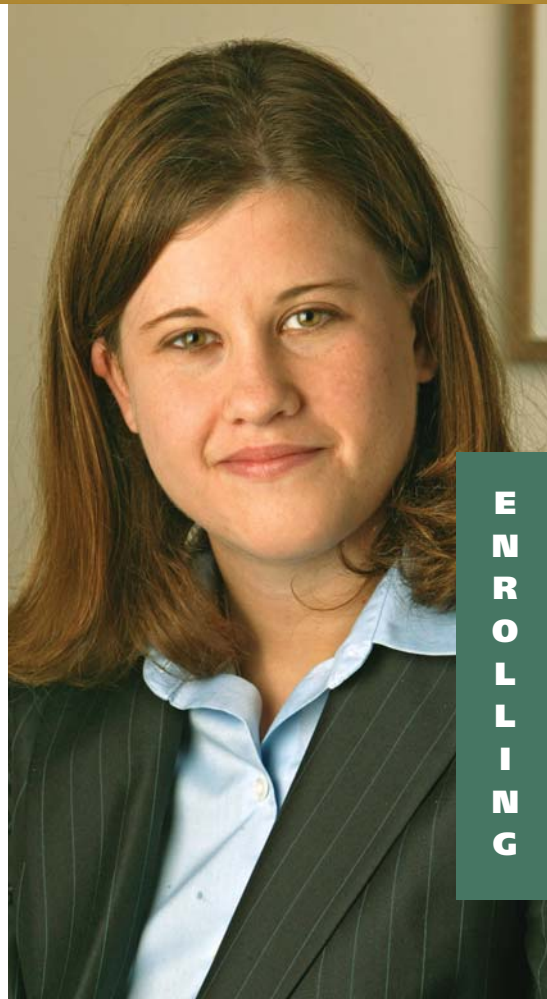
Picking a Start Date

2005 – 2006 Academic Calendar

- ▼ **2005 Fall Quarter**
October 3 through December 18
- ▼ **2006 Winter Quarter**
January 3 through March 20
- ▼ **2006 Spring Quarter**
April 3 through June 18
- ▼ **2006 Summer Quarter**
July 3 through September 17
- ▼ **2006 Early Fall Quarter**
August 7 through September 17
- ▼ **2006 Fall Quarter**
October 2 through December 17

College Holidays

- ▼ New Year's Day
- ▼ Martin Luther King Jr. Day
- ▼ Memorial Day
- ▼ Independence Day
- ▼ Friday prior to Labor Day
(Employee Appreciation Day)
- ▼ Labor Day
- ▼ Veterans' Day
- ▼ Thanksgiving Day and the following Friday
- ▼ Christmas Day



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“Education is an investment you make in yourself, your future and your family's future. It's one of the few things in life that will become more valuable to you every year.”

– KARRIE HUBER
Admissions
Representative

Paying for your College Education.

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Each campus has a professionally staffed financial aid department designed to help you apply for federal, state, and private assistance.

The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

There are three basic types of aid available to Aakers students:

- ▼ Various state and federal student loan programs.
- ▼ Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
- ▼ Employment may be obtained through the Career Services office to help cover living expenses.

Tuition rates are as follows:

New starts and re-entering students as of October 3, 2005

- All courses except those designated “NS”
– **\$785 per class**
- “NS” designated courses
– **\$1,080 per class**
- Audit courses
– **\$395 per class**

“The Aakers community is very strong and supportive. Every student is a meaningful member of the Aakers family.”

– *DONNA HICKMAN and her son Beau*
First Aakers Bismarck graduate

Primary sources of Financial Aid and how to apply.

	Program	Type of Award	Amount Per Year	Application
Gift Aid	Federal Pell Grant Program	Grant based on financial need.	\$400 - \$4050	Free Application for Federal Student Aid (FAFSA)
	Federal Supplemental Educational Opportunity Grant (SEOG)	Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.	\$100 - \$300	Free Application for Federal Student Aid – Awarded by the College
Employment	Federal Work Study	Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.	Varies	Free Application for Federal Student Aid – Awarded by the College
Federal Loan Programs	Federal Stafford Loan Program	Long-term, variable interest rate loan with a 8.25% cap. Payment deferred until six months after student leaves college or attends less than half-time. Need-based calculation.	Up to \$2625 per year for a first year student Up to \$3500 per year for a second year student	Free Application for Federal Student Aid and Promissory Note processed through College and Lender
	Federal Unsubsidized Stafford Loan Program	Long-term variable interest rate loan with an 8.25% cap. Principal and interest may be deferred until after student leaves college or attends less than half-time.	Up to \$2625 including the Federal Stafford Loan for Dependent and Independent first year students and an additional \$4000 for first and second year independent students (or dependent students whose parents are not eligible for PLUS loans).	Free Application for Federal Student Aid and Promissory Note processed through College and Lender
	Federal Parent Loan for Undergraduate Students (PLUS)	Long-term, variable interest rate loan with a 9% cap for credit-worthy parents of dependent undergraduates.	Up to college cost of attendance	PLUS application and Promissory Note processed through College and Lender
Veterans' Benefits	Veterans' Benefits	Veterans and dependents of veterans including Guard and Reserve Component.	Monthly benefit based on service contributions	Veterans Administration or Veterans Service Officer

Gift aid and work-study are awarded annually based on the fiscal year dates of July 1 through June 30. Students attending in more than one fiscal year period must reapply for financial aid assistance.

Scholarship and Grant Programs.

For Graduating High School Seniors

A student who applies for admission to Aakers College prior to December 15th or April 1st of his or her senior year, may qualify for the following award amounts:

If your cumulative grade point average upon graduation is	You will receive the following scholarship or grant	If you apply for admission prior to December 15th	If you apply for admission between December 16th and April 1st
2.00 – 2.74	Early Enrollment Grant	\$500	\$300
2.75 – 2.99	Tuition Merit Grant	\$750	\$500
3.00 – 3.24	Tuition Merit Grant	\$1,000	\$750
3.25 – 3.49	Early Enrollment Scholarship	\$1,250	\$1,000
3.50 – 3.74	Early Enrollment Scholarship	\$1,500	\$1,250
3.75 – 3.99	Director's Scholarship	\$2,000	\$1,500
4.00	President's Scholarship	\$2,500	\$2,000

Grade Point Average is based upon a 4.0 scale.
Other Grade Point Scales will be converted to a 4.0 scale to determine award.

Eligibility guidelines for the Early Enrollment Grant, Tuition Merit Grant, Early Enrollment Scholarship, Director's Scholarship, and President's Scholarship are as follows:

- Eligible students must be current year graduating seniors.
- Students must apply for and begin classes during the Summer Quarter, Early Fall Quarter or Fall Quarter immediately following their graduation from high school.
- Award amounts are designated for tuition only and are divided among the student's first four quarters of attendance. Award amounts are determined upon receipt of the student's official final transcript from high school.
- All recipients will be notified of the award in writing and all funds are paid directly to the College.
- Students must carry a minimum of 9 credits per quarter, maintain satisfactory academic progress, and not be on Academic Warning/Probation or the award is forfeited from that point forward.
- Awards are forfeited if attendance is discontinued or interrupted.

Early Honors Program

Aakers College is proud to offer select high school seniors the opportunity to begin their professional career training early. The Early Honors Program is designed to reward those who have a strong academic background and a desire to succeed.

Scholarships

Institutional Achievement Scholarship

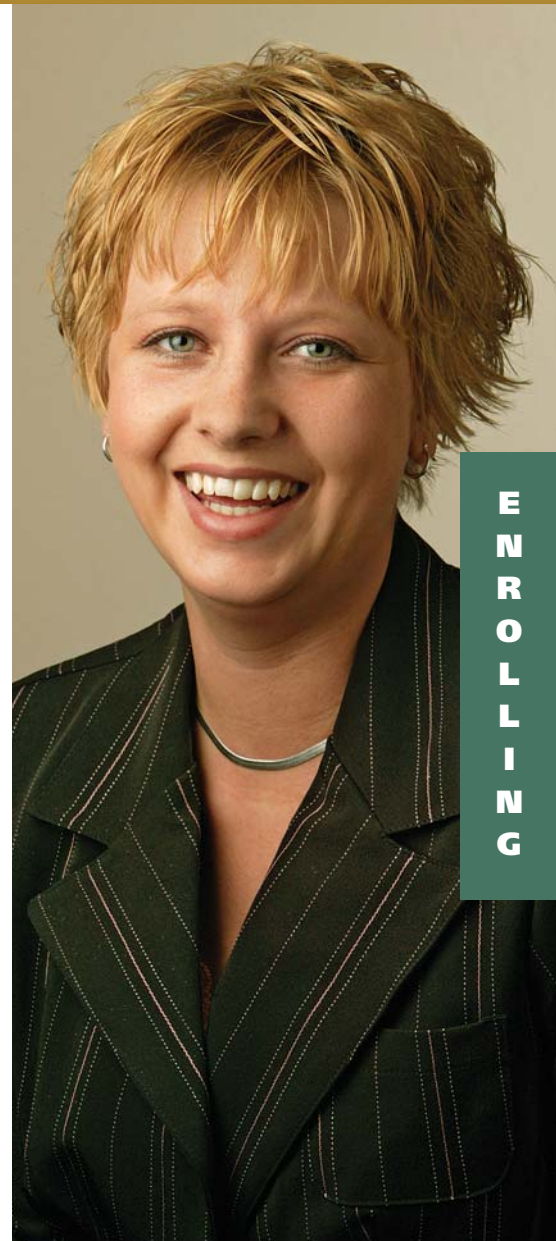
The Aakers College Institutional Achievement Scholarship Fund awards scholarships ranging from \$300 to \$900 per eligible recipient, depending upon the total funding amount available and the date of application. Scholarships are divided into three quarterly payments designated for tuition only, and only students who have completed at least one term of study are eligible to apply. To apply for the scholarship, students are required to complete and submit the scholarship application, a personal letter of intent, one letter of reference, and an official application for federal financial aid (FAFSA). The Effective Family Contribution requirements must be met as described on the student instruction portion of the application. A scholarship awarding panel will review all complete applications to make awards. All applications must be submitted by the first day of the month prior to the start of the term, such as a March 1st deadline for the April term. Students will be notified in writing of any award, and funds will be credited directly to the student's account. All scholarship recipients are subject to the strict academic criteria as outlined in the application process. Official applications for the Institutional Achievement Scholarship are available in the Financial Aid Office.

Dollars for Scholars

Aakers College is a Matching Partner of the Scholarship America and the Dollars for Scholars family of community scholarship foundations. The College is committed to matching local funding for awarded students by matching any Dollars for Scholars awards up to \$500 for each student, provided that the student demonstrates need for financial assistance. Aakers reserves the right to limit the number of match recipients based upon total eligible and applying recipients.

Outside Scholarships

The College will gladly assist any student in attaining scholarship funding from an outside source by providing cost of attendance and family contribution information to the awarding source. Please contact the Financial Aid Office for specific questions regarding outside scholarship funding.



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“It’s so great to work with students, knowing that they’re tomorrow’s professionals!”

– COLLEEN EISENZIMMER
Admissions
Representative



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APPLICATION FORM

- Aakers College **Bismarck** • 1701 East Century Avenue, Bismarck, North Dakota 58503
- Aakers College **Fargo** • 4012 19th Avenue Southwest, Fargo, North Dakota 58103

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____ e-mail: _____

Home Phone: _____ Work Phone: _____

Birth Date: _____ Social Security Number: _____

Ethnic Origin: (optional) _____ Marital Status: (optional) _____

High School Attended: _____

Year of Graduation: _____ GED Date (if applicable): _____

Name(s) of College(s) Attended: (1) _____

(2) _____ (4) _____

(3) _____ (5) _____

Emergency Contact: _____ Relationship: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Program Selected: _____ Day Evening Online

Starting Date: Month _____ Day _____ Year _____

Do you wish to transfer any credits into Aakers? _____

Do you wish to apply for financial assistance? _____

Application Fee

An application fee must accompany this completed application. Please have transcripts from any schools listed on this application form forwarded to us as soon as possible.

I hereby authorize Aakers College to furnish referral counselors, prospective employers or other qualified individuals with my academic and performance records.

- Application Fee:*
Degree/Diploma Programs/Individual Classes: \$60

I have enclosed \$ _____ for my application fee.

Signature of Applicant: _____ Date: _____

* The fee will be refunded if the applicant is not accepted, or if notice of cancellation is received within five business days after student receives written notice of fee payment.

ENROLLING

Two North Dakota locations.



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North Dakota
– land of legendary
adventures –
like those of
Lewis and Clark,
Custer, Sakakawea,
Teddy Roosevelt
and Sitting Bull.

*At Aakers College, you can explore
one of the many programs offered.
Go ahead, take the first step in
shaping your “legend” by enrolling
at Aakers College.*

Be open to:

- **Curiosity.** Learn about the world around you and your place in it. Think in ways that are new to you. Look at yourself and others in a different way.
- **Attention.** Focus on your goals. Draw from all your current knowledge and apply it to learning new concepts, information, and ideas.
- **Questions.** Learning is an active process that requires you to participate. Be inquisitive, ask about what you don't understand and find the skills to find the answers.

Be ready for:

- **Hands-on Learning and Experience.** At Aakers College we provide the opportunity for you to learn and do. Classroom lecture and discussion are supported by research projects, lab activity, group presentations, and in some programs, internship opportunities are available. You'll not just know what it takes to succeed in your field; you'll have done it.
- **Individualized Attention.** You'll be more than a number at Aakers College. Most of our classes have an average of 15-20 students and are led by dedicated and talented faculty members. This is a great environment to ask questions, discuss information, and get to know your instructors and fellow students. When you're part of a community you'll learn more.
- **Industry Current Curriculum.** It's important you learn the skills and information today's employers are looking for. We know what that is, and we design our programs to meet those goals.
- **Up-to-Date Technology.** You'll work on the most requested business and professional software programs in the classroom and have technology access on campus.

Graduate with:

- **Skills and Smarts for a Fulfilling Career.** You'll know what you need to know to get that first great job. Not only that, you'll have the confidence and professional preparation to make you a prime candidate for promotion and advancement.
- **Critical Thinking Skills for Work and for Life.** Learning at Aakers College prepares you for great professional opportunities, but it also does something more. You'll learn about the world around you, you'll be challenged to think beyond the ordinary, and you'll develop skills to make informed and critical decisions. Your world will become larger and so will your passion for life-long learning.
- **The Respect of Others.** Your family and friends will be proud of your accomplishments and see you as a role model for success. Your co-workers will value your knowledge and skills. Your talent, leadership ability, and professional presence will impress your employer. You'll change, your life will improve, and the world will hold many more opportunities for you.



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“The faculty and staff are extremely polite and friendly. They always have smiles on their faces and make you feel welcome.”

— *MARAH MALLEY*
Aakers Student

Accounting. Choosing your future career.

Accounting.

Graduates of this program will have acquired knowledge in the function of the accounting cycle, computer operations, management and business, and have critical thinking skills. The history and development of the modern accounting practice will have evolved and graduates will value the skills that allow them to obtain a position in public accounting, corporate accounting, banking, or management.

AAS Degrees	<i>Page</i>
Banking and Finance Emphasis	23
Financial Accounting Emphasis	23
Forensic Accounting Emphasis	24

Diploma	
Managerial Accounting	24



“I never would’ve gotten to where I am today – in a great accounting career – without the help of all the teachers and staff at Aakers College.”

– JANE MATTSON
Aakers College Graduate



Choosing your future career. Accounting.



Standard Length of Program • 6 Quarters **Full-Time**
 • 8 Quarters **Part-Time**
 • 8 Quarters **Online**

Career Opportunities • Loan Officer
 • Bookkeeper
 • Bank Teller

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097and/or B098.

Major and Core Courses

AC101	Accounting I	4
AC110	Insurance	4
AC122	Accounting II	4
AC123	Accounting III	4
AC211	Payroll Accounting	4
AC212	Introduction to Banking	4
AC220	Computer Integrated Accounting	3
AC233	Income Tax	4
AC236	Auditing	4
AC238	Financial Statement Analysis	4
AC239	Lending	4
BU113	Introduction to Business	4
BU114	Business Ethics	4
BU116	Customer Service	4
BU125	Business Mathematics	4
CP174	Microcomputers I	3
CP287	Spreadsheet Applications	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE120	Introduction to Psychology	4
GE151	Economics	4
GE175	English Composition	4
GE176	History: Popular Culture and Social Change in America – Post World War II	4
LA125	Law I	4
LA225	Law II	4

Total Degree Credits **95***

* Credit totals do not include Foundations of English III.
 These courses may be required of some students based upon placement examinations.

This Degree Program is also offered Online.



Standard Length of Program • 6 Quarters **Full-Time**
 • 8 Quarters **Part-Time**
 • 8 Quarters **Online**

Career Opportunities • Accounting Clerk • Financial Planner
 • Accounting Management Trainee
 • Cost Accountant

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097and/or B098.

Major and Core Courses

AC101	Accounting I	4
AC122	Accounting II	4
AC123	Accounting III	4
AC211	Payroll Accounting	4
AC220	Computer Integrated Accounting	3
AC221	Cost Accounting	4
AC233	Income Tax	4
AC236	Auditing	4
AC238	Financial Statement Analysis	4
AC241	Intermediate Accounting I	4
AC242	Intermediate Accounting II	4
AC251	Governmental & Fund Accounting	4
BU113	Introduction to Business	4
BU114	Business Ethics	4
BU125	Business Mathematics	4
CP174	Microcomputers I	3
CP287	Spreadsheet Applications	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE120	Introduction to Psychology	4
GE151	Economics	4
GE175	English Composition	4
GE176	History: Popular Culture and Social Change in America – Post World War II	4
LA125	Law I	4
LA225	Law II	4

Total Degree Credits **95***

* Credit totals do not include Foundations of English III.
 These courses may be required of some students based upon placement examinations.

This Degree Program is also offered Online.

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Accounting. Choosing your future career.



Standard Length of Program • 6 Quarters **Full-Time**
 • 8 Quarters **Part-Time**
 • 8 Quarters **Online**

Career Opportunities • Municipal Accounting • Accounting Clerk
 • Auditing Clerk • Internal Auditor

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097 and/or B098.

Major and Core Courses

Number	Course	Credits
AC101	Accounting I	4
AC122	Accounting II	4
AC123	Accounting III	4
AC211	Payroll Accounting	4
AC220	Computer Integrated Accounting	3
AC233	Income Tax	4
AC236	Auditing	4
AC238	Financial Statement Analysis	4
AC241	Intermediate Accounting I	4
AC242	Intermediate Accounting II	4
AC243	Fraud Examination I	4
AC244	Fraud Examination II	4
BU113	Introduction to Business	4
BU114	Business Ethics	4
BU125	Business Mathematics	4
CP174	Microcomputers I	3
CP287	Spreadsheet Applications	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE120	Introduction to Psychology	4
GE151	Economics	4
GE175	English Composition	4
GE176	History: Popular Culture and Social Change in America – Post World War II	4
LA125	Law I	4
LA225	Law II	4

Total Degree Credits 95*

* Credit totals do not include Foundations of English III. These courses may be required of some students based upon placement examinations.

This Degree Program is also offered Online.

MANAGERIAL ACCOUNTING DIPLOMA

Standard Length of Program • 4 Quarters **Full-Time**
 • 6 Quarters **Part-Time**

Career Opportunities • Accounting Clerk
 • Accounting Management Trainee

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097 and/or B098.

AC101	Accounting I	4
AC122	Accounting II	4
AC123	Accounting III	4
AC211	Payroll Accounting	4
AC220	Computer Integrated Accounting	3
AC233	Income Tax	4
AC238	Financial Statement Analysis	4
BU113	Introduction to Business	4
BU116	Customer Service	4
BU125	Business Mathematics	4
CP174	Microcomputers I	3
CP287	Spreadsheet Applications	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE175	English Composition	4
LA125	Law I	4
SE172	Keyboarding I	3

Total Managerial Accounting Diploma 62*

* Credit totals do not include Foundations of English III. These courses may be required of some students based upon placement examinations.

Allied Health.

Graduates of this program understand their aspect of the health care system and communicate with the health care team. Students may study a variety of topics within the field, including health information management, medical transcription and coding, and medical office administration.

AAS Degrees Page

Medical Administrative Support

Medical Coding Emphasis	26
Medical Transcription Emphasis	26

Executive Administrative Assistant

Medical Emphasis	27
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Diplomas

Medical Coding	27
Medical Office Specialist	28
Medical Transcription	28



“I did not realize how much information you really need to understand to be successful in this field. Aakers’ classes have been extremely interesting and I’ve learned so much in such a short amount of time.”

– *JOLEEN SPRECHER, Aakers Student*

Allied Health. Choosing your future career.



MEDICAL ADMINISTRATIVE SUPPORT AAS DEGREE

MEDICAL CODING EMPHASIS



Standard Length of Program • 6 Quarters **Full-Time**
• 9 Quarters **Part-Time**

- Career Opportunities** • Medical Coder
• Health Information Management Trainee
• Medical Records Assistant

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097 and/or B098.

Major and Core Courses

BU111	Introduction to Management	4
BU116	Customer Service	4
BU125	Business Mathematics	4
CP174	Microcomputers I	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE120	Introduction to Psychology	4
GE151	Economics	4
GE175	English Composition	4
GE176	History: Popular Culture and Social Change in America – Post World War II	4
MA109	Medical Terminology	4
MA120	Health Information Management	4
MA130	Medical Insurance	4
MA138	Medical Law & Ethics	4
MA140	Anatomy & Physiology	4
MA141	Medical Office Procedures	4
MA204	Computerized Medical Billing	2
MA209	CPT Coding	4
MA210	Coding & Reimbursement	2
MA215	Pathology I	4
MA216	Pathology II	4
MA220	Advanced Medical Coding	4
MA280	Coding Capstone	4
SE172	Keyboarding I	3
SE173	Keyboarding II	3
Total Degree Credits		92*

* Credit totals do not include Foundations of English III.
These courses may be required of some students based upon placement examinations.

This Degree Program is also offered Online.



MEDICAL ADMINISTRATIVE SUPPORT AAS DEGREE

MEDICAL TRANSCRIPTION EMPHASIS



Standard Length of Program • 6 Quarters **Full-Time**
• 9 Quarters **Part-Time**

- Career Opportunities** • Medical Transcriptionist
• Medical Secretary
• Director of Transcription
• Supervisor of Medical Transcription

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097 and/or B098.

Major and Core Courses

BU111	Introduction to Management	4
BU113	Introduction to Business	4
BU116	Customer Service	4
BU125	Business Mathematics	4
BU140	Proofreading/Editing	4
CP174	Microcomputers I	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE120	Introduction to Psychology	4
GE151	Economics	4
GE175	English Composition	4
GE176	History: Popular Culture and Social Change in America – Post World War II	4
MA109	Medical Terminology	4
MA120	Health Information Management	4
MA125	Basic Pharmacology	4
MA138	Medical Law & Ethics	4
MA140	Anatomy & Physiology	4
MA141	Medical Office Procedures	4
MA211	Medical Transcription I	2
MA212	Medical Transcription II	2
MA213	Medical Transcription III	2
MA215	Pathology I	4
MA216	Pathology II	4
SE172	Keyboarding I	3
SE173	Keyboarding II	3
SE174	Keyboarding III	3
Total Degree Credits		92*

* Credit totals do not include Foundations of English III.
These courses may be required of some students based upon placement examinations.

This Degree Program is also offered Online.



EXECUTIVE ADMINISTRATIVE ASSISTANT AAS DEGREE MEDICAL EMPHASIS

Standard Length of Program • 6 Quarters **Full-Time**
• 9 Quarters **Part-Time**

Career Opportunities • Medical Assistant • Nurse's Aid
• Medical Office Administrative Assistant

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097and/or B098.

Major and Core Courses

AC101	Accounting I	4
BU111	Introduction to Management	4
BU116	Customer Service	4
BU125	Business Mathematics	4
BU136	Professional Communications	4
CP174	Microcomputers I	3
CP287	Spreadsheet Applications	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE120	Introduction to Psychology	4
GE124	Speech	4
GE175	English Composition	4
GE176	History: Popular Culture and Social Change in America - Post World War II	4
MA109	Medical Terminology	4
MA138	Medical Law & Ethics	4
MA140	Anatomy & Physiology	4
MA141	Medical Office Procedures	4
MA204	Computerized Medical Billing	2
MA209	CPT Coding	4
MA210	Medical Coding & Reimbursement	2
MA211	Medical Transcription I	2
MA212	Medical Transcription II	2
MA215	Pathology I	4
MA216	Pathology II	4
SE172	Keyboarding I	3
SE173	Keyboarding II	3
SE174	Keyboarding III	3
Total Degree Credits		93*

* Credit totals do not include Foundations of English III.
These courses may be required of some students based upon placement examinations.

MEDICAL CODING DIPLOMA

Standard Length of Program • 4 Quarters **Full-Time**
• 5 Quarters **Part-Time**

Career Opportunities • Medical Coder

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097and/or B098.

Major and Core Courses

BU125	Business Mathematics	4
CP174	Microcomputers I	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE175	English Composition	4
MA109	Medical Terminology	4
MA140	Anatomy & Physiology	4
MA215	Pathology I	4
MA216	Pathology II	4
MA138	Medical Law & Ethics	4
MA204	Computerized Medical Billing	2
MA209	CPT Coding	4
MA210	Coding & Reimbursement	2
MA141	Medical Office Procedures	4
SE172	Keyboarding I	3
SE273	Keyboarding II	3
Total Medical Coding Diploma Credits		55*

* Credit totals do not include Foundations of English III.
These courses may be required of some students based upon placement examinations.

MEDICAL OFFICE SPECIALIST DIPLOMA

Standard Length of Program • 6 Quarters **Full-Time**
• 9 Quarters **Part-Time**

Career Opportunities • Ward Clerk • Station Secretary
• Medical Receptionist/Secretary

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097 and/or B098.

Major and Core Courses

AC101	Accounting I	4
BU116	Customer Service	4
BU125	Business Mathematics	4
BU136	Professional Communications	4
CP174	Microcomputers I	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE120	Introduction to Psychology	4
GE124	Speech	4
GE175	English Composition	4
MA109	Medical Terminology	4
MA138	Medical Law & Ethics	4
MA140	Anatomy & Physiology	4
MA141	Medical Office Procedures	4
MA215	Pathology I	4
MA216	Pathology II	4
MA211	Medical Transcription I	2
MA212	Medical Transcription II	2
SE172	Keyboarding I	3
SE173	Keyboarding II	3
SE174	Keyboarding III	3
Total Medical Office Specialist Diploma Credits		74*

* Credit totals do not include Foundations of English III.
These courses may be required of some students based upon placement examinations.

MEDICAL TRANSCRIPTION DIPLOMA

Standard Length of Program • 4 Quarters **Full-Time**
• 5 Quarters **Part-Time**

Career Opportunities • Medical Transcriptionist
• Medical Secretary
• Director of Transcription
• Supervisor of Medical Transcription

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097 and/or B098.

Major and Core Courses

BU136	Professional Communications	4
CP174	Microcomputers I	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE175	English Composition	4
MA109	Medical Terminology	4
MA138	Medical Law & Ethics	4
MA215	Pathology I	4
MA216	Pathology II	4
MA140	Anatomy & Physiology	4
MA211	Medical Transcription I	2
MA212	Medical Transcription II	2
SE172	Keyboarding I	3
SE173	Keyboarding II	3
SE174	Keyboarding III	3
WP228	WordPerfect	2
Total Medical Transcription Diploma Credits		52*

* Credit totals do not include Foundations of English III.
These courses may be required of some students based upon placement examinations.

Business.

You'll learn the skills you need to succeed in organizations that operate on the cutting edge of technology by interpreting financial statements, building databases, using interpersonal skills to interact with others and promoting high standards of customer service.

AAS Degrees	<i>Page</i>
Business Management	
Management Emphasis	30
Marketing and Sales Emphasis	30
Supply Chain Management Emphasis	31
Human Resource Management	31

Diploma	
Secretarial	32



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At Aakers I know I am receiving an excellent education. I'll be proud to have Aakers on my resume."

– EILEEN LARSON
Aakers College Student



Business. Choosing your future career.



Standard Length of Program • 6 Quarters **Full-Time**
 • 8 Quarters **Part-Time**
 • 8 Quarters **Online**

Career Opportunities • Office Manager • Executive Assistant
 • Senior Secretary • Office Administrator

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097 and/or B098.

Major and Core Courses

AC101	Accounting I	4
AC122	Accounting II	4
AC211	Payroll Accounting	4
AC238	Financial Statement Analysis	4
BU111	Introduction to Management	4
BU113	Introduction to Business	4
BU114	Business Ethics	4
BU116	Customer Service	4
BU125	Business Mathematics	4
BU130	Intro to HR Management	4
BU136	Professional Communications	4
BU221	Marketing	4
BU252	Entrepreneurship	4
CP174	Microcomputers I	3
CP287	Spreadsheet Applications	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE120	Introduction to Psychology	4
GE151	Economics	4
GE175	English Composition	4
GE176	History: Popular Culture and Social Change in America – Post World War II	4
LA125	Law I	4
LA225	Law II	4
SE172	Keyboarding I	3
WP225	Desktop Publishing	3
Total Degree Credits		94*

* Credit totals do not include Foundations of English III.
 These courses may be required of some students based upon placement examinations.

This Degree Program is also offered Online.



Standard Length of Program • 6 Quarters **Full-Time**
 • 8 Quarters **Part-Time**
 • 8 Quarters **Online**

Career Opportunities • Sales Representative
 • Marketing Assistant

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097 and/or B098.

Major and Core Courses

AC101	Accounting I	4
BU111	Introduction to Management	4
BU113	Introduction to Business	4
BU114	Business Ethics	4
BU115	Sales Techniques	4
BU116	Customer Service	4
BU118	E-Commerce	4
BU125	Business Mathematics	4
BU136	Professional Communications	4
BU155	Advertising Theory	4
BU210	Marketing Applications	4
BU215	Sales Applications	1
BU221	Marketing	4
CP174	Microcomputers I	3
CP287	Spreadsheet Applications	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE120	Introduction to Psychology	4
GE151	Economics	4
GE175	English Composition	4
GE176	History: Popular Culture and Social Change in America – Post World War II	4
LA125	Law I	4
LA225	Law II	4
SE172	Keyboarding I	3
WP225	Desktop Publishing	3
Total Degree Credits		93*

* Credit totals do not include Foundations of English III.
 These courses may be required of some students based upon placement examinations.

This Degree Program is also offered Online.



Standard Length of Program • 6 Quarters **Full-Time**
 • 8 Quarters **Part-Time**
 • 8 Quarters **Online**

Standard Length of Program • 6 Quarters **Full-Time**
 • 8 Quarters **Part-Time**

Career Opportunities • Office Manager • Executive Assistant
 • Senior Secretary • Office Administrator

Career Opportunities • Human Resource Assistant
 • Benefits Administrator

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097 and/or B098.

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097 and/or B098.

Major and Core Courses

AC101	Accounting I	4
BU111	Introduction to Management	4
BU113	Introduction to Business	4
BU114	Business Ethics	4
BU116	Customer Service	4
BU125	Business Mathematics	4
BU136	Professional Communications	4
BU141	Fundamentals of Purchasing	4
BU145	Warehouse Operations Management	4
BU221	Marketing	4
BU225	Introduction to Inventory Management	4
BU226	Import/Export Management	4
BU227	Introduction to Quality Management	4
CP174	Microcomputers I	3
CP287	Spreadsheet Applications	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE120	Introduction to Psychology	4
GE151	Economics	4
GE175	English Composition	4
GE176	History: Popular Culture and Social Change in America – Post World War II	4
LA125	Law I	4
LA225	Law II	4
SE172	Keyboarding I	3
WP225	Desktop Publishing	3
Total Degree Credits		94*

* Credit totals do not include Foundations of English III. These courses may be required of some students based upon placement examinations.

Major and Core Courses

AC101	Accounting I	4
AC211	Payroll Accounting	4
BU111	Introduction to Management	4
BU113	Introduction to Business	4
BU114	Business Ethics	4
BU116	Customer Service	4
BU125	Business Mathematics	4
BU130	Introduction to Human Resource Management	4
BU131	Human Resource Management Principles	4
BU132	Employment Law	4
BU133	Compensation and Benefits	4
BU134	Training and Development	4
BU135	OSHA and Security	4
BU136	Professional Communication	4
BU221	Marketing	4
CS100	Career Skills	2
CS120	Success Strategies	4
CP174	Microcomputers I	3
GE120	Introduction to Psychology	4
GE124	Speech	4
GE175	English Composition	4
GE176	History: Popular Culture and Social Change In America – Post World War II	4
LA125	Law I	4
SE111	Office Procedures	4
SE172	Keyboarding I	3
Total Degree Credits		92*

* Credit totals do not include Foundations of English III. These courses may be required of some students based upon placement examinations.

This Degree Program is also offered Online.

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SECRETARIAL DIPLOMA

Standard Length of Program • 4 Quarters **Full-Time**
• 5 Quarters **Part-Time**

Career Opportunities • Station Secretary • Receptionist/Secretary
• Administrative Assistant

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097 and/or B098.

Major and Core Courses

AC101	Accounting I	4
BU116	Customer Service	4
BU125	Business Mathematics	4
BU136	Professional Communications	4
CP174	Microcomputers I	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE120	Introduction to Psychology	4
GE124	Speech	4
GE175	English Composition	4
SE111	Office Procedures	4
SE172	Keyboarding I	3
SE173	Keyboarding II	3
SE174	Keyboarding III	3
WP225	Desktop Publishing	3
WP228	WordPerfect	2
Total Secretarial Diploma Credits		54*

* Credit totals do not include Foundations of English III.
These courses may be required of some students based upon placement examinations.



“The faculty and staff are extremely polite and friendly. They always have smiles on their faces and make you feel welcome.”

– JEN BEMMAN
Aakers College Student

Legal and Government.

Examine how the legal process works, from law enforcement to the courts, and through the corrections system. You'll study the history and development of the criminal justice system and its effect on society.

AAS Degrees	<i>Page</i>
Criminal Justice	34
Executive Administrative Assistant	
Government Emphasis	34
Legal Emphasis	35

Diploma	
Legal Office Specialist	35



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Indicates the program is available fully online.

“Aakers is student-focused and program specific. The program is designed with many built-in measures to facilitate student success and content mastery.”

– *CARIE ANN POTENZA*
Criminal Justice Program Coordinator

M.A., Rutgers University
B.A., University of Albany

Legal and Government. Choosing your future career.



Standard Length of Program • 6 Quarters **Full-Time**
 • 8 Quarters **Part-Time**
 • 8 Quarters **Online**

Career Opportunities • Corrections Officer • Court Clerk
 • Probation Support Specialist
 • Security Professional • Juvenile Specialist

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097and/or B098.

Major and Core Courses

BU125	Business Mathematics	4
BU136	Professional Communication	4
CP174	Microcomputers I	3
CS100	Career Skills	2
CS120	Success Strategies	4
CJ100	Introduction to Criminal Justice	4
CJ104	Introduction to Homeland Security	4
CJ108	Terrorism	4
CJ120	Criminal Law and Procedures	4
CJ130	Drugs and Crime	4
CJ202	Introduction to Corrections	4
CJ204	Policing in America	4
CJ206	Ethics in Criminal Justice	4
CJ210	Homeland Security Law	4
CJ212	Security Challenges	4
CJ214	Domestic Violence	4
CJ220	Juvenile Justice	4
CJ222	Criminology	4
CJ230	Contemporary Issues in Criminal Justice	4
GE120	Introduction to Psychology	4
GE151	Economics	4
GE170	Introduction to Sociology	4
GE175	English Composition	4
GE176	History: Popular Culture and Social Change in America – Post World War II	4
Total Degree Credits		93*

* Credit totals do not include Foundations of English III.
 These courses may be required of some students based upon placement examinations.

This Degree Program is also offered Online.

Standard Length of Program • 6 Quarters **Full-Time**
 • 9 Quarters **Part-Time**

Career Opportunities • Municipal Clerk • Court Clerk
 • Legal Secretary • License Clerk

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097and/or B098.

Major and Core Courses

AC101	Accounting I	4
BU111	Introduction to Management	4
BU116	Customer Service	4
BU120	Introduction to Government	4
BU122	State and Local Government	4
BU125	Business Mathematics	4
BU136	Professional Communication	4
CP174	Microcomputers I	3
CP286	Microcomputers II	3
CP287	Spreadsheet Applications	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE120	Introduction to Psychology	4
GE124	Speech	4
GE175	English Composition	4
GE176	History: Popular Culture and Social Change In America – Post World War II	4
LA125	Law I	4
LA129	Legal Terminology I	4
LA225	Law II	4
LA227	Legal Office Procedures	2
SE115	Meeting Management	4
SE172	Keyboarding I	3
SE173	Keyboarding II	3
SE174	Keyboarding III	3
SE282	Legal Document Processing & Transcription	3
WP225	Desktop Publishing	3
WP228	WordPerfect	2
Total Degree Credits		94*

* Credit totals do not include Foundations of English III.
 These courses may be required of some students based upon placement examinations.

Choosing your future career. Legal and Government.



EXECUTIVE ADMINISTRATIVE ASSISTANT AAS DEGREE LEGAL EMPHASIS

Standard Length of Program • 6 Quarters **Full-Time**
• 9 Quarters **Part-Time**

Career Opportunities • Senior Legal Secretary
• Legal Office Administrator

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097and/or B098.

Major and Core Courses

AC101	Accounting I	4
AC220	Computer Integrated Accounting	3
BU111	Introduction to Management	4
BU114	Business Ethics	4
BU116	Customer Service	4
BU125	Business Mathematics	4
BU136	Professional Communication	4
CP174	Microcomputers I	3
CP286	Microcomputers II	3
CP287	Spreadsheet Applications	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE120	Introduction to Psychology	4
GE124	Speech	4
GE175	English Composition	4
GE176	History: Popular Culture and Social Change In America – Post World War II	4
LA125	Law I	4
LA129	Legal Terminology	4
LA225	Law II	4
LA227	Legal Office Procedures	2
SE111	Office Procedures	4
SE172	Keyboarding I	3
SE173	Keyboarding II	3
SE174	Keyboarding III	3
SE282	Legal Document Processing & Transcription	3
WP225	Desktop Publishing	3
WP228	WordPerfect	2
Total Degree Credits		93*

* Credit totals do not include Foundations of English III.
These courses may be required of some students based upon placement examinations.

LEGAL OFFICE SPECIALIST DIPLOMA

Standard Length of Program • 5 Quarters **Full-Time**
• 7 Quarters **Part-Time**

Career Opportunities • Legal Secretary • Secretary

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097and/or B098.

Major and Core Courses

AC101	Accounting I	4
BU116	Customer Service	4
BU125	Business Mathematics	4
BU136	Professional Communications	4
CP174	Microcomputers I	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE120	Introduction to Psychology	4
GE124	Speech	4
GE175	English Composition	4
LA125	Law I	4
LA129	Legal Terminology	4
LA227	Legal Office Procedures	2
SE111	Office Procedures	4
SE172	Keyboarding I	3
SE173	Keyboarding II	3
SE174	Keyboarding III	3
SE282	Legal Document Processing & Transcription	3
WP225	Desktop Publishing	3
WP228	WordPerfect	2
Total Legal Office Specialist Diploma Credits		68*

* Credit totals do not include Foundations of English III.
These courses may be required of some students based upon placement examinations.

Technology. Choosing your future career.

Technology.*

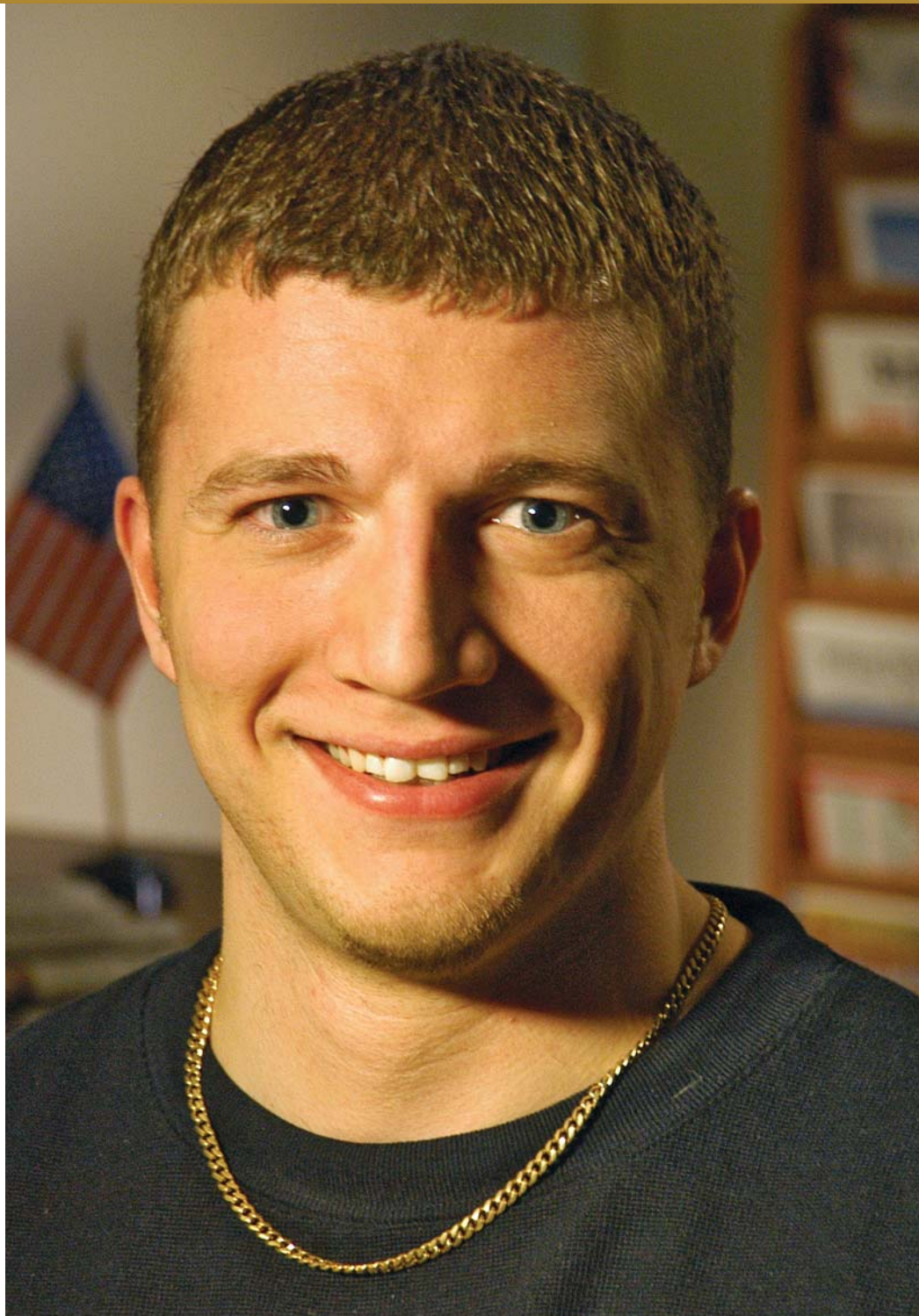
Learn to install, manage and monitor computer network operating systems; build and troubleshoot computer hardware, and study fundamental networking and computer concepts as they apply to information technology.

AAS Degree	Page
Network Support Specialist	37

Diploma

Network Support Technician	37
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* FARGO CAMPUS ONLY



“ I feel like I’ll have no problem finding good employment thanks to the great programs and instructors at Aakers.”

– RYAN HARTL, Aakers Student



NETWORK SUPPORT SPECIALIST AAS DEGREE

Standard Length of Program • 9 Quarters **Part-Time**

- Career Opportunities** • Network Support Specialist
• Helpdesk Technician
• Internet Application Technician
• Network Control Operator

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097 and/or B098.

Major and Core Courses

AC101	Accounting I	4
BU113	Introduction to Business	4
BU114	Business Ethics	4
BU116	Customer Service	4
BU125	Business Mathematics	4
CP174	Microcomputers I	3
CP290	Excel/Access	3
CP292	Word/PowerPoint	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE120	Introduction to Psychology	4
GE124	Speech	4
GE175	English Composition	4
GE176	History: Popular Culture and Social Change in America – Post World War II	4
LA125	Law I	4
NS112	Windows Clients	3
NS113	Network Plus	4
NS120	PC Hardware & Software I	3
NS220	PC Hardware & Software II	3
NS224	Linux Administration	3
NS228	Internet Browsing & Publishing	3
NS230	Novell NetWare	3
NS240	Windows Server	3
NS244	Windows Network Infrastructure	3
NS245	Windows Directory Services	3
NS246	Project Planning and Documentation	4
SE172	Keyboarding I	3
Total Degree Credits		93*

* Credit totals do not include Foundations of English III.
These courses may be required of some students based upon placement examinations.

FARGO CAMPUS ONLY

NETWORK SUPPORT TECHNICIAN DIPLOMA

Standard Length of Program • 6 Quarters **Part-Time**

- Career Opportunities** • Network Technician
• Network Control Operator

Foundation Courses

Number	Course	Credits
B097	Foundations of English I	4
B098	Foundations of English II	4

Students must either demonstrate mastery of the subject matter in Foundation Courses through a COMPASS placement exam or by successful completion of B097 and/or B098.

Major and Core Courses

CP174	Microcomputers I	3
CP290	Excel/Access	3
CP292	Word/PowerPoint	3
CS100	Career Skills	2
CS120	Success Strategies	4
GE175	English Composition	4
NS112	Windows Clients	3
NS113	Network Plus	4
NS120	PC Hardware & Software I	3
NS220	PC Hardware & Software II	3
NS228	Internet Browsing & Publishing	3
NS230	Novell NetWare	3
NS240	Windows Server	3
NS244	Windows Network Infrastructure	3
NS245	Windows Directory Services	3
NS246	Project Planning & Documentation	4
SE172	Keyboarding I	3
Total Network Support Technician Diploma Credits		54*

* Credit totals do not include Foundations of English III.
These courses may be required of some students based upon placement examinations.

FARGO CAMPUS ONLY

Accounting

Accounting AAS Degree with Financial Accounting, Banking and Finance, or Forensic Accounting Emphasis

Graduates of this program will have acquired knowledge in the function of the accounting cycle, computer operations, management, and business, and have critical thinking skills. The history and development of the modern accounting practice will have evolved and graduates will value the skills that allow them to obtain a position in public accounting, corporate accounting, banking, or management.

Managerial Accounting Diploma

Students in this program will learn to combine accounting and practical management skills. Graduates will know and understand basic accounting practices and management techniques. Graduates will value the skills that allow them to obtain a managerial accounting position.

Allied Health Programs

Medical Administrative Support AAS Degree with Medical Coding or Medical Transcription Emphasis

Graduates with the medical coding emphasis have learned to code health care data using ICD and CPT coding principles; they will navigate a health record and abstract information necessary to correctly code the medical information using medical terminology and computer software. Graduates with the medical transcription emphasis have learned to transcribe a variety of medical documents, to adapt to varying medical report formats and to communicate effectively with the health care team. Graduates know the correct use of medical terminology and computer software. Graduates with either emphasis value ethical and professional behavior in the workplace and the confidentiality of patient information.

Executive Administrative Assistant AAS Degree with Medical Emphasis

Students in this program will acquire skills to communicate effectively with clients, to keyboard executive correspondence and perform accounting duties. The graduates will know the complexities of the business environment and the responsibilities needed to efficiently manage an office. They will value the skills necessary to interact with co-workers and clients.

Medical Office Specialist Diploma

Students in this program will learn the importance of the operation of a medical organization including clinical, hospital settings and specialized private practices. Graduates will understand medical terminology and medical office procedures combined with business and clerical skills. They will value the ability to perform multiple skills in a medical environment.

Medical Coding Diploma

Medical Coding students will gain knowledge of coding health care data using ECD and CPT coding principles. The student will know and demonstrate navigation of a health record and be able to abstract information necessary to accurately code medical information. The graduate of this program will be employed within the business environment of healthcare facilities.

Medical Transcription Diploma

Students in this program will gain the knowledge necessary to transcribe a wide variety of medical documents, to adapt to varying medical report formats, to use transcription equipment effectively, and to communicate effectively with the health care team. Graduates of this program will value the importance of skills, accuracy and confidentiality necessary in the transcription of medical documents.

Business

Business Management AAS Degree with Management, Marketing and Sales, or Supply Chain Management Emphasis

Graduates of this program know and understand major concepts in management, human resources, marketing, and customer service and have the ability to interpret financial data. Depending on emphasis chosen, students will develop an understanding in the areas of marketing and sales or management and will also develop communication, problem-solving and decision-making skills necessary in business. Students will acquire skills in word processing, spreadsheet creation, database management and presentation software. Graduates will be valued as understanding the importance of conducting business ethically and appreciating the importance of diversity in the workplace.

Human Resource Management AAS Degree

The objective of this program is to provide the student with the skills to enter the field of Human Resource Management. Human Resources professionals recruit, screen and hire prospective employees, develop and execute orientation and training programs for employees, and maintain employee information.

Secretarial Diploma

The objective of this program is to provide students with knowledge of marketable business skills-computer and administrative. The program equips students with the ability to utilize information processing skills along with math skills. The value of professional communication skills and customer service is emphasized in order for the graduate to effectively perform in the business environment.

Legal and Government

Criminal Justice AAS Degree

Graduates of this degree program learn to examine how the legal process works from law enforcement, to the courts, homeland security, and through the corrections system. They know the history and development of the criminal justice system and its effect on society. Students value the ability to think critically about the issues related to the future of criminal justice including juvenile justice, corrections, and security.

Executive Administrative Assistant AAS Degree with Government or Legal Emphasis

Students in this program will acquire skills to communicate effectively with clients, to keyboard executive correspondence and perform accounting duties. The graduates will know the complexities of the business environment and the responsibilities needed to efficiently manage an office. They will value the skills necessary to interact with co-workers and clients.

Legal Office Specialist Diploma

Students in this program will learn basic legal skills necessary for legal office operation including points of business and consumer-based law creation, maintenance and the processing of legal documents. Graduates will embrace the value their responsibility plays in the overall realm of legal office functions.

Technology

Network Support Specialist AAS Degree

Graduates of this program will have acquired knowledge in and understand the management and operation of computer networks. Students will acquire skills to use software applications, to diagnose hardware and to support end-users. Business network solutions will be explored and graduates will be valued for the open communication and collaboration throughout the network solution process.

Network Support Technician Diploma

The overall objective of the program is to train individuals to oversee computer networks, install and monitor computer hardware and software, and instruct users on computer applications and operations.

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement of skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory has the credit equivalency of one hour of lecture. The majority of four-credit lecture courses are scheduled with more than the 40 hours listed to allow for additional instruction and practice. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Dean or Campus Director.

Credit Definition

Credit Hour - The unit by which an institution may measure its coursework. The number of credit hours assigned to a course is usually defined by a combination of the number of hours per week in class, laboratory, and/or externship, multiplied by the number of weeks in the term. One unit of credit is usually equivalent to, at a minimum, one hour of classroom study, two hours of laboratory study, or a combination of the two, multiplied by the number of weeks in a quarter.

One quarter credit is awarded for each:

- 10 clock hours of lecture
- 20 clock hours of laboratory

Clock Hour - A clock hour or class period is 50 minutes of instruction.

How to read course descriptions

Course description numbers that fall below 100 are considered developmental courses. Course description numbers that range from 100-199 are considered entry level courses. Course description numbers that are above 200 are considered to be more advanced courses and may function as second-year courses or capstone courses.

- AC - Accounting
- BU - Business
- CJ - Criminal Justice
- CP - Computers
- GE - General Education
- LA - Legal
- MA - Medical
- NS - Network
- SE - Secretarial/Office Administration
- WP - WordPerfect/Publishing

Choosing your future career. Synopsis of Subjects.

AC101 Accounting I – 4 Quarter Credit Hours

This course covers fundamental principles of accounting as they relate to a proprietorship for both service and merchandising enterprises. The course includes the study of basic accounting procedures beginning with business transactions and continuing through journal and ledger entries, adjusting and closing entries, and preparation of financial statements.

AC110 Insurance – 4 Quarter Credit Hours

The structure and regulation of the insurance industry will be studied. Basic insurance lines will be covered.

AC122 Accounting II – 4 Quarter Credit Hours

The student is introduced to the study of individual account classifications including cash, receivables, and temporary investments, inventories, plant assets, current liabilities, payroll, and concepts/principles.

Prerequisite: Accounting I

AC123 Accounting III – 4 Quarter Credit Hours

This course is a study of financial reporting for corporations including corporate organization, stockholders' equity, earnings, and dividends. Other topics include investments in stock and the preparation of cash flow statements.

Prerequisite: Accounting II

AC211 Payroll Accounting – 4 Quarter Credit Hours

The focus of this course is on the manual and computerized system of the paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.

Prerequisite: Accounting I

AC212 Introduction to Banking – 4 Quarter Credit Hours

This course will study the history and structure of banking and the Federal Reserve System. Types of services provided by financial institutions will be studied in detail.

Prerequisite: Accounting I

AC220 Computer Integrated Accounting – 3 Quarter Credit Hours

This course applies computer technology to fundamental accounting principles. Using computer accounting software, the student will set up, maintain, and record transactions involving the general ledger, invoicing, cash receipts, accounts payable/receivable, and fixed assets.

Prerequisites: Accounting I & Microcomputers I

AC221 Cost Accounting – 4 Quarter Credit Hours

Cost accounting fundamentals, terms, and procedures are introduced as they relate to job-order cost systems. Also included are study of budgets and standards and an analysis of cost-volume-profit relationships.

Prerequisite: Accounting II

AC233 Income Tax – 4 Quarter Credit Hours

This course is a study of income tax laws as they relate to individuals and sole proprietorships. Returns and problems are used to help the student understand and apply the laws.

Prerequisites: Accounting I

AC236 Auditing – 4 Quarter Credit Hours

This course is a study of the methods and procedures used to identify misstatements, verify completeness, and the accuracy of the accounting department. Topics may include accountant responsibility, methods of audit procedures, attestation services and internal audit procedures and technology auditing. Prerequisite: Accounting II

AC238 Financial Statement Analysis – 4 Quarter Credit Hours

This course introduces the student to the study of financial statement analysis including interpreting and analyzing accounting data and examining financial statements.

Prerequisites: Accounting II, Microcomputers I

AC239 Lending – 4 Quarter Credit Hours

This course covers the fundamental procedures used by consumer lenders. Topics will include consumer loan servicing, loan documentation, lien searches, and the functions of the Uniform Commercial Code.

Prerequisite: Introduction to Banking

AC241 Intermediate Accounting I – 4 Quarter Credit Hours

The study of accounting principles is expanded with a more comprehensive study of financial statements as well as the study of individual accounts, in depth, beginning with cash and continuing through temporary investments and receivables. Prerequisite: Accounting II

AC242 Intermediate Accounting II – 4 Quarter Credit Hours

The in-depth study of accounting principles includes a study of individual accounts including inventories, non-current operating assets, long term investments, liabilities, and owner's equity. Also studied are the complexities of revenue recognition and accounting for leases.

Prerequisite: Intermediate Accounting I

AC243 Fraud Examination I – 4 Quarter Credit Hours

This course will introduce students to the field of fraud examination/forensic accounting. Students will gain a general understanding of accounting, auditing, and fraud investigative skills. Prerequisites: Law I, Auditing

AC244 Fraud Examination II – 4 Quarter Credit Hours

This course will reinforce the student's basic understanding of fraud examination/forensic accounting. The course will expand to areas of occupational fraud, criminology, and ethics. Students will explore methods of fraud detection, investigation, and prevention and detection of financial statement fraud. Prerequisite: Fraud Examination I

AC251 Governmental and Fund Accounting – 4 Quarter Credit Hours

This course is a study of accounting principles as they apply to governmental organizations and nonprofit entities.

Prerequisite: Accounting II

BU097 Foundations of English I – 4 Quarter Credit Hours

This foundation course emphasizes grammar usage, basic punctuation, and sentence structure. Prerequisite: Placement determined by COMPASS assessment score.

BU098 Foundations of English II – 4 Quarter Credit Hours

This course emphasizes mastery of grammar and punctuation usage, paragraph structure and strategy. Prerequisite: COMPASS placement score or a grade of "S" in Foundations of English I.

BU111 Introduction to Management – 4 Quarter Credit Hours

This course is an introduction to the environment of business, business terminology, and theories of management.

BU113 Introduction to Business – 4 Quarter Credit Hours

The purpose of this course is to help the student acquire a good comprehension of how the free enterprise system works. The many aspects of business organization, production, human resources, marketing, and finance are studied.

BU114 Business Ethics – 4 Quarter Credit Hours

This course will introduce students to philosophical theories of ethics as they relate to business. Current ethical issues in business will be studied with an emphasis on understanding ethical development and the integration of ethical values into business.

BU115 Sales Techniques – 4 Quarter Credit Hours

This is an introductory course in sales emphasizing the principles and practices of a professional salesperson. The course will focus on the information, skills, and activities necessary for success in today's marketplace.

BU116 Customer Service – 4 Quarter Credit Hours

This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include problem solving, developing customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction.

BU118 E-Commerce – 4 Quarter Credit Hours

This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of e-commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of e-business.

BU120 Introduction to Government – 4 Quarter Credit Hours

This course introduces the basic concepts of the political process such as democracy and Constitutional government. The structural relationships of the national government will be examined.

BU122 State and Local Government – 4 Quarter Credit Hours

This course will introduce the Constitutional inter-relationship of national, state, and local governments. Special emphasis will be placed on the powers and functions of the various branches of state and local governments.

BU125 Business Mathematics – 4 Quarter Credit Hours

This course is a study of the fundamentals of mathematics used in business including the following areas: calculators, multiplication, division, fractions, decimals, markup, markdown, percentage, discounts, interest, wages, and payroll.

BU130 Introduction to Human Resource Management – 4 Quarter Credit Hours

This course is an introduction to the management of employees and the importance of communication at all levels within a business from a human resources viewpoint. An overview of administration of employee benefits, interviewing techniques, and employment guidelines will be discussed.

BU131 Human Resource Management Principles – 4 Quarter Credit Hours

This course focuses on the management of employees. Topics to be discussed include employee/labor relations, organizational development and team building, job analysis, and the recruitment process (job descriptions, postings, employment ads, interviewing techniques, applicant evaluation techniques, legal requirements, reference checking, and orientation.)

Synopsis of Subjects. Choosing your future career.

BU132 Employment Law – 4 Quarter Credit Hours

This course is an introduction to state and federal laws related to employment and the responsibilities required of organizations. It will also cover basic information and understanding of the need for human resources policies, types of policies, and the process of policy formation.

BU133 Compensation and Benefits – 4 Quarter Credit Hours

This course focuses on information pertaining to the various types of benefits that are typically offered by employers for their employees. In addition, the course will cover employee compensation and related federal laws.

BU135 OSHA and Security – 4 Quarter Credit Hours

The Occupational Safety & Health Act of 1970 ensures a safe working environment for all employees. Topics of discussion will include ergonomics, safety and compliance, laws and regulations, worker's compensation, risk management, accident reporting, and security in the workplace.

BU136 Professional Communication – 4 Quarter Credit Hours

This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments. Prerequisite: A grade of "S" in Foundations of English II or placement determined by COMPASS assessment score.

BU140 Proofreading/Editing – 4 Quarter Credit Hours

This course provides instruction and practice to improve proofreading and editing skills. Students will detect and correct errors in capitalization, content, format, grammar, keyboarding, number usage, punctuation, spelling, word division and word usage.

BU141 Fundamentals of Purchasing – 4 Quarter Credit Hours

Students will follow the purchasing cycle from its inception through bid solicitation, proposal receipt, evaluation, negotiation, and contract. Students will study the development and implementation of a successful purchasing strategy, selection of suppliers, and negotiation techniques.

BU145 Warehouse Operations Management – 4 Quarter Credit Hours

Students will be introduced to the planning that maximizes the effective use of space, equipment and labor to manage warehouse operations.

BU155 Advertising Theory – 4 Quarter Credit Hours

Theory, principles, and functions of advertising including its role and its social and economic structure are included in this course. Newspapers, magazines, radio, and television are reviewed as advertising media.

BU210 Marketing Applications – 4 Quarter Credit Hours

This course is designed to provide the opportunity to use professional methods learned in Marketing with the practical application of product knowledge and marketing presentation development. Prerequisites: Marketing, Microcomputers I

BU215 Sales Applications – 1 Quarter Credit Hour

This course is designed to provide the opportunity to use professional methods learned in Sales Techniques with the practical application of product knowledge and sales presentation development. Prerequisite: Sales Techniques

BU221 Marketing – 4 Quarter Credit Hours

This course studies marketing from many different levels including consumers' everyday life purchases to the buying and selling process of large corporations. It also encompasses the past, present, and future economic conditions using current events and case simulations to put marketing objectives into practice.

Prerequisite: Introduction to Business

BU225 Introduction to Inventory Management – 3 Quarter Credit Hours

Students will concentrate on daily-use inventory concepts by addressing replenishment strategies, managing the physical and monetary value of inventory, calculation of quantities, analyzing and remedying dysfunction along with legal obligations and managing emergencies.

Prerequisite: Microcomputers I

BU226 Import/Export Management – 4 Quarter Credit Hours

This course will offer students information relating to the documentation and processing of imports and exports. Computer software will be utilized to enhance a clear understanding of the process.

Prerequisite: Microcomputers I

BU227 Introduction to Quality Management – 4 Quarter Credit Hours

Students will study the methods to design and implement a functioning environmental management system that meets the ISO standards. Students will learn how to identify the environmental aspects and impacts of the operation and address them with specific job functions in areas including cost accounting and purchasing.

Prerequisite: Introduction to Management

BU252 Entrepreneurship – 4 Quarter Credit Hours

Using real-life applications and examples from successful business people, this class offers competency-based instruction to guide students through the steps of developing a business plan for a new small business.

Prerequisite: Introduction to Business

CJ100 Introduction to Criminal Justice – 4 Quarter Credit Hours

This is an introductory course designed to familiarize students with the facets of the criminal justice system, the sub-systems and how they interrelate. Students are introduced to various legal concepts especially the structure and operation of America's court systems.

CJ104 Introduction to Homeland Security – 4 Quarter Credit Hours

This course provides an introduction to the philosophical, historical and multidisciplinary challenges of Homeland Security. This course includes a review of the driving forces that resulted in the creation of the current Department of Homeland Security.

Prerequisite: Introduction to Criminal Justice

CJ108 Terrorism – 4 Quarter Credit Hours

Students in this course will receive an in-depth overview of terrorism, both domestic and international. (This course is designed to provide students the necessary skills to recognize acts of terrorism and gain insight into terrorists' perceptions and motivations.) The course will touch on the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad. Students will examine the necessary effort of planning preparedness within the governmental regulatory framework. Students will come to understand and appreciate the complexities of community and national disaster relief procedures, including combating weapons of mass destruction and cyber-terrorism.

Prerequisite: Introduction to Criminal Justice

CJ120 Criminal Law and Procedures – 4 Quarter Credit Hours

This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined.

Prerequisite: Introduction to Criminal Justice

CJ130 Drugs and Crime – 4 Quarter Credit Hours

The course will focus on the physical, psychological, and sociological aspects of drug and alcohol abuse. Treatment and prevention of abuse will be explored. In addition, policy implications of drug use and the criminal justice system response will be analyzed. An overview of the theories of use, drug business, and drug law enforcement will be explored. Such recent developments as "club drugs", inhalants, herbal stimulants, and designer drugs will also be discussed.

Prerequisite: Introduction to Criminal Justice

CJ202 Introduction to Corrections – 4 Quarter Credit Hours

This is a general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined.

Prerequisite: Introduction to Criminal Justice

CJ204 Policing in America – 4 Quarter Credit Hours

This course utilizes a historical perspective to examine policing from its inception to law enforcement in modern American society.

Prerequisite: Introduction to Criminal Justice

CJ206 Ethics in Criminal Justice – 4 Quarter Credit Hours

This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in the criminal justice arena, but also of how sound moral decisions are made in response to them.

Prerequisite: Introduction to Criminal Justice

CJ210 Homeland Security Law – 4 Quarter Credit Hours

The United States government is reorganizing and changing its laws to increase domestic security. This course will include an overview of homeland security laws and regulations, public safety requirements and policies, privacy rights in the context of security concerns, human resource issues, organizational structure, and management priorities. Discussion and analysis of how these changes impact the American criminal justice system since the events of 9/11 is a focus. Also included is a comprehensive overview for business, industry, and government of the issues raised by public laws and the new regulatory framework.

Prerequisite: Introduction to Homeland Security

CJ212 Security Challenges – 4 Quarter Credit Hours

This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security. Prerequisite: Introduction to Criminal Justice

Choosing your future career. Synopsis of Subjects.

CJ214 Domestic Violence – 4 Quarter Credit Hours

This course examines violence in the family; social and legal relations within families; theories and solution on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide.

Prerequisite: Introduction to Criminal Justice

CJ220 Juvenile Justice – 4 Quarter Credit Hours

An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment. Prerequisite: Introduction to Criminal Justice

CJ222 Criminology – 4 Quarter Credit Hours

This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime and the various techniques for measuring the amounts and characteristics of crime and criminals.

Prerequisite: Introduction to Criminal Justice

CJ230 Contemporary Issues in Criminal Justice – 4 Quarter Credit Hours

The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected.

Prerequisite: Introduction to Criminal Justice.

Students must be enrolled in the Criminal Justice AAS Degree program and in their last or second to last quarter.

CP174 Microcomputers I – 3 Quarter Credit Hours

This course is designed to provide basic skills in operating personal computers including a general introduction to the Windows operating system, word processing, electronic spreadsheet, database management and graphic capabilities using Microsoft Office (Word, Excel, Access & PowerPoint).

CP286 Microcomputers II – 3 Quarter Credit Hours

This course reviews Microsoft Windows 2000 Professional, works with advanced word processing through Word, explores advanced spreadsheet and graphic capabilities through Excel and advanced database applications through Access. Prerequisite: Microcomputers I

CP287 Spreadsheet Applications – 3 Quarter Credit Hours

This course covers the use of computerized spreadsheet applications. Topics include basic spreadsheet skills, development of a worksheet, changing the appearance of a worksheet, formulas and advanced printing, graphics, and linking and consolidating worksheets.

Prerequisite: Microcomputers I

CP290 Excel/Access – 3 Quarter Credit Hours

This course teaches the power of spreadsheet applications and database administration. Excel and Access are designed to manipulate data and generate reports.

Prerequisite: Microcomputers I

CP292 Word/PowerPoint – 3 Quarter Credit Hours

This course investigates the advanced applications of word processing and covers the creation of presentations using PowerPoint. Prerequisite: Microcomputers I

CS100 Career Skills – 2 Quarter Credit Hours

This course is designed to study the personal strengths and professional attributes necessary for a successful career. The student will assemble a complete portfolio including resume and references, letters of application and appreciation, application forms, documentation of work and educational history and the demonstration of skills through examples of work, an in-depth study of self-marketing, business responsibility and job interviewing techniques. The student will participate in informational and mock interviews.

CS120 Success Strategies – 4 Quarter Credit Hours

This course is designed to be an interactive process in which the student develops an effective and positive approach to academic life. Success Strategies will empower the student to make positive changes in their beliefs, habits, and attitudes.

GE120 Introduction to Psychology – 4 Quarter Credit Hours

This course will introduce students to the scientific study of human behavior. Course topics will include the following: heredity and environment, development of the individual, motivation, emotion, perception, personality and abnormal behavior.

GE124 Speech – 4 Quarter Credit Hours

This course is a study in oral communication. Students will learn the basics of successful oral communications in a wide variety of situations, including oral presentations, telephone etiquette and group settings. Students will enhance listening skills and learn the basics of constructions and presenting a sound argument.

GE151 Economics – 4 Quarter Credit Hours

This course studies economics as it applies to the free enterprise system under a capitalist government. Both descriptive and analytical methods are used to help understand the historical background of economics and the political and social effects of economics.

GE175 English Composition – 4 Quarter Credit Hours

Through writing, reading and discussion, students will learn to communicate effectively. Emphasis is on the basic principles of academic writing: focus, unity development, and coherence. These principles are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students' grammar, punctuation and usage skills. Students will synthesize reading, writing, and thinking. Prerequisite: A grade of "S" in Foundations of English II or placement determined by COMPASS assessment score.

GE176 History: Popular Culture and Social Change in America-Post World War II – 4 Quarter Credit Hours

This course will explore the ways in which popular culture represented and mediated conflicts and tensions following World War II. Issues of gender and family relationships, as well as class and racial politics will be discussed. The role of television in the new suburban family and the role Hollywood films played in popular culture will be examined.

LA125 Law I – 4 Quarter Credit Hours

This course is a study of the fundamentals of law. This includes study of the American legal system, forms of conflict resolution, torts, contracts, and criminal law.

LA129 Legal Terminology – 4 Quarter Credit Hours

This course is a study of terms used in the legal profession including instruction in civil and criminal law, the judicial system (discovery, trial, and appellate processes), arbitration, and methods of researching citations. Spelling, pronunciation, definition, and research and use of legal and Latin terms will be emphasized.

LA225 Law II – 4 Quarter Credit Hours

This course is a continuation of the study of the fundamentals of the legal system. Areas of study include, but are not limited to, forms of business organizations, property law, wills, trust, estate planning, bankruptcy, creditor and debtor relationships, and commercial paper. Prerequisite: Law I

LA227 Legal Office Procedures – 2 Quarter Credit Hours

This course is a study of the structure and functions of the law office. Included will be the theoretical and practical aspects of the practice of law. Students will study the legal office profession, communication and legal recordkeeping.

MA109 Medical Terminology – 4 Quarter Credit Hours

Students will acquire a solid foundation in the vocabulary utilized in the medical field. Students will apply this terminology as they study basic human body systems. The study of these terms extends their understanding of new vocabulary encountered in this and subsequent courses. A "Build-a-word" concept will be utilized and expanded throughout this course.

MA120 Health Information Management – 4 Quarter Credit Hours

This course includes instruction on different aspects of health information management including healthcare delivery systems, health information management professions, healthcare settings, patient records, and healthcare data collection. The course will provide information pertinent to allied health professionals.

MA130 Medical Insurance – 4 Quarter Credit Hours

This course is designed to help with the understanding of the reimbursement process. Emphasis will focus on several types of insurance coverage available in the United States, compliance policies, and assist in increasing the knowledge needed to work as a coding and billing specialist.

MA138 Medical Law & Ethics – 4 Quarter Credit Hours

Professional attitudes and medical law and ethics are studied so that the student is aware of the basic legal relationships between physician and patient and the nature of the medical worker's responsibility with regard to those relationships.

MA140 Anatomy & Physiology – 4 Quarter Credit Hours

This course provides an overview of human biology, anatomy, and wellness concepts.

MA141 Medical Office Procedures – 4 Quarter Credit Hours

This course will introduce students to the medical office environment. The course is designed to instruct students in communication and office skills including information dealing with managing medical records, coordinating insurance payments, scheduling appointments, filing and other skills necessary to efficiently manage a medical office.

MA204 Computerized Medical Billing – 2 Quarter Credit Hours

This course is designed to familiarize the student with the use of computers in the medical office. Medical administrative software will be introduced and the student will learn to input patient information, schedule appointments, and handle billing. Prerequisite: Microcomputers I or Keyboarding I

Synopsis of Subjects. Choosing your future career.

MA209 CPT Coding – 4 Quarter Credit Hours

The focus of this class is to learn the rules that apply to the use of the codes in the CPT (Current Procedural Terminology). Using PowerPoint, discussion and actual procedures, the student will gain the knowledge necessary to accurately code medical procedures. Prerequisite: Medical Terminology or Anatomy & Physiology

MA210 Medical Coding & Reimbursement – 2 Quarter Credit Hours

This course will involve the use of the diagnostic codes listed in the ICD-9 (International Classification of Diseases) that are necessary in the processing of medical claims to insurance companies. It will also have an overview of third-party reimbursements issues, DRGs (Diagnosis Related Groups) and other related issues involving Medicare and insurance companies.

MA211 Medical Transcription I – 2 Quarter Credit Hours

The student will transcribe medical histories, physical examinations, and other medical reports from transcription tapes and will apply knowledge of medical terminology, anatomy, and physiology to the transcription process. Emphasis is on the correct use of medical terminology and accurate spelling of medical terms. Prerequisites: Medical Terminology & Keyboarding I

MA212 Medical Transcription II – 2 Quarter Credit Hours

This course is a continuation of Medical Transcription I, building transcription skills while being introduced to additional medical formats and specialties including cardiology, gastrointestinal, orthopedics, general pathology, and selected specialty options. Transcription of tapes from health care professionals who are non-native speakers of English is also included.

Prerequisite: Medical Transcription I

MA213 Medical Transcription III – 2 Quarter Credit Hours

This course is a continuation of Medical Transcription II, integrating the student's knowledge of medical terminology, anatomy, pharmacology, disease process, surgical procedures, diagnostic studies, and laboratory tests with English language and transcription skills to produce an accurate and complete medical record.

Prerequisite: Medical Transcription II

MA215 Pathology I – 4 Quarter Credit Hours

Students will continue their study of concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

Prerequisite: Medical Terminology

MA216 Pathology II – 4 Quarter Credit Hours

This course is a continuation of study of the study of human anatomy and pathophysiology with a focus on structure, functions, and diseases of the remaining human body systems. Prerequisite: Pathology I

MA220 Advanced Medical Coding – 4 Quarter Credit Hours

This course will provide a more in-depth understanding of physician-based medical coding. Students will study the art of reviewing medical documents to obtain correct information to accurately code and assist with the sequencing of codes. Actual patient cases will provide the student with real-life coding situations. Prerequisites: CPT Coding & Coding and Reimbursement

MA280 Coding Capstone – 4 Quarter Credit Hours

This course will provide a review of anatomy, terminology, reimbursement issues and an overview of CPT, ICD-9-CM, and HCPCS coding. Prerequisite: Advanced Medical Coding

NS112 Windows Clients – 3 Quarter Credit Hours

This course introduces students to primary user and administration tasks as well as the installation, configuration, troubleshooting and network management of Windows Clients.

NS113 Network Plus – 4 Quarter Credit Hours

The students are introduced to network media, topologies and protocols used on current LAN and WANs.

Implementation of a network along with support and troubleshooting concepts will be discussed in detail. Prerequisite: Windows Clients

NS120 PC Hardware and Software I – 3 Quarter Credit Hours

Students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware.

NS220 PC Hardware and Software II – 3 Quarter Credit Hours

This course is a continuation of PC Hardware and Software I. The topics covered include: review of previously covered topics, telecommunications and networking, the Internet, and printing. Additional topics are virus protection, disaster recovery and maintenance planning. The students will learn about the conduct and responsibilities of being a professional PC technician. Prerequisite: PC Hardware and Software I

NS224 Linux Administration – 3 Quarter Credit Hours

This course is designed for students who are new users of Linux. The students will learn to install, configure, maintain, administer and to use programming features of the Linux operation system. In addition, students will learn about downloading and installing source application from the Internet, running Windows emulation, and the role of Linux in the enterprise network environment. Prerequisite: Windows Clients

NS228 Internet Browsing and Publishing – 3 Quarter Credit Hours

Students are introduced to Internet concepts and functions. In addition, basic Web page creation, design and layout are taught. Prerequisite: Microcomputers I

NS230 Novell Netware – 3 Quarter Credit Hours

This course teaches students how to implement, administer, and troubleshoot information systems that incorporate Novell's Netware. Students will learn the fundamentals of installing and configuring Novell, adding users and writing login scripts and configure workstation clients. Prerequisite: Windows Clients

NS240 Windows Server – 3 Quarter Credit Hours

This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administrative tasks in single-domain and multiple-domain networks. Prerequisite: Windows Clients

NS244 Windows Network Infrastructure – 3 Quarter Credit Hours

Students are introduced to the implementation and administration of a Microsoft Windows network infrastructure. Prerequisite: Windows Clients

NS245 Windows Directory Services – 3 Quarter Credit Hours

This course provides the students with the knowledge necessary to install, configure and troubleshoot components of Active Directory. Prerequisite: Windows Server

NS246 Project Planning and Documentation – 4 Quarter Credit Hours

This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the definition of project roles and phases. The students work through related issues and produce a resolution in a well written format. Prerequisites: Novell Netware & Windows Directory Services

SE111 Office Procedures – 4 Quarter Credit Hours

This course is designed to familiarize students with the following office skills: human relations and ethics, mailing procedures, forms and documents commonly used in offices, bookkeeping and financial records, office machines, filing skills, and records management. Students will learn, in general, how an office is managed and will also focus on special environments related to their program.

SE115 Meeting Management – 4 Quarter Credit Hours

This course will cover the techniques of effective communication in small problem-solving and decision-making groups. Various exercises and projects allow students to experience the use of those techniques. The course also studies and practices the parliamentary procedure skills used in larger and more formal assemblies.

SE172 Keyboarding I – 3 Quarter Credit Hours

This course introduces the keyboard and basic business documents production with an emphasis on formatting rules. Documents included in this course are letters, memos, E-mails and reports. Proofreading and use of grammar will also be emphasized. Students will be required to meet a competency of 25 wpm on 5-minute timings with 5 or fewer errors.

SE173 Keyboarding II – 3 Quarter Credit Hours

This course is a production course with an emphasis on document composition. Students will build upon skills gained in Keyboarding I and using higher order thinking skills. This course will require student use of correct formatting in the creation of appropriate ethical and legally correct documents. Students will be required to meet a competency of 38 wpm on 5-minute timings with 5 or fewer errors. Prerequisite: Keyboarding I

SE174 Keyboarding III – 3 Quarter Credit Hours

This course is designed to challenge the student with a variety of integrated projects, assignments and discussions utilizing business documents while continuing to develop their speed and accuracy skills. The student will develop high-quality documents building upon formatting skills gained in subsequent courses. Students will be required to meet a competency of 44 wpm minimum on 5-minute timings with 5 or fewer errors. Prerequisite: Keyboarding II

SE282 Legal Document Processing and Transcription – 3 Quarter Credit Hours

This course includes extensive training in preparing court documents and legal papers using word processing and transcription equipment. Work is related to litigation, family law, negligence, business organization, wills and estates, real estate and bankruptcy. The course emphasizes speed, accuracy, proofreading, transcription and the meaning and spelling of legal terms. Prerequisites: Keyboarding II & Legal Terminology

WP225 Desktop Publishing – 3 Quarter Credit Hours

Students will learn how to use a layout/design software application to produce periodical, promotional, informational, stationery, instructional and presentation materials. Prerequisite: Microcomputers I

WP228 WordPerfect – 3 Quarter Credit Hours

This course investigates the advanced application of word processing with WordPerfect. Assignments will stress English and proofreading skills. Prerequisite: Keyboarding I

Student Definition

The word "student" means the student himself/ herself if he/she is the party to the contract, or his/her parents or guardian or another person, if the parent, guardian or another person is the party to the contract on behalf of the student.

Class Content

The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any classes or programs in which enrollment is under fifteen students.

Entrance Assessment

The COMPASS exam is used for entrance assessment. Based on the outcomes in the area of English, students are placed in the following courses:

Subject Score Course Placement
 English 0-37, Foundations of English I
 English 38-69, Foundations of English II
 English 70 and above, English Composition

Developmental Education

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into foundation courses reflects the commitment Aakers College has to insuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree or diploma program are required to take the COMPASS reading and writing placement tests. Coursework in English that is numbered below 100 is considered to be developmental. COMPASS scores are used to appropriately place students in English courses according to skill level. Placement is determined as follows: COMPASS Writing score 0 to 37 places into Foundations of English I. COMPASS Writing score 38 to 69 places into Foundations of English II.

These credits are not counted toward graduation, and each must be passed with a grade of 'S' in order to proceed to the next course in the sequence. Students enrolled in programs that do not contain English Composition, but who test within the range of remediation, will be required to complete the foundation courses. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the foundation courses. Students enrolled in foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program. Accommodations may be provided to students with physical or learning disabilities upon request. Upon admission to Aakers College, a student must notify the College in writing and provide documentation regarding disability.

COMPASS Retest Policy

The COMPASS entrance exam may not be retaken for initial placement purposes after the start of the course. On occasion, however, a retest may be allowed prior to the start of a quarter. Such retests are only granted if the enrolling student feels that the COMPASS test results do not accurately reflect his or her true abilities. Only one such retest may be allowed, at the discretion of the Dean.

Foundation Courses Timeframe

To guarantee student success, and to ensure that Aakers College is using the COMPASS placement test to its fullest potential, students who need foundation courses must complete all of those courses in their first three quarters. These students must, at a minimum, complete a foundation course in their first quarter of enrollment. If for some reason students fail to do this, they cannot continue their education at Aakers College.

Equipment

Aakers College strives to maintain its role as an educational leader by incorporating current technology. Aakers College provides technology and computer access, and internet access at each campus. Students will also have access to dictaphones, printers, additional software packages, electronic libraries and a helpdesk lab.

Educational Records Definition

A student's education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the Institution. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

Grading System

Alphabetical Grading System

Grade	Grade Points	Description
A	4.00	Excellent
A-	3.75	
B+	3.50	
B	3.00	Very Good
B-	2.75	
C+	2.50	
C	2.00	Average
C-	1.75	
D+	1.50	
D	1.00	Passing
D-	0.75	
F	0.00	Failure
CW	NA	Course Waiver
I	NA	See "Incomplete Policy"
S	NA	Satisfactory
TO	NA	Test-Out
TR	NA	Transfer In Credit
U	NA	Unsatisfactory or failure to meet speed requirement
W	NA	Withdrawal
ZF	NA	Failure to complete non-credit course requirement
ZP	NA	Successful completion of non-credit course

All grades are to be credits successfully completed with the exception of the "W" which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory academic progress. See "Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines."

Any class failed must be retaken at regular tuition rates. Students may repeat a failed class only once. All grades become part of the student's permanent record and students must maintain a "C", 2.0 average or better to satisfactorily complete diploma or degree requirements. Students are free to consult with individual instructors at any time concerning their progress in the class. It is the student's responsibility to make up work missed during absences.

Students with a minimum of a two-year degree from an accredited institution of higher education, with a minimum cumulative GPA of 2.0, may request a waiver from Success Strategies if they wish. Students who meet these criteria may request a waiver in writing from the Dean. The Dean will review the student academic transcript, and if the criteria are met, the Dean will waive the Success Strategies course requirement, and the grade will be posted in the Aakers College student record as a "CW."

"Incomplete Policy" – An "I" indicates an incomplete grade, which is a temporary grade for a course that a student is unable to complete due to extenuating circumstances. To receive an incomplete grade for a course the student must receive permission from the instructor who would submit a "Petition to Receive an Incomplete Grade" form to the office at the time the incomplete is granted. All incomplete work for that course must be completed by two weeks into the consecutive quarter. If the work is not completed at that point, the course grade without the work is calculated and recorded.

Course Repeats

If a student repeats a course, the course is designated as credits attempted and credits completed. Although a course is repeated, the initial credits attempted and credits completed continue as part of the calculation.

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible.

Students may take, and the College may offer, a course through independent study under the following conditions:

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student's decision to withdraw from the course in an earlier quarter, the student's failure to satisfactorily complete the course in an earlier quarter, or the student's decision to change programs.
4. The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet the standard performance objectives for the class.
5. The Dean approves the plan for completing the course work.
6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.
7. At least twice and at regular intervals during the quarter, the Dean will evaluate the student's progress by reviewing work completed. Independent studies must meet the following guidelines:
 - Prior to the beginning of the independent study, the student and instructor must meet to define the following:
 - a. When and where they will meet each week.
 - b. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.
 - c. Progress checks to be reviewed by the Dean.
 - d. Standards of academic quality for the work to be completed.
 - e. Deadline for all work to be completed at the end of the quarter.

Credit by Examination

Some students have life experiences or knowledge from other sources which they feel would be duplicated by a class at Aakers College. Enrolled students may request credit by examination for a specific course in which they have been scheduled if the request is made to the Dean or Associate Campus Director prior to the end of the first week of that course. To receive credit by examination, a grade of a "B" or higher is required. Industry certification is accepted in lieu of an examination for those eligible "NS" designated courses in place of internal exams. The examination grade will be reflected as "TO" (Test-Out) on the students' transcripts and will not count in their grade point average. In addition, these credits will not count as credits for financial aid purposes. A credit by examination may only be taken once for each course. Students must complete 60% of their program requirements at Aakers College, and only 40% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination.

Unit of Credit

Aakers College uses the quarter hour as its unit of credit. The college year is divided into four quarters. One credit hour equals a minimum of 10 class meetings of lecture instruction or 20 hours of laboratory instruction. Class periods are 50 minutes in length. Classroom instruction is defined as organized lecture discussion, demonstration, and/or similar activities. A full-time student normally carries an academic load of 12 to 17 credit hours per quarter. Students taking 12 credit hours or more are considered full-time students, 9 to 11 credit hours are considered 3/4 time, and 6 to 8 credit hours are considered 1/2 time.

Transfer Credit Policy

- Students who wish to transfer credits to Aakers College must first apply for admission to the College. A completed application and registration fee must be submitted.
- Official transcripts must be sent directly to Aakers College from every institution the student has attended.
- As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding which courses transferred and the Aakers College courses they will replace. This information is also noted on the Aakers College transcript.
- Aakers College reserves the right to deny or accept transfer of credit based on the guidelines listed below.
- Aakers College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits.
- Students may not transfer in and/or test out of more than 40% of the total program credit hour requirements.
- All credit transfer is evaluated with the following guidelines:
 - Transfer credits from accredited degree-granting colleges, other than Aakers College, will be evaluated on course content. Most courses that are comparable in content from other colleges will be accepted. Students must have completed a course no more than 10 years prior and have received a "C" grade or higher to transfer a course to an Aakers College program.
 - Courses which have been transferred will be listed on the student's transcript with a "TR" designation. However, grade points from institutions other than Aakers College will not be computed in the Aakers College grade point average.
 - When courses are not accepted for transfer, a student may file an appeal through the following process:
 - The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
 - The information will be reviewed by the Campus Director along with appropriate faculty.
 - The student will receive in writing the outcome of the decision.

Online Courses

Students attending Aakers College have the opportunity to take courses offered on the World Wide Web utilizing a web-based platform. This mode of delivery offers the flexibility and convenience for students with busy life styles and career responsibilities that prohibit them from attending classes on campus.

Courses are delivered asynchronously and synchronously according to students' own schedules. Online activities and assignments are conducted utilizing chat, e-mail, message boards, and interactive web sites. The online program allows students to complete their courses from the location of their choice at a time that is convenient for them.

There are no additional admissions or testing requirements for taking an online course. However, students who place into Foundations of English I after taking the placement examination are not eligible to enroll in fully online programs until the successful completion of the Foundations of English I course. Students are required to attend an online orientation upon registration for their first online course.

All online students are registered at the College and receive the same student services available to all students.

Computers located at the campus have the appropriate system requirements for online courses. All online courses require textbooks and are available at the College. Some online courses may require certain software packages or programs for instruction. Some courses require students to meet on the campus for testing. There are no additional tuition or online library access fees when taking a course online.

Prerequisites

In order to take a course listing a prerequisite, the student must have received a passing grade in the prerequisite.

Satisfactory Progress Requirements

See Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines.

Diplomas and Degrees

Diplomas and degrees are awarded solely on the merit and completion of requirements listed and not on the basis of clock hours in attendance. Students must complete 60% of their program requirements at Aakers College, and only 40% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination. Students must achieve a cumulative grade point average of 2.0 to receive a diploma or degree with a passing grade in each subject. All financial obligations to the College must also be met. Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

Transcripts

Transcripts of credits will be given to students when all tuition obligations have been met. The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as defaulting on a student loan.

Transfer to Other Colleges

Graduates or students who are considering transferring from Aakers College to other institutions should recognize that programs at Aakers College are specifically tailored to career preparation. Courses that make up such programs are not generally transferable to other colleges, particularly in programs that emphasize general or liberal arts education. It should also be noted that in any transfer situation, regardless of the colleges involved, the acceptance of credits is at the discretion of the accepting college.

College Policies.

Attendance

A basic requirement for employment in any business is regular, on-time attendance. Aakers College students are expected to be on time and in regular attendance for all of their classes. Business etiquette also requires a call be made if absence is necessary. Aakers College students are expected to call the Administrative Office to indicate when they will be absent or tardy. It is the responsibility of the student to contact the instructor and get the assignments and information missed.

Faculty determine the grading and attendance standards for their courses. Faculty are required to keep accurate attendance records which are submitted to the Administrative Office. Attendance is recorded on student transcripts and Aakers College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

Aakers College reserves the right to withdraw any student who has excessive absences. The College may withdraw any student with twelve consecutive absences for day classes and three consecutive absences for evening classes.

Early Honor Program Guidelines

Students must have senior status during the quarter in which they plan to take classes at Aakers College. Upon high school graduation, the student is not eligible for the Early Honor Program.

- Students must have a minimum cumulative high school grade point average of 2.75 out of a possible 4.00.
- Applicants will be accepted on an "available class" basis.
- Students must have applied for admission to Aakers College as a full-time student for Summer or Fall Quarter of the upcoming academic year. Students must meet all standard admission requirements.
- Students may take up to 8 credits per quarter without a tuition charge; courses designated with a "NS" are not available for Early Honor students without a tuition charge. Students must pay the cost of their own supplies and textbooks.
- To continue enrollment in the Early Honor Program, students must maintain a minimum Aakers College cumulative grade average of 2.50 out of 4.00.
- Students must have prior approval from a parent or guardian and a high school official to be admitted to the program. A signed Early Honor Application and Approval Form is required of all students.
- The application deadline is four weeks prior to the start of the intended quarter of enrollment.

Statement of Ownership

Aakers, Inc. is a wholly owned subsidiary of Rasmussen College, Inc., a private corporation incorporated under the laws of the State of Delaware.

1700 West Highway 36, Suite 830
Roseville, MN 55113

Aakers College – Bismarck
Aakers College – Fargo

Corporate Officers:

- Robert E. King, *Chairman*
- J. Michael Locke, *Chief Executive Officer, President, and Secretary*
- Susan Falotico, *Executive Vice President, Chief Financial Officer, and Assistant Secretary*

Conduct/Dismissal

Students at Aakers College are men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they will conduct themselves during their education in the same manner expected of them in a future employment situation. Consequently, the following is an all-encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any student whose conduct is detrimental to the educational environment. This includes, but is not limited to conduct:

- By students, faculty, or staff that is detrimental within the classroom environment.
- That interferes with the well-being of the fellow students and/or faculty and staff members.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Dress Code

The College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation.

Drop Class Policy

A class may be dropped without being recorded on students' transcripts during the first one-sixth of any quarter. Through the first half of the quarter, students can drop a class and receive a "W" on their transcripts. This will not reflect in a student's grade point average. After the first half of the quarter, students receive an automatic "F" for any class dropped. Failure to notify the Campus Director means that a student is still scheduled for class. Therefore an "F" would be recorded as the final grade.

Changes in Regulations, Programs, Tuition, Book Prices, Faculty

Regulations, programs, tuition, book prices, and faculty are subject to change without notice. The College reserves the right to add, or to delete changes, and to modify tuition charges, interest charges, fees, and book prices.

Tuition Structure*

Effective October 3, 2005

# Classes	Total Charge Per Term
1	\$ 785
2	\$ 1,570
3	\$ 2,355
4	\$ 3,140
5	\$ 3,925
Audit Per Class	\$ 395
NS Courses	\$ 1,080 per NS course

Tuition is charged on a per class basis. This structure allows flexibility in scheduling to meet individual student needs. The tuition structure is the same for day, evening, and online students.

*All tuition rates are subject to revision at the discretion of the College.

Non-Credit Courses

Students choosing not to earn College credit can enroll in individual courses. Tuition for each course is \$395. Students choosing this option may not enroll in an eligible program. No credit is given for the class. Transcripts denote a "ZP" upon completion of class. Students can choose to convert the "ZP" to a letter grade and earn credit at the cost of an additional \$390 per course.

Textbooks

Aakers College maintains a bookstore where required textbooks and supplies can be purchased. The students may also use outside sources to purchase their textbooks and supplies. All books and supplies purchased are in addition to tuition costs.

Official Date of Withdrawal

The official date of withdrawal is the last day the student has attended class as determined by the College's attendance rosters. Examples of refund calculations are available to students upon request.

The credits for all courses in which the last date of attendance was after the drop deadline will be counted in the cumulative credits attempted.

Payment and Refund Policy

Students are expected to confirm their method of payment for services before or shortly after applying for admission to the College. Students who are paying cash are required to have their account current on or before the first day of the quarter. Students applying for financial assistance must file their financial aid application prior to the first day of instruction. All financial aid proceeds will be used first to cover institutional charges; with any remaining credit balance distributed per the student's indication on appropriate financial aid forms.

Any student who begins classes and then withdraws will be entitled to a refund as mandated by College policy and Federal guidelines. Individuals in the enrollment process may cancel and receive a refund of their application fee if the applicant is not accepted or if the cancellation is received within three business days after the student is officially accepted.

State Refund Policy

(Per the North Dakota Century Code)

Aakers College abides by the North Dakota refund policy to determine the amount of tuition that a student shall be responsible to pay in the event of cancellation or termination, for whatever reason. The official date of withdrawal is considered the last day that a student has attended class.

- When notice is received prior to or within seven days after completion of the first day of instruction, all tuition and other charges will be refunded to the student.
- When notice is received prior to or within thirty days after completion of the first day of instruction, or prior to the completion of one-fourth of the educational services, all tuition and other charges except 25% will be refunded to the student.
- When notice is received upon or after completion of one-fourth of the education services, but prior to the completion of one-half of the educational services, all tuition and other charges except 50% will be refunded to the student.
- When notice is received upon or after the completion of 50% of the educational services, no tuition or charges will be refunded to the student.

Re-Enter Policy

Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return on a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of satisfactory academic progress, re-entering students are treated as continuing students and must meet progress requirements. Students are allowed to re-enter the institution only one time unless the Dean, Campus Director or Associate Campus Director determine that extenuating circumstances exist.

Re-enrollment Process for Graduates

Graduates who took courses no longer offered at Aakers College can designate these credits as "emphasis/elective" credits for the Business Management AAS Degree. The only exception would be in the technology area. Courses that have been upgraded due to industry demands would have to be taken. This ensures that the students basic skills are in place for employment purposes.

Return of Title IV Funds (R2T4) Policy

If a student withdraws from the College, it is advisable that the student contact the Campus Director to complete a Change in Student Status form to begin the withdrawal process. If the student is terminated, the appropriate paperwork is automatically generated by the Campus Director. Upon official withdrawal or termination, Aakers will first determine the state refund due to the student, and then apply the federal formula to determine what funds may be subject to return by either the College and/or the student. Refund calculations are based upon one quarter, referred to as the payment period, and the amount of aid to be returned is determined by the percentage of completion of the term.

The federal pro-rata definition requires that a student must complete more than 60% of a payment period to consider all financial aid "earned". Any student receiving more assistance than an amount considered "earned" will be held accountable to return excess funds received. Conversely, any student receiving less assistance than the amount that they are eligible to receive will be entitled to receive those funds, called a post-withdrawal disbursement. Per federal regulations, the College will notify the student in writing if a post-withdrawal disbursement is available. The student must respond to the official notification within 14 days to clarify acceptance or denial of the disbursement. If no response is received from the student, the College will send notification of cancellation of such an opportunity. In conditions where the College is not required to return all of the excess funds disbursed for the payment period, the student must return the remaining amount.

Any loan funds that the student must return (or the parent must return in the case of a PLUS loan) must be repaid to the lender in accordance with the terms and conditions of the signed promissory note. However, if the student is responsible to return grant funding, the student must repay the overpayment amount directly to the U.S. Department of Education. Failure to make payment arrangements with this entity may result in the student entering a default status for Title IV funding, which may or may not prohibit the student from receiving any further financial assistance at any institution.

Federal regulations dictate that Aakers College refund Title IV funds in the following order of priority:

- 1) FFEL Unsubsidized Stafford Loan
- 2) FFEL Subsidized Stafford Loan
- 3) FFEL PLUS
- 4) Federal Pell Grant Program
- 5) Federal SEOG Program
- 6) Other Title IV, HEA Programs

Aakers uses the software and printed worksheets provided by the U.S. Department of Education to document all R2T4 calculations. Copies of this policy and examples of refunds are available for review by contacting the Financial Aid Office.

Post Withdrawal Disbursements

Students who withdraw from the payment period who have not received all eligible assistance are entitled to receive a post withdrawal disbursement. Per federal regulations, the College will notify the student, in writing, that post withdrawal disbursement is available. The student must respond to official notification within 14 days to clarify acceptance or denial of the credit. If no response from the student is received, the College shall send a final notice of the inability to disburse funds, and cancel this opportunity.

Copies of all paperwork associated with the Return of Title IV Funds, Post-Withdrawal Disbursements, and the North Dakota State Refund Policy are available in the Financial Aid Office.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Aakers College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act Statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security, and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Aakers College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

Non-Discrimination Policy

Aakers College is committed to the policy that all have equal access to its programs, facilities and employment without regard to race, color, religion, creed, gender, marital status, pregnancy, sexual orientation, national origin, age, physical disability, or receipt of public assistance.

Sexual Harassment/Sexual Violence Policy

It is the policy of Aakers College to maintain a work environment free of sexual harassment or sexual violence, a form of sexual discrimination in employment prohibited by Title VII of the Civil Rights Act of 1964 sexual harassment or sexual violence is unacceptable and will not be permitted. Any employee or student found to have violated this policy shall be subjected to disciplinary action which may include discharge or termination.

North Dakota private career colleges and schools have accepted special roles and responsibilities in fostering diversity in society. We are dedicated to the search for knowledge and the rights of every individual in our learning communities to pursue that search with freedom, dignity, and security without regard to race, color, religion, creed, gender, marital status, pregnancy, sexual orientation, national origin, age, physical disability, or receipt of public assistance.

— Continued on next page.

Representing private career education in North Dakota, we publicly declare our intentions: to continue the development of multicultural learning communities that will not tolerate acts of harassment and intolerance; to establish, communicate and enforce standards of behavior for students, staff and faculty that uphold our academic values and legal obligations; and to promote the acceptance and respect for individuals in an atmosphere of caring for others.

Drug Free Campus Policy

In accordance with the Drug-Free Schools and Communities Act Public Law 101-226, Aakers College is declared a drug- and alcohol-free college. Student use of alcohol or the unlawful manufacture, distribution, dispensing or use of a controlled substance or alcohol anywhere on Aakers College property or while in College-related activities is prohibited. Students who violate this policy will be subject to disciplinary action that may include expulsion.

Family Educational Rights and Privacy Act (FERPA)

Amended 10/01 to include the USA Patriot Act

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the school Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.
5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a "lawfully issued subpoena or court order in three contexts."
 - a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.
 - b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements nor recordation requirements apply.
 - c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.
6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger of student or others must be present.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

Grievance Policy

It is the policy of Aakers College that students should have an opportunity to present College-related complaints through grievance procedures. The College will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as a student's expressed feeling of dissatisfaction regarding any interpretation or application of College-related policies or the College's personnel.

Students should notify the College, in a timely fashion, of any grievance considered appropriate for handling under this policy. As used in this policy the terms "timely fashion," "reasonable time," and "promptly" will mean ten days. Students are assured that no adverse action will be taken by the College, or any of its representatives, for registering a grievance.

Grievance Procedure

Students who feel they have an appropriate academic grievance should proceed as follows:

1. Students seeking to resolve problems or complaints should first contact their instructor. Requests for further action on educational issues should be made to the Campus Director. This request can be made in either written form or by requesting a formal meeting (in which case written documentation may be requested) with the Campus Director. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student within a reasonable time. The Campus Director will prepare a written summary of the grievance and proposed resolution. Requests for further action on educational issues can then be submitted in the same format listed above to the President of the College.

Students who feel they have an appropriate nonacademic grievance should proceed as follows:

1. Requests for action on operational issues should be made to the Campus Director. This request can be made either in written form or by requesting a formal meeting (in which case written documentation may be requested) with the Campus Director. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student within a reasonable time. The Campus Director will prepare a written summary of the grievance and proposed resolution. Requests for further action on educational issues can then be submitted in the same format listed above to the President of the College.

Students or other interested parties may also direct their complaints to:

North Dakota State Board for Career and Technical Education
State Capitol, 15th Floor,
600 East Boulevard Avenue, Dept. 270
Bismarck, ND 58505-0610
(701) 328-3180

Accrediting Council for Independent Colleges and Schools,
750 First Street, NE, Suite 980
Washington, D.C. 20002-4242
(202) 336-6780

Disclosure Policy

Availability of financial information regarding the College may be requested from the Chief Financial Officer.

Accreditation and Authorization

Accreditation

Aakers College is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Accrediting Council for Independent Colleges and Schools:
750 First Street, NE, Suite 980
Washington, D.C. 20002-4242
(202) 336-6780

Authorization

North Dakota State Board for Career and Technical Education
State Capitol, 15th Floor,
600 East Boulevard Avenue, Dept. 270
Bismarck, ND 58505-0610
(701) 328-3180



College Acceptance or Rejection of Application for Admission

The College will notify each applicant in writing of acceptance or rejection. In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance and if delivered by mail, the postmarked date of the letter of acceptance.

Tutoring

The staff and faculty of Aakers College want every student to succeed. Tutoring is available to every student as needed. With the recommendation of the instructor and approval of the Dean, the College will secure a tutor to assist each student toward successful completion of the course at no additional charge.

Friday Plus

Aakers College believes in giving every student the opportunity for more individualized or small group assistance outside of the normal class setting. "Friday Plus" provides students with the opportunity to meet with instructors for individual assistance or to use facilities and equipment for individual study or practice. Students who take advantage of "Friday Plus" typically perform better in the classroom. Should your instructor determine your progress in one or more areas to be unsatisfactory or below normal, the instructor may require attendance at "Friday Plus."

Housing

Though the College does not own, maintain, or approve housing facilities, every effort is made to help students locate suitable accommodations. Students needing housing assistance will be provided with a list of possible locations to tour.

Student Guidance/Advising

Aakers College emphasizes personalized advisory services from the moment a student initiates a program of study. The Campus Director and the rest of the faculty and staff are available for private conferences concerning school, employment, or personal matters. A personal approach to learning and self-development is the hallmark of Aakers College.

Career counseling is an ongoing process throughout a student's stay at the College. These services are considered a vital part of the total College program and are designed to help students plan life goals, develop effective study habits, reconcile the demands of college, work and family, and make sensible choices and adjustments as called for in college, the workplace, and home. If the student requires further assistance, the Campus Director may assist the student in obtaining professional help.

Student Contact

Aakers College expects and assumes mature and responsible behavior from students and strives to create and maintain an environment of social, moral, and intellectual excellence. Aakers College reserves the right to dismiss students whose work or conduct is unsatisfactory.

Employment Services

Career development is a central theme of the mission and purpose of Aakers College. The Career Services Office has the responsibility to assist students and graduates in this important endeavor. Although Aakers College cannot guarantee employment, Aakers provides career education that meets the needs of business and industry.

The Career Services Office provides assistance in finding full-time employment for students who have completed their educational program. There is no charge to employers who hire graduates that take advantage of this service. The Career Services Office also assists students who want part-time employment while they are attending College. The staff works regularly with business firms that list jobs for students seeking part-time employment.

The Career Services Director assists those graduates who have met their financial obligation to the College, formally applied for employment assistance, supplied the College with the required support information, and are available to interview with employers. Aakers College provides lifetime assistance to all eligible graduates at any time at no additional cost to the graduate. Students who have not successfully completed all of the above requirements are not eligible for graduation employment assistance.

Exit Interviews

Any student contemplating the termination of his/her education at Aakers College should first see the Student Services Coordinator or Campus Director. Academic and financial aid files are not complete until exit interviews have been completed. All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms. The Financial Aid Office is available for your assistance for the duration of your loan.

Aakers College reserves the right to withhold the release of academic information and other records pending settlement of any amount due the College.

" I feel like I'll have no problem finding good employment, which allows me to be home at night with my family."

– **TONYA POOLE**
Aakers College Student

Institutional and Financial Aid Guidelines.



Satisfactory Academic Progress is defined as progression through the academic program within a prescribed time frame. Lack of satisfactory progress may jeopardize the student's ability to complete the program. Aakers College expects students to progress through the program based on satisfactory progression standards.

Credit Information

A full-time student must carry and successfully complete a minimum of 12 credit hours per quarter term of attendance. A three-quarter time student must carry and successfully complete a minimum of 9, 10, or 11 credit hours per quarter term of attendance. A half-time student must carry and successfully complete a minimum of 6, 7, or 8 credit hours per quarter term of attendance.

Definition of an Academic Year is a Minimum of:

- 36 Quarter Credits
- 30 Weeks

Standards Of Academic Progress

Mid-quarter and final grades are given to all students. Students' cumulative grade point averages are monitored quarterly. All students must comply with the following elements of satisfactory progress:

A. A cumulative grade point average of 2.0 is required for graduation. Students must, at a minimum, achieve the following cumulative grade point averages at the listed evaluation points as well as complete the minimum successful course completion standards (based on the program's maximum time frame) in order to remain enrolled at Aakers College.

B. A 2.00 grade point average is required for graduation. Students enrolled in a program will be placed on academic warning the subsequent term that their cumulative grade point average falls between the minimum required grade point average as listed on the chart above and a 1.99. In the case of academic warning, the student, after counseling, signs an agreement to the conditions of the warning period. During this warning period eligibility for financial aid continues. At the end of the academic warning term, if the student's grade point average still falls below the published graduation requirement, the student is then placed on academic probation and is no longer considered to be making satisfactory academic progress.

Each student on academic warning or academic probation, after counseling, signs an agreement to the conditions of academic probation and is expected to make improvements in the areas agreed upon. All federal and state financial aid payments will be forfeited during the probationary quarter.

If the student raises her/his cumulative grade point average to a 2.0 or above during the term of academic warning or academic probation, she/he would then be considered to have reestablished satisfactory academic progress.

Mitigating Circumstances: Loss of financial aid due to a probationary status may be appealed to the Academic Review Committee. This committee composed of the Dean, Student Services Coordinator, and department chairs will determine if mitigating circumstances exist.

All appeals must be made in writing addressing the nature of the circumstances that warrant exception to the policy stated above. All appeals will be reviewed and ruled upon within five business days. Students will be notified in writing regarding the outcome of their appeal. The ruling of the committee is final and cannot be appealed.

Students who reapply for admission to the College can return at the same academic status as when they last attended, (e.g., a student who leaves on academic probation, returns on academic probation) upon an academic evaluation and approval by the Campus Director. The student's progress will be reevaluated on a term basis. Satisfactory progress reestablished under such conditions will not carry a retroactive disbursement for forfeited payments.

C. A maximum time frame for program completion is a period equal to 1.5 times the number of credits required in order to complete the program. Total credits are indicated by each program listing in this catalog.

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices, for reinforcement skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting but for coaching and clarification rather than for presentation of new material. Two hours of laboratory has the credit equivalency of one hour of lecture. The majority of four-credit lecture courses are scheduled with more than the 40 hours listed to allow for additional instruction and practice. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Campus Director.

Credit - The unit by which an institution may measure its course work. The number of credit hours assigned to a course is usually defined by a combination of the number of hours per week in class and laboratory times the number of weeks in the term. One unit of credit is usually equivalent to, at a minimum, one hour of classroom study, two hours of laboratory or a combination of the two times the number of weeks in a quarter.

One quarter credit is awarded for each:
10 clock hours of lecture
20 clock hours of laboratory

Clock Hour - A clock hour or class period is 50 minutes of instruction.

Required Evaluation Points	Minimum Successful Course Completion of Credit Hours attempted	Minimum Cumulative Required Grade Point Average
At completion of first term	25%	1.50
25% maximum time frame	55%	1.50
50% maximum time frame	67%	1.70
100% maximum time frame	100%	2.00

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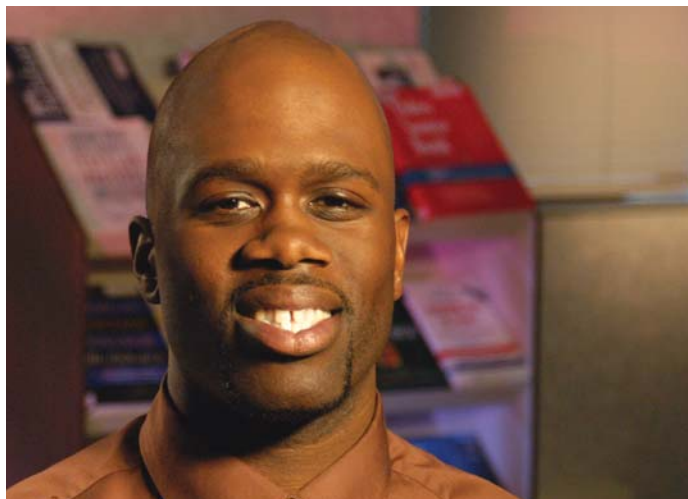
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“We are dedicated to assisting students with additional help in improving study skill habits, reading, writing, test-taking and note-taking skills.”

– LAMONT ALLEN

Director of Career Services

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System Office

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B.S., Indiana University

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CPA, B.S., St. John's University

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M.A., Ohio University
M.A., B.A., Bowling Green State University

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B.S., Metropolitan State University

Greg Witte, Vice President of Online Delivery and Student Services

B.M.E., Central Missouri State University

Cathy Wogen, Director of Campus Operations

B.S., St. Cloud State University



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Greta Nelson , Dean of Students <i>B.S., Dickinson State University</i>	Bismarck
Michelle Maack Friederichs , Director of Academic Programs <i>Ed.D., St. Mary's University M.A., Minnesota State University – Mankato B.A., College of St. Benedict</i>	System
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Susan Jelleberg Johnson , Bachelor's Degree Program Coordinator <i>M.S., Northern State University B.S., Mayville State University</i>	Bismarck

Student Services Staff

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Admissions Department

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Colleen Eisenzimmer , Admissions Representative	Bismarck
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Accounting Department

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Rahndy Jadinak <i>B.S., Minnesota State University – Mankato</i>	Online
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Business Education & Computer Department

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Criminal Justice Department

Carie Ann Potenza Criminal Justice Program Coordinator <i>M.A., Rutgers University B.A., University of Albany</i>	System
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General Education Department

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Information Systems Department

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Ted McKinney <i>B.S., University of Minnesota</i>	Fargo

Library/Learning Resources Department

Beth Marie Gooding , Reference Librarian <i>M.S., M.L.S., Indiana University B.A., University of Iowa</i>	Fargo/Bismarck
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Administrative Assistant
A.A.S., Aakers College