This catalog is applicable for one academic year beginning September 1, 2014. It contains Northwestern College regulations and information about the programs and courses offered. This is neither a contract, nor an offer of a contract. Fees, deadlines, academic requirements, courses, degree programs, and other matters described in this catalog may change without notice. Not all courses are offered each quarter and/or academic year. Faculty assignments may change. Courses and/or programs of study may be added and/or discontinued. Courses in all programs of study may be offered in both classroom and online formats. Northwestern College reserves the right, at its sole discretion, to waive any documentation normally required for admission. It also reserves the right to admit or deny a student admission whenever it believes there is sufficient evidence for that decision. For the most up-to-date version of this catalog, please visit our website at www.northwesterncollege.edu

Updated 08/18/14
A Message from the President

On behalf of the Board of Directors, faculty, staff, and administration of Northwestern College, I would like to extend a warm welcome.

By choosing Northwestern College (NC) to further your education and training, you have entrusted our staff of professionals to advance your knowledge and skill levels in order to be successful in today’s competitive job market. Northwestern College has some of the most innovative and visionary instructors you’ll find anywhere.

As you will see during your time with us, Northwestern College is excited about being a partner in your success, and will give you the foundation to grow.

The faculty and staff at Northwestern College are committed to providing an excellent learning environment supported by outstanding student service and satisfaction. Most NC instructors bring years of experience in industry to the classroom and lab, and services like academic advising, free tutoring, financial aid, financial planning, counseling, and lifetime employment assistance help ensure student success. NC offers free tutoring for most subjects and each year makes available over $4 million in annual institutional scholarships.

We have an array of programs to choose from and a quality group of advisors and instructors who are dedicated to helping you achieve your academic goals. Class sizes, averaging 12 students per faculty member, offer a level of personalized instruction which cannot be found at larger institutions.

It’s not all work at Northwestern College either. NC has extracurricular clubs and organizations intended to complement and enhance classroom experiences and provide students with opportunities for personal growth.

If you are looking for a college that offers classroom and online instruction, financial assistance, academic advising, free tutoring, personal counseling, and lifetime employment assistance, look no further. Northwestern College has what you are looking for.

Come join us and become part of our story!

Lawrence W. Schumacher
President, Northwestern College
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General Information
Calendar 2014 - 2015

Fall Quarter 2014

August 2014
- New Student Orientation (B/C) ......................... Aug 21
- Accelerated Fall Quarter Classes ............. Aug 25 - Sept 20
- Schedule Changes .......................... Aug 25 - 28

September 2014
- Labor Day - College Closed .................. Sept 1
- FT Faculty Return ............................... Sept 8
- Faculty Institute Day .......................... Sept 11
- New Faculty Workshop .......................... Sept 13
- Faculty In-Service (Evening) .................. Sept 17
- Accelerated Fall Quarter Final Exams .... Sept 17 - 20
- New Student Orientation (B/C) .......... Sept 18
- Faculty In-Service (Day) ......................... Sept 22
- Fall Quarter Classes Begin .................. Sept 22
- Schedule Changes Allowed ................. Sept 22 - 28

October 2014
- Board of Directors Report Submission .... Oct 6
- Registration Opens for Winter and Spring Quarters ........ Oct 13
- Columbus Day – No Classes ................ Oct 13
- Club/Spirit Wear Days ....................... Oct 15 - 16
- Board of Directors Meeting ................. Oct 20
- Mid Quarter Week ......................... Oct 26 - Nov 1

November 2014
- Veterans Day - No Classes ............... Nov 11
- Club/Spirit Wear Days ..................... Nov 18 - 19
- Last Day for “W” (Withdrawal) grade ...... Nov 22
- Thanksgiving Holiday – No Classes .......... Nov 27 - 30
- Thanksgiving – College Closed ........ Nov 27 - 28

December 2014
- Final Examinations ......................... Dec 10 - 13
- Final Grades Due from Faculty .... Dec 15 (by 12 p.m.)
- College Closed .......................... Dec 24 - 25, 31

Winter Quarter 2015

December 2014
- New Student Orientation (B/C) ........ Dec 30
- Faculty In-Service .......................... Jan 5

January 2015
- New Year’s Day - College Closed .......... Jan 1
- Board of Directors Report Submission .... Jan 5
- Winter Quarter Classes Begin ............. Jan 5
- Schedule Changes Allowed ............. Jan 5 - 11
- Board of Directors Meeting ................. Jan 19

Martin Luther King Day - No Classes .................. Jan 19
Registration Opens
- Spring and Summer Quarters .................... January 26
- Club/Spirit Wear Days .......................... January 27 – 28

February 2015
- Mid Quarter Week ............................ February 8 - 14
- Presidents Day - No Classes .................. February 16

March 2015
- Last Day for “W” (Withdrawal) grade .... March 2
- Club/Spirit Wear Days .......................... March 4 - 5
- Final Examinations ............................. March 18 - 21
- Final Grades Due from Faculty ........ March 23 (by 12 p.m.)

Spring Quarter 2015

March 2015
- New Student Orientation (B/C) .......... March 26
- Faculty In-Service (Evening) ............... March 26
- New Faculty Workshop .......................... March 28
- Spring Quarter Classes Begin ............... March 30
- Faculty In-Service (Day) ......................... March 30
- Schedule Changes Allowed ........ March 30 - April 5

April 2015
- Spring Holiday-College Closed ............ April 3
- Spring Holiday - No classes .................. April 3 - 6
- Institute Day – No classes ................. April 6
- Board of Directors Report Submission .... April 6
- Board of Directors Meeting .................. April 6
- Registration Opens for Summer and Fall Quarters ........ April 20
- Club/Spirit Wear Days ......................... April 21 and 22
- Graduation Petitions Due to Student Services .... April 24

May 2015
- Mid Quarter Week ............................ May 3 - 9
- Celebrate Teaching and Learning Week ...... May 11 - 13
- Career Fair ............................................ May 14
- Club/Spirit Wear Days .......................... May 20 - 21
- Memorial Day - College Closed ............. May 25
- Last Day for “W” (Withdrawal) grade .... May 26

June 2015
- Final Examinations ............................. June 10 - 13
- Final Grades Due from Faculty .... June 15 (by 12 p.m.)
- NC Commencement .................. TBA - Weekend of June 19 or 26
Summer Quarter 2015

June 2015
New Student Orientation (B/C) ................................June 18
Faculty In-Service (Evening) ............................................. June 18
Faculty In-Service (Day) ..................................................... June 22
Summer Quarter Classes Begin ...................................... June 22
Schedule Changes Allowed ............................................. June 22 - 28

July 2015
Independence Day – College Closed ............................... July 3
Board of Directors Report Submission ............................ July 6
Registration Opens for
Fall and Winter Quarters ............................................. July 13
Club/Spirit Wear Days ................................................ July 15 – 16
Board of Directors Meeting ............................................... July 20
Mid Quarter Week ................................................ July 26 – Aug. 1

August 2015
Club/Spirit Wear Days ................................................ Aug 12 - 13
Last Day for "W" (Withdrawal) grade: ........................... Aug 17

September 2015
Final Examinations .................................................... Sept 3 - 5
Final Grades Due from Faculty ............................. Sept. 8 (by 12 p.m.)

Fall Quarter 2015

August 2015
New Student Orientation (B/C) ....................................... Aug 20

September 2015
Labor Day - College Closed ........................................... Sept 7
New Faculty Workshop .................................................. Sept 12
Faculty In-Service (Evening) ........................................... Sept 17
Student Orientation (B/C) .............................................. Sept 17
Fall Quarter Classes Begin ............................................. Sept 21
Faculty In-Service (Day) ................................................ Sept 21
Schedule Changes Allowed ......................................... Sept 21 - 27

October 2015
Board of Directors Report Submission ....................... Oct 5
Club/Spirit Wear Days .................................................. Oct 7 - 8
Columbus Day – No Classes ........................................ Oct 12
Faculty Institute Day ................................................... Oct 12
Registration Opens for
Winter and Spring Quarters .................................. Oct 12
Board of Directors Meeting ......................................... Oct 20

November 2015
Mid Quarter Week ................................................ Oct 25 - 31
Veterans Day - No Classes ........................................ Nov 11
Club/Spirit Wear Days ................................................ Nov 17 - 18
The College

About Northwestern College

Statement on Equal Educational Opportunity
Northwestern College is committed to an educational and working environment that provides equal opportunity to all members of the College community. In accordance with federal and state law, the College prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, citizenship, sexual orientation, and veteran status.

What NC Offers: A Focused Education
Northwestern College serves more than 2,000 students in the greater Chicago area and beyond with three degree programs that can be completed online and two campuses located in Bridgeview and Chicago. Northwestern College (NC) provides career-focused education in the fields of accounting, business, allied health, paralegal, criminal justice, and nursing.

What NC Stands For

NC's Vision. To be the career college of choice in the Midwest.

NC's Mission. Northwestern College is a private, regionally accredited, degree-granting institution of higher education with over a 100-year history. The College's relevant and future-focused curricula integrate general studies which encourage, prepare, and empower our diverse student body to pursue their professional and educational goals. Our distinctive educational programs, combined with our commitment, integrity, and student-centered learning community, provide a vital human resource for today's ever-changing society.

NC's Values.

Learning: Northwestern College is a professional educational community focused and committed to learning for its students, faculty, and staff.

• Striving to create an atmosphere which fosters the acquisition of knowledge
• Encouraging lifelong learning for all members of the College community

People: Northwestern College respects the rights and dignity of all people by providing an environment that promotes a sense of accomplishment and self-esteem.

• Hiring, training, and retaining the highest quality people based on an equal opportunity to succeed and produce

• Providing an environment that promotes a sense of accomplishment and self esteem
• Enabling everyone to realize his or her potential by offering opportunities for growth and personal challenges
• Recognizing, rewarding, and compensating people to encourage and reinforce sustained effort and outstanding performance

Integrity: We practice honest, fair, and ethical behavior.

• Acting with openness, mutual trust, and respect in our dealings with each other, our constituencies, and with the community at large
• Obeying the law
• Consistently embracing our values

Technology: We believe that technology is pivotal to the future success of all of the College's stakeholders.

• Creating, acquiring, and developing new technology
• Aggressively applying the most effective technology
• Helping our students, faculty, and staff apply new technologies

Student and Employer Satisfaction: We are committed to the needs of students and employers.

• Focusing on student and employer needs
• Providing quality education, resources, and services
• Recognizing and exploring the interests and motivations of employers and our students

Progress: We challenge ourselves to continually improve.

• Assessing the effectiveness of organizational processes, practices, and policies
• Increasing the efficiency and cost-effectiveness of our operations
• Enhancing the understanding of our direction and performance
• Ensuring a challenging and stimulating workplace where teamwork, participation, innovation, and open communication flourish
• Researching and developing new programs
Northwestern Business College changed ownership again when Myrtle M. Voss purchased it. During Voss’s ownership, a student named Violet Schumacher enrolled in the College to enhance her office skills. Voss was so impressed with Violet that she hired her before she even completed her studies. Violet Schumacher rapidly advanced from receptionist to admissions representative to director of admissions to registrar to director.

After six years of successful operation, Voss sold the College to Lawrence W. Schumacher, Violet Schumacher’s husband, in 1958. Lawrence W. Schumacher and Nancy Schumacher Kucienski purchased land in Jefferson Park and began construction of a new, larger facility on Lipps Avenue, making it possible to add medical assisting and hospitality management programs to a new community.

The 1990s were marked by a series of exciting new developments. Northwestern Business College actively sought and achieved regional accreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools (ACICS). The College continued to grow and moved to a new location at Belmont and Lavergne Avenues in 1976. During this period, Violet Schumacher’s daughter and son came to work for the College. Nancy Schumacher Kucienski managed the academic areas and Lawrence W. Schumacher took on responsibilities in the administrative and recruitment areas. When Edward Schumacher died in 1977, Lawrence W. Schumacher and Nancy Schumacher Kucienski formed Lancelot, Incorporated, and purchased the College from their mother. It was at this time that Violet Schumacher took a less active role in the day-to-day operations, and Lawrence W. Schumacher became president of the College.

In 1973, Northwestern Business College received both degree-granting status from the Illinois Board of Higher Education, and accreditation from the Accrediting Commission for Independent Colleges and Schools (ACICS). The College continued to grow and moved to a new location at Belmont and Lavergne Avenues in 1976. During this period, Violet Schumacher’s daughter and son came to work for the College. Nancy Schumacher Kucienski managed the academic areas and Lawrence W. Schumacher took on responsibilities in the administrative and recruitment areas. When Edward Schumacher died in 1977, Lawrence W. Schumacher and Nancy Schumacher Kucienski formed Lancelot, Incorporated, and purchased the College from their mother. It was at this time that Violet Schumacher took a less active role in the day-to-day operations, and Lawrence W. Schumacher became president of the College.

Lawrence W. Schumacher, like those before him, also envisioned the future. He recognized the importance of adjusting the College’s curriculum to meet the shifting needs of the job market, and spearheaded efforts to expand the College throughout the 1980s. New programs were created, most of which took the College beyond its traditional focus of business into other areas – travel and tourism, computer programming, and word processing – fields that offered considerable employment opportunities at that time. With this continued expansion, the College purchased land in Jefferson Park and began construction of a new campus in 1983 and moved the following year to its new, larger facility on Lipps Avenue, making it possible to add medical assisting and hospitality management programs to the growing curriculum.

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The College

Colleges and Schools; the medical assisting program became accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); and the southwest suburban campus moved to new, larger facilities in Hickory Hills; and a paralegal program was added.

The new century began with the College continuing its pattern of accomplishment while still maintaining its commitment to student success. In 2001, Northwestern Business College brought its programs to the western suburbs, opening a third campus in Naperville. Soon after, the College moved its southwest suburban campus from Hickory Hills to Bridgeview following a complete remodeling of an 88,000-square-foot facility. In 2002, the College celebrated its 100th anniversary and in 2007, President Lawrence W. Schumacher took over sole ownership. In 2008, the College changed its name from Northwestern Business College to Northwestern College to reflect the diversity of its programs which include allied health programs and nursing.

As the College moves into its second hundred years, it continues to focus on career preparation, giving students classes in their field while emphasizing the complementary relationship of a general education foundation.

Where NC Is Located

Bridgeview. The Bridgeview campus at 7725 S. Harlem Avenue, located near the intersection of Harlem Avenue and 79th Street, serves the southwest suburbs as well as those residing in the communities surrounding Midway Airport. It is easily accessible by car or PACE public transportation system.

Chicago. The main classroom building at the Chicago campus is located at 4829 N. Lipps Avenue on the northwest side of the city in the Jefferson Park neighborhood. The Chicago campus is easily accessible via public transportation including the CTA Blue Line, Metra train, and 16 different bus routes. This campus is also conveniently located near the Kennedy and Edens expressways.

Online. Three degree programs, business administration, criminal justice, and health information technology, can be completed entirely online through the College's Online campus.

Accreditations and Approvals

- Northwestern College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools, 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604, (312) 263-0456, www.ncahlc.org.
- The Health Information Technology program at Northwestern College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601.
- The Medical Assisting Associate in Applied Science Degree is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park St., Clearwater, FL 33756. (727) 210-2350, (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).
- The Radiologic Technology Associate in Applied Science Degree is accredited by the Joint Review Committee on Education in Radiologic Technology (www.jrcert.org) 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606, (312) 704-5300.
- The Business Administration and Executive Accounting Associate in Applied Science Degree programs are accredited by the Accreditation Council for Business Schools and Programs, 11520 West 119th Street, Overland Park, Kansas 66213, (913) 339-9356, www.acbsp.org.
- The Paralegal degree and certificate programs are approved by the American Bar Association.
- Northwestern College is approved by the Board of Higher Education–State of Illinois, 431 W. Adams, 2nd Floor, Springfield, IL 62701-1404, Phone: (217) 782-2551, Fax: (217) 782-8548, info@ibhe.org.
- Northwestern College is approved for veterans training under the G.I. Bill for Veterans Educational Assistance.

Authorization

Northwestern College is authorized by the Board of Higher Education–State of Illinois to award associate in applied science degrees. Illinois Board of Higher Education, 431 E. Adams, 2nd Floor, Springfield, IL 62701, (217) 782-2551, info@ibhe.org.

Northwestern College is authorized by the Indiana Board of Proprietary Education, 101 W. Ohio Street, Suite 670, Indianapolis, IN 46204-1984.
About NC’s Career-Focused Education

Associate in Applied Science Degree Programs and Certificates

Most of the certificate programs are intended for individuals who have previous college or work experience and are looking to enhance or change their career. With the exception of the Coding Specialist program, certificate programs can be completed in one year or less.

NC has four academic departments which offer the following degrees and certificates:

School of Commerce and Technology

<table>
<thead>
<tr>
<th>Degrees</th>
<th>Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>None</td>
</tr>
<tr>
<td>Executive Accounting</td>
<td></td>
</tr>
<tr>
<td>Human Resources Management</td>
<td></td>
</tr>
</tbody>
</table>

School of Health Sciences

<table>
<thead>
<tr>
<th>Degrees</th>
<th>Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>Coding Specialist</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>Medical Assisting</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>Massage Therapy</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td></td>
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</tbody>
</table>

School of Legal Studies

<table>
<thead>
<tr>
<th>Degrees</th>
<th>Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>Paralegal</td>
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<tr>
<td>Paralegal</td>
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</tbody>
</table>

Violet L. Schumacher School of Nursing

<table>
<thead>
<tr>
<th>Degrees</th>
<th>Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing</td>
<td>None</td>
</tr>
</tbody>
</table>

General Education, the fifth academic department, provides a foundation for students in degree programs. Specific general education requirements may be found in the Academics section of this catalog.

Program Mission Statements

School of Commerce and Technology

The School of Commerce and Technology provides students with a quality education that enhances their knowledge of business and technology by strengthening their critical thinking skills, developing an understanding of communication processes, and applying these skills to prepare for a career and lifelong learning that satisfies their personal, professional, and community needs.

School of Health Sciences

Coding Specialist: The Coding Specialist (CSP) program seeks to educate entry-level health information professionals by incorporating core values as identified by the American Health Information Management Association (AHIMA). The program empowers students to meet AHIMA’s core values of quality, integrity, respect, and leadership demonstrated through knowledgeable and competent HIT faculty members. Upon graduation, students will be qualified to sit for the Certified Coding Specialist – Physician-based (CCS-P) examination and meet requirements for employment in the field.

Diagnostic Medical Sonography: The Diagnostic Medical Sonography program is committed to excellence in providing students with superior education and training necessary to compete in today’s job market. Consistent with the mission of Northwestern College to “provide a vital human resource to today’s ever-changing society,” the purpose of the program is to prepare competent and caring sonographers to meet the health care needs of our community.

Health Information Technology: The Health Information Technology (HIT) program seeks to educate entry-level health information technicians by incorporating core values as identified by the American Health Information Management Association (AHIMA). The program empowers students to meet AHIMA’s core values of quality, integrity, respect, and leadership demonstrated through knowledgeable and competent HIT faculty members. Upon graduation, students will be qualified to sit for the Registered Health Information Technician (RHIT) examination and meet requirements for employment in the field.

Massage Therapy: The Massage Therapy program is committed to providing quality education to prepare students for the massage licensing exam and profession.

Medical Assisting: The Medical Assisting program at Northwestern College promotes high standards in the Medical Assistant profession through an educational program that provides quality, student-centered education that serves the needs of a diverse population in an ever-changing health care environment. We prepare competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
Radiologic Technology: The Radiography program is committed to excellence in radiologic technology education and its administration. Consistent with the mission of Northwestern College to “provide a vital human resource to today’s ever-changing society,” the purpose of the program is to graduate competent and caring entry-level radiographers to meet the health care needs of our community.

School of Legal Studies

The School of Legal Studies prepares students for roles in the legal profession through progressive and quality educational programs which assist in developing skills necessary to benefit the legal community.

Violet L. Schumacher School of Nursing

The Northwestern College Violet L. Schumacher School of Nursing strives to prepare a diverse student body to pursue educational and professional goals in an atmosphere of intellectual curiosity. We are committed to enhance student understanding of health and illness in a compassionate, student-centered environment that remains rooted in the community and seeks to produce skilled professionals and lifelong learners.

About the NC Community

The NC community is composed of students, faculty members, administrators and staff, and a professional Board of Directors.

Students

The NC community consists of approximately 2,100 students. The commitment, creativity, and seriousness of the student body are among NC’s greatest strengths.

Faculty

Faculty members at NC are selected for their professional backgrounds as well as their academic qualifications. Many are currently active in the fields in which they teach.

Board of Directors

Northwestern College is an Illinois corporation. The board members are individuals with professional business and educational backgrounds. The members of Northwestern College’s Board of Directors are:

Lawrence Schumacher ................................................... President
Gail Schumacher.................................Vice President and Secretary
Peter Coorlas ...............................................................Member
Karen Hartmann ......................................................Member
John E. Petrik..........................................................Member
Kay Vogt ..............................................................Member
Admissions

Admissions Requirements

Northwestern College seeks students who have the desire for practical career preparation and the ability to achieve academic success. In accordance with federal and state law, the College prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, citizenship, sexual orientation, and veteran status.

General Guidelines

To be admitted to Northwestern College, a prospective student must:

1. Be a graduate from a high school recognized by the state in which the diploma was issued or hold a GED (General Educational Development) equivalency diploma. Home-schooling documents will be reviewed under standards set by the state in which the education occurred.
2. Have an ACT (American College Test) score of at least 15 or an SAT (Scholastic Aptitude Test) score of at least 740. If ACT or SAT scores are not available, the placement examination may be used for admission.

Specific programs may have additional admissions requirements. See details in the Degree Programs section of this catalog.

Northwestern College does not make admissions decisions solely on the basis of objective criteria. Subjective criteria, including applicants' on-campus interviews, personal statements/essays, life experience, work experience, personal character, overall suitability for our programs, and likelihood of success are all considered.

Placement Exam

All prospective students, including transfer students and international students, are required to take the placement examination administered on campus unless they have an ACT score of 20 or higher, SAT score of 950 or higher, or a bachelor's degree or higher.

Policy on Enrollment of Students with Criminal History Policy

Northwestern College is dedicated to enrolling students who will benefit from the education provided and can find employment in their chosen field. Our experience is that individuals with a felony conviction may find exceptional difficulty finding employment, depending on the program and the nature of the conviction. Accordingly, the College reserves the right to decline admission, at its sole discretion, to individuals with a felony conviction.

Transfer Students

Transfer applicants from other colleges should contact their former school(s) requesting that official transcripts be sent to:

Office of the Registrar
Northwestern College
7725 S. Harlem Ave.
Bridgeview, IL 60455

The College will typically accept transfer credits for courses that were completed in the last 10 years, comparable to NC courses, fulfill graduation requirements, and in which a grade of C or higher has been earned. Some programs have additional requirements. Refer to the Degree Programs section for details.

International Students

Northwestern College welcomes applications from international students. International students are required to meet the same admissions requirements as all other students. International students residing outside the United States should apply at least 120 days before the quarter in which they would like to start to allow ample time to complete the student visa process. Those transferring from a U.S. school should apply at least 60 days before the intended start date. International students should request an I-20 application form from the Admissions Department. This form should be submitted to the Admissions Department at the campus the student wishes to attend along with the following materials:

1. A completed application for admissions with a nonrefundable $100 processing fee.
3. Official English-translated and evaluated transcripts for all university-level credit.
4. Official Test of English as a Foreign Language (TOEFL) scores of at least 500 on the paper-based exam, 173 on the computer-based exam or 79 on the internet-based exam. The College will accept scores for up to two years from the testing date.

International students may use the placement examination administered on campus in lieu of the TOEFL exam. Applicants who are applying for an F-1 student visa must be in valid immigration status and submit evidence of financial support. This documentation must show that the student has necessary funds to cover the expenses for tuition, books, supplies, and any required fees for the entirety of the program.

Once enrolled and registered, international students are expected to meet the same course requirements and
Admissions

academic standards established for domestic students. They must be enrolled in a minimum of 12 credit hours each quarter. An advisor for international students is located in the Office of the Registrar.

Students with Disabilities

Northwestern College does not discriminate against students with disabilities. All students who meet the admissions requirements of the College and its programs are eligible to attend NC. Each student is encouraged to act as his/her own advocate by taking responsibility for securing pre-admissions services and accommodations. A prospective student with a documented disability who needs accommodations to enhance his/her ability to successfully complete the placement and/or qualifying admissions exams should speak to an admissions representative. The admissions staff can provide information about how to receive appropriate accommodations through the Office of Counseling and Disability Services.

At-Large Students

A student who enrolls in classes either part-time or full-time but does not intend to be a candidate for a degree at NC may take classes as either a regular or a special at-large student. Both categories of at-large students who enroll for more than four credit hours are required to take the placement examination. At-large students must meet all course prerequisites, are subject to all the rules and regulations of the College, and are not eligible for any federal, state, or campus-based financial assistance.

Regular At-Large Students. Regular at-large students may earn up to 24 credit hours before they are required to declare a major. They must meet all admissions requirements, including submission of high school transcripts.

Special At-Large Students. Current high school students or students 25 years of age or older who are not seeking a degree may be admitted to the College as special at-large students without presenting high school or college transcripts. Students in this category may take a maximum of 10 credit hours. Students who wish to continue their studies beyond 10 credit hours must meet all admissions requirements, including submission of high school transcripts.

Admissions Procedures

Applications are available from the Northwestern College website at www.northwesterncollege.edu or by contacting one of the following:

Director of Admissions
Northwestern College
7725 S. Harlem Ave.
Bridgeview, IL 60455
(708) 237-5000

Director of Admissions
Northwestern College
4811 N. Milwaukee Ave., Suite 203
Chicago, IL 60630
(773) 481-3730

Following are the steps for applying to the College:

1. Complete the application at one of the campuses or online which will be routed to the Admissions Department at the campus you wish to attend. You will be asked to pay a $25 enrollment fee when you visit the College. (The fee is refundable only if the applicant is not accepted for admission by the College.)
2. Make an appointment for a personal interview.
3. Contact your high school and all previously attended colleges and universities and arrange to have official signed copies of your transcripts sent to:

   Office of the Registrar
   Northwestern College
   7725 S. Harlem Ave.
   Bridgeview, IL 60455

4. Arrange to have official copies of your ACT or SAT scores sent directly to the Office of the Registrar, refer to address above, if they are not part of the high school transcript.

Admissions Decision

The College notifies students of their admissions status once all required documents have been received and reviewed.
Financial Information

Tuition and Fees

Enrollment Fee
An enrollment fee of $25 is required of all students applying to the College and is refundable only if the applicant is not accepted for admission. This fee remains valid for the quarter in which the student initially enrolls. If the student does not start classes that quarter, one additional reschedule is permitted.

Tuition
Tuition is charged per quarter credit hour. Effective Fall 2014, the tuition rate is $465 per credit hour, except for the following courses which will be charged $745 per credit hour: NURS.110C, NURS.120C, NURS.130C, NURS.140C, NURS.150C, NURS.261C, NURS.262C, RADS.111, RADS.121, RADS.131, RADS.141, RADS.211, SCIE.111, SCIE.121, SCIE.131, SONO.111, SONO.121, SONO.131 and SONO.141.

Science Lab Fee
The following courses have a $150 fee in addition to tuition charges: SCIE.111, SCIE.121, and SCIE.131

Quarterly Fees
Resource Fee.................................................................$65
Technology Fee............................................................$25
Lab Fee (Nursing students)) ...........................................$25

Electronic Recordkeeping System Fee
Radiography students are charged a one-time electronic recordkeeping system fee of $150 for a web-based clinical education tracking system for their clinical course.

Other Fees
The following fees are assessed when applicable:

Change of Class Fee ................................................. $5 per class
Diploma Replacement Fee ...........................................$35
Graduation Fee .............................................................$100
ID Replacement Fee .....................................................$10
Temporary ID Fee .......................................................$1
Independent Study Fee ...............................................$50/credit hour
Lab Pack Fee (Nursing students only) .......................$75
Late Installment Payment Fee......................................$10
Payment Plan Fee .......................................................$20
Collection Placement Fee ..........................................$15
Returned Check Fee .....................................................$25
Transcripts......................................................................$5
U-Pass Fee (Chicago students only) .........................$85
Parking Fee (Chicago students only) .........................$85
RADS.112C Clinical Fee (RADS students only).........$30

U-Pass (CTA University Transit Pass) and Parking Fee (Chicago students only)
The U-Pass and/or parking fees are assessed quarterly. All Chicago campus students may receive a parking pass. The U-Pass, issued by the Chicago Transit Authority to full-time degree or certificate seeking students only, allows students unlimited rides on CTA buses and trains 24/7 while the student is attending classes on the Chicago campus. Students who do not want either pass need to opt-out before the end of the add/drop period each quarter. Contact the Student Services Department for more information.

Tuition for Audited Classes
The current rate of tuition is charged for classes which are audited. Financial aid does not cover audited classes.

Credit by Examination (CBE) Fee
Students who elect to take a CBE are charged 25 percent of the class tuition for the test. Payment must be made in full before scheduling the test. If the CBE is failed or not taken within 30 days of payment, the College will retain 25 percent of the fee as an administrative charge and will credit the balance to the student’s account.

Professional Organization Student Membership Fee
Students enrolled in the following programs and course will be assessed a one-time fee to become members of their respective programs professional organization:

Criminal Justice (CRMJ.100).................................$36
Health Information Technology (HITC.100).............$35
Human Resource Management (HUMR.140).........$35
Massage Therapy (MASG.120).............................$45
Medical Assisting (MEDS.120).............................$39
Nursing (NURS.110).................................................$40
Paralegal (PLGL.100)............................................$40
Radiologic Technology (RADS.100).....................$30

Professional Organizations
- American Association of Medical Assistants
- American Criminal Justice Society
- American Health Information Management Association
- American Society of Radiologic Technologists
- Associated Bodywork and Massage Professionals (ABMP)
- Illinois Paralegal Association
- National Student Nurses’ Association
- Society for Human Resource Management
Financial Information

Disclaimer
Tuition rates and fees are subject to change at any time without notice.

Business Office
The Business Office staff will meet students to calculate tuition, discuss payment options, and answer questions regarding tuition, fees, loan balances, and refunds. Hours are posted at each campus.

Payment of Tuition and Fees
All charges are due before the end of the first week of the quarter. In order to help students meet their financial obligations, the College offers an installment payment plan for students who have a balance exceeding $100.

First Payment.............................. Due week 4 of each quarter
Subsequent Payments........................ Every month

All students are considered to have opted for the installment payment plan and assessed the payment plan fee unless tuition and fees are paid in full by the end of the first week of each quarter. A late fee will be assessed for each missed installment payment. If a payment plan is not received by the start of classes, it is the student’s responsibility to contact the Business Office.

Methods of Payment
Students may pay their tuition and fees with cash, checks, credit cards (Visa, MasterCard, or Discover), money orders, or cashier’s checks. Payments can also be made online through WebAdvisor.

Financial Responsibility
Students are responsible for the payment of their tuition and fees. Registration and enrollment constitute the student’s acceptance of all conditions, rules, and regulations of the College. The College reserves the right to:

- Deny registration to any student with an outstanding balance from a previous quarter.
- Withhold any student’s academic transcript and/or quarterly grades until all monies owed to the College are paid and student loans are in current status.

Refunds

Tuition Refund
The tuition refund will be calculated according to the student’s withdrawal date and the tuition refund schedule.

Courses of 10-12 Weeks
100% refund for withdrawal days 1 – 7 of the quarter
50% refund for withdrawal days 8 – 14 of the quarter
0% refund for withdrawal after day 14 of the quarter

Title IV Excess Funds
Northwestern College will retain any excess funds from Federal and State financial aid awards for the entire period of education. Northwestern College will use the excess Title IV and State funds to reduce any outstanding balances incurred in any prior or future term.

Student Withdrawal
There are a number of things students should consider before withdrawing from either a course or the College, for such action could cause both academic as well as financial consequences.

General Information
Students may withdraw from a course or courses by using the College’s web registration system, WebAdvisor, or by contacting the Advising Office in person or by phone. Withdrawals processed through WebAdvisor or through direct contact with the Advising Office are effective the day on which they are made. The College will send the student an email acknowledgement of the withdrawal for their records.

Students intending to drop all of their courses in a quarter will not be able to do so via WebAdvisor but will need to contact the Advising Office. Students considering withdrawal from the College should speak with their academic advisor, financial aid representative, and/or the College’s Business Office to discuss potential academic and financial consequences.

Simply ceasing to be present and/or participate, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from a course or the College and may result in serious academic as well as financial consequences. Please refer to the Withdrawal Checklist for guidance through the possible consequences of withdrawal.

When a student withdraws or discontinues academic participation during a payment period or period of enrollment, federal law mandates specific procedures for the calculation of Title IV funds. The return of Title IV funds
Financial Information

is based on the date of determination. For students who officially withdraw, the date of determination is the date the student officially withdrew from the College. Students who do not officially withdraw will be administratively withdrawn. The date of determination will be the date the College became aware of the student's intent to withdraw through credible communication with the Director of Student Services (or other designated official). All Title IV refunds are calculated based on the student's last day of participation. Any unearned Title IV funds will be returned to the appropriate lender (or provider). When a student withdraws, the College calculates how much of the Title IV grants and loans the student has earned for the payment period or period of enrollment as of the date of determination and returns the unearned portion to the appropriate lender or provider.

There can be other consequences if a student is receiving federal financial aid and chooses to withdraw:

Withdrawal can affect financial aid eligibility for the term. As noted above, students considering withdrawal should be aware that Returns of Title IV financial aid funds are calculated according to applicable federal laws. If, based on the calculation, the student has earned less than the amount of Title IV funds disbursed at the time of withdrawal, the unearned funds must be returned. The return of financial aid funds may result in a balance on a students' account, with the balance being the student's responsibility.

Withdrawal can affect overall financial aid eligibility and academic success. Repeated withdrawals could compromise not only a student's future eligibility for financial aid but also jeopardize their academic success. All students must maintain satisfactory progress toward completion of their academic program. Students who fail to meet the academic progress standards are subject to both academic penalties and the potential loss of eligibility for federal and Illinois student financial aid.

Withdrawal will affect loan deferments. Once a student drops below half time or withdraws from an academic program, their 6 month grace period will begin. At the conclusion of the grace period, students will be required to begin repayment of their federal loans. Students should check with the financial aid office at their home campus for more information or contact any outside lender they may have utilized.

Further, students that have borrowed via Federal Direct Stafford Loans and are graduating or leaving the College are required by law to complete the Federal Direct Loan Exit Counseling Session with the Financial Aid Department.

During the exit counseling session, students will be advised of the next steps regarding their student loans.

Withdrawal can affect other government benefits. Students receiving other state or federal benefits contingent on college participation may find those benefits diminished or terminated upon withdrawal from a course or the College. Students may also be required to report these changes or be subject to repayment if it is determined that the withdrawal resulted in ineligibility to receive these benefits any longer.

Withdrawal can result in additional costs. Upon withdrawal, the cost of attendance for an educational program will escalate as a result of lost time, unearned coursework, delayed graduation, and increased educational debt if a student is borrowing funds to attend school. The College recommends that students who need to withdraw work with their academic advisor and a financial aid representative to determine strategies to minimize this cost.

Policy
A. Withdrawal from a Course or Courses

A student who intends to withdraw from an individual course or courses from their program is expected to notify the Director of Student Services, Registrar, or Advising Department of his/her intent to withdraw. The notification must be in writing. Please refer to the Add/Drop Request form. The date the notification is received by the Student Services Department shall be the official date of withdrawal of the course or courses and will be the date used to determine any academic consequences as well as to calculate any tuition obligations.

A withdrawal during the first 75% of any quarter will result in the issuance of a "W" (withdrawn) grade, which does not affect the student's GPA. A withdrawal after this date will result in the issuance of a "WF" grade (withdrawn/failure), which is equivalent to an "F" grade in calculating the student's GPA.

Simply ceasing to be present and/or participate, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from a course or courses and may result in serious academic as well as financial consequences.

B. Withdrawal from the College

Official Withdrawal

Students who wish to withdraw officially from the College should first contact the Academic Advising Office and ultimately, the Director of Student Services using the College's official withdrawal form. All withdrawal notifications must be in writing. Please refer to the Request
Financial Information

for Withdrawal form. Notifications of withdrawal from the program received via email or other communication method are accepted at the discretion of the Director of Student Services (or other designated official). In rare cases, the College may accept third-party notifications, particularly when the student may be incapacitated or otherwise unable to communicate with the College. All withdrawal notifications may be subject to verification.

For a student who is dismissed or withdrawn during an academic term, both the official date of withdrawal and the official date of determination shall be the date the student began the official withdrawal process by notifying the College, the date the College became aware of the student’s intent to withdraw through written communication with the Director of Student Services (or other designated official), or the date the student was dismissed/administratively withdrawn for any reason, whichever is earliest.

Simply ceasing to be present and/or participate, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from the College and may result in serious academic as well as financial consequences.

Students are expected to forfeit their College ID card, CTA U-Pass Card, and parking permit sticker at the time of withdrawal.

After submitting the College withdrawal form, a confirmation of withdrawal will be emailed to the student, indicating any additional steps they may need to take in order to complete withdrawal from the College. If a student does not receive an email confirmation, they should contact Student Services to both confirm withdrawal and obtain written confirmation.

Unofficial Withdrawal

If a student ceases participating without providing official notification to the College, the date of determination will be the date the College became aware of the student’s intent to withdraw through credible communication with the Director of Student Services (or other designated official).

C. Reentering After Official or Unofficial Withdrawal from the College

Students who are reentering the College after a leave of one or more quarters may seek assistance from a returning student advisor in the College’s Admissions Department.

Reentering students who have not attended for two or more consecutive quarters are subject to the rules, regulations, and requirements of the Northwestern College Catalog effective on the first day of the quarter in which they are readmitted. Students who were making satisfactory progress at the time of last enrollment will be readmitted without special procedure. Students who left the College in Academic Warning will be readmitted in Academic Warning status and subject to all of the requirements of that status. Students who were suspended for academic deficiencies will be required to appeal their suspension through the Academic Standards Committee who will render a decision. For more information, refer to the Satisfactory Progress Policy in the Academics section of this catalog.

Fees

Fees are not refundable except as noted above.

Books and Supplies

There are no cash refunds. We offer in-store credit and exchanges only. Credit for book returns will be applied to your NC student account. Receipts must accompany all returns. Not all items are eligible for returns or credits. See the Bookstore for details.

Student Loan In-School Deferments

The U.S. Department of Education requires all students who have obtained student loans to submit an In-School Deferment Request form at the start of each term that they are registered at least half-time status. Copies of the In-School Deferment Request Form can be obtained in the Records and Financial Aid Departments at all campuses, and the office of the Default Prevention Specialist at the Chicago campus.

Return of Title IV Funds

When a student withdraws or ceases participating during a payment period or period of enrollment, federal law mandates specific procedures for the calculation of Title IV funds. Title IV fund return calculations are based on the date the student withdrew or ceased attending. Any unearned Title IV funds must be returned to the appropriate lender (or provider). When a student withdraws, the College calculates how much of the Title IV grants and loans the student has earned for the payment period or period of enrollment as of the date of withdrawal.

Calculation Information

A pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period or period of enrollment, a student will have earned 100 percent of the Title IV funds they were eligible to receive.
Financial Information

The percentage of the payment period or period of enrollment completed is the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the date of withdrawal.

Returns are calculated according to applicable federal laws. If, based on the calculation, the student has earned less than the amount of Title IV funds disbursed, the unearned funds must be returned. The College must return the lesser of:

- the amount of Title IV funds that the student has not earned, or
- the amount of institutional charges that the student incurred for the payment period or the period of enrollment multiplied by the percentage of Title IV funds that was not earned

The student (or parent, in the case of a PLUS loan) must return or repay, as appropriate:

- any Title IV loan funds in accordance with the terms of the loan
- the remaining unearned Title IV grant funds (not to exceed 50 percent of the grant owed) as an overpayment of the grant

Financial Aid Programs Refund Sequence

Unearned funds returned by the College or the student must be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period or period of enrollment for which a return of funds is required. Those funds must be credited to outstanding balances for the payment period or period of enrollment for which the return of funds is required in the following order:

1. Unsubsidized FFEL/Direct Stafford loans
2. Subsidized FFEL/Direct Stafford loans
3. Federal Perkins loans
4. FFEL/Direct PLUS loans received on behalf of the student

If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period or period of enrollment for which a return of funds is required in the following order:

1. Federal Pell grants
2. Federal SEOG program aid
3. Other grant or loan assistance authorized by Title IV of the Higher Education Act

Refund Disbursement

Refunds are calculated from the official date of withdrawal from the College (refer to previous section on Official Date of Withdrawal and Official Date of Determination). All refunds will be issued within 30 days after the College has determined that the student has withdrawn.
Financial Assistance

The College's Financial Assistance Office provides information to students and families who require financial assistance in addition to their own contributions to cover the cost of their Northwestern College education.

Most financial assistance programs are based on demonstrated need—the difference between the cost of education and the resources of the student (or family). Students may apply for financial assistance and admission to the College at the same time. Please contact the Financial Assistance Office for minimum credit hour requirements to apply for all financial aid resources listed below. Financial assistance is not available to at-large students.

All federal financial assistance programs are subject to government review and control and are subject to change. Students seeking financial assistance through any of the programs described herein can obtain financial aid application forms from the Financial Assistance Office, the Admissions Department, or online.

Procedure
1. Complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Use your federal pin number to submit the application. Be sure to add the Northwestern College school code to your FAFSA application (012362).
2. Complete all required verification procedures by the specified deadline. If applying for a loan, students must also complete a student loan counseling and a master promissory note at www.studentloans.gov.

Grants (No repayment required)

Federal Pell Grant
A federal Pell grant is awarded based on financial need and does not have to be repaid. Pell grants are awarded only to undergraduate students who have not earned a bachelor’s or professional degree and have not exceeded the lifetime limit.

Federal Supplemental Educational Opportunity Grant (FSEOG)
This program is for eligible undergraduate students with exceptional financial need. Consideration for an FSEOG will be given first to students with exceptional need and second to students who receive Pell grants and meet certain eligibility requirements for financial assistance.

Illinois Monetary Award Program (MAP) Grant
Recipients of a MAP grant must be Illinois residents. The MAP grant is awarded based on the Illinois Student Assistance Commission’s comprehensive review of the family’s financial situation and cost of attending the College.

Employment (No repayment required)

Federal Work Study
The Federal Work Study program provides a limited number of jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to the course of study. Students who qualify for the program work in various areas of the College as long as funds are available.

Loans (Repayment required)

Direct Loans
All Direct loans are either subsidized (the government pays the interest while in school) or unsubsidized (students pay all the interest, although they may have the payments deferred until after graduation). To receive a subsidized Direct loan, students must be able to demonstrate financial need. With the unsubsidized Direct loan, students can defer the payments until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan. All students, regardless of financial need, are eligible for the unsubsidized Direct loan.

Direct PLUS Loan
This program allows the parents of dependent undergraduate students to borrow up to the total cost of education minus any financial aid received per academic year.

Graduation Assistance Program (G.A.P.) Loan
This loan may be used to cover the gap between financial aid and tuition cost once all available financial resources have been exhausted. All students are eligible to borrow up to $5,000 each academic year for a total of $10,000. Full-time Nursing and Radiography students who maintain a “B” cumulative grade point average can borrow an additional $2,500 per academic year for a total of $15,000.

Interest is set at 1.99% and will begin to accrue at the completion of the program or withdrawal from the program, whichever comes first. Monthly payments of $40 or $65 begin immediately. Additional
Financial Assistance

requirements/restrictions apply; see the Financial Assistance Office or Business Office for details.

Students enrolled in the NC GAP program are not eligible to receive excess loan checks. Excess funds will be retained and applied to future terms, applied towards your GAP loan to reduce your principal balance or returned to the Lender.

Scholarships

Annually, Northwestern College makes available approximately four million dollars in scholarships to its students. The following scholarships can add considerably to a student’s financial aid award.

Scholarships and Awards for All Entering Students

Incoming students may receive only one college-sponsored award with the exception of the Early Acceptance Award, which can be combined with select scholarships, tuition discounts or Fellowship Award. In addition to the scholarships described herein, the Admissions Department often lists other scholarships for which entering students may qualify. Scholarship applications, terms and conditions, and any further details may be obtained from the Admissions Department. Full details about each scholarship including criteria, requirements, and deadline dates can be found on the applications.

Academic Scholarship

VALUE: $3,600 ($600 per quarter)

NUMBER OF ANNUAL AWARDS AVAILABLE: 40 per campus.
There are four awards for each associate in applied science degree area of study as follows: business administration, criminal justice, executive accounting, health information technology, human resources management, massage therapy, medical assisting, paralegal, radiologic technology, and nursing.

CRITERIA: This award is available to any high school graduate or equivalent that meets the College’s admission requirements and enrolls in an associate in applied science degree program. Applicants must submit high school transcripts or GED scores, as well as a typed essay with a minimum of 250 words explaining why they are pursuing a career in their chosen field and why they would be successful.

CONDITIONS AND REQUIREMENTS: NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic at a rate of $600 as long as the recipient is in good standing, maintains a 2.25 cumulative grade point average, continuous enrollment, and full-time status in the declared major.

Board of Directors Scholarship

VALUE: $4,800 ($800 per quarter)

NUMBER OF ANNUAL AWARDS AVAILABLE: 20 per campus.

CRITERIA: This merit-based scholarship is awarded to students who have earned a high school grade point average of 2.75 or above on a 4.0 scale, performed well on ACT’s COMPASS placement test, and have been accepted for admission by NC. Students must earn COMPASS scores of 84 or higher on the reading section, 43 or higher on the math section, and 77 or higher on the writing section to be eligible.

CONDITIONS AND REQUIREMENTS: NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic at a rate of $800 as long as the recipient is in good standing, maintains a 3.0 cumulative grade point average, continuous enrollment, and full-time status in the declared major.

Centennial Scholarship

VALUE: Amount varies (covers all tuition and fees not covered by other aid received)

NUMBER OF ANNUAL AWARDS AVAILABLE: 10 college-wide.

CRITERIA: This merit- and need-based award was established to assist individuals who could not otherwise afford to attend college. In order to qualify, students must meet all admission requirements and be accepted for admission. The applicant must be nominated by an organization or high school counselor in order to be eligible.

CONDITIONS AND REQUIREMENTS: NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic as long as the recipient is in good standing, maintains a 2.25 cumulative grade point average, continuous enrollment, and full-time status in the declared major.

Cohort Scholarship

VALUE: $1,600 ($320 per quarter for coding specialist students and $400 per quarter for massage therapy certificate students)

NUMBER OF ANNUAL AWARDS AVAILABLE: 6 per campus.
Financial Assistance

**Criteria:** This scholarship was established for those students pursuing a massage therapy or coding specialist certificate in a cohort program. Applicants must submit a 250 word essay explaining what receiving this scholarship would mean to them.

**Conditions and Requirements:** NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic as long as the recipient is in good standing and maintains a 2.5 cumulative grade point average and continuous enrollment in the declared major.

*Educational Achievement Scholarship*

**Value:** $3,600 ($600 per quarter)

**Number of Annual Awards Available:** 20 per campus.

**Criteria:** Any student who did not graduate from high school, yet independently pursued passing the high school equivalency exam to obtain their GED may apply. Students who have successfully completed their GED, meet all admission requirements, and are accepted for admission to NC qualify.

**Conditions and Requirements:** NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic at a rate of $600 as long as the recipient is in good standing, maintains a 2.75 cumulative grade point average, continuous enrollment, and full-time status in the declared major.

*Presidential Scholarship*

**Value:** $4,800 ($800 per quarter)

**Number of Annual Awards Available:** 25 per campus.

**Criteria:** This merit-based award recognizes exceptional academic achievement and is given to recent high school graduates who have earned a high school grade point average of 2.75 or better on a 4.0 scale, a score of 20 or above on the ACT, and who have been accepted for admission by NC.

**Conditions and Requirements:** NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic at a rate of $800 as long as the recipient is in good standing, maintains a 2.5 cumulative grade point average, continuous enrollment, and full-time status in the declared major.

**Transfer Student Scholarship**

**Value:** $1,600 ($400 per quarter)

**Number of Annual Awards Available:** 20 per campus.

**Criteria:** This award is given to applicants who have been accepted for admission by Northwestern College and are transferring from another college with a cumulative GPA of 2.75 or better on a 4.0 scale, and a minimum of 18 semester or 24 quarter transferable hours.

**Conditions and Requirements:** NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic at a rate of $400 as long as the recipient is in good standing, maintains a 2.75 cumulative grade point average, continuous enrollment, and full-time status in the declared major.

*Scholarships for High School Seniors*

High School Seniors may receive only one college-sponsored award with the exception of the Early Acceptance Award, which can be combined with select scholarships or Fellowship Award.

*Community Scholarship*

**Value:** $4,800 ($800 per quarter)

**Number of Annual Awards Available:** Limited.

**Criteria:** This award is given to recent high school graduates admitted to Northwestern College as entering freshmen. Applicants must submit a personal statement addressing their education and career goals, family background, leadership experiences and/or community service involvement, the reasons they feel they qualify for the scholarship, and two letters of recommendation.

**Conditions and Requirements:** NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic at a rate of $800 as long as the recipient is in good standing, maintains a 2.5 cumulative grade point average, continuous enrollment, and full-time status in the declared major.

*Early Acceptance Award*

**Value:** Amount varies according to deadline dates.

**Number of Annual Awards Available:** Unlimited.

**Criteria:** This award provides a financial incentive to students who are accepted for admission and enroll full-time in an associate in applied science degree program at Northwestern College.
Financial Assistance

CONDITIONS AND REQUIREMENTS: NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic as long as the recipient is in good standing, maintains a 2.25 cumulative grade point average, continuous enrollment, and full-time status in the declared major.

Excellence Scholarship
VALUE: $7,200 ($1,200 per quarter)
NUMBER OF ANNUAL AWARDS AVAILABLE: 25 per campus.

CRITERIA: This merit-based award recognizes excellent academic achievement, and is awarded to students who have earned a high school grade point average of 3.5 or above on a 4.0 scale, or a score of 26 or above on the ACT. Students must meet all NC admission requirements and be accepted for admission to qualify.

CONDITIONS AND REQUIREMENTS: NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic at a rate of $1,200 as long as the recipient is in good standing, maintains a 3.4 cumulative grade point average, continuous enrollment, and full-time status in the declared major.

Scholastic Scholarship
VALUE: $4,000 ($667 per quarter)
NUMBER OF ANNUAL AWARDS AVAILABLE: 25 per campus.

CRITERIA: This merit-based award is given to students who have earned a high school grade point average of 3.0-3.49 on a 4.0 scale, or a score of 20-25 on the ACT. Students must meet all NC admissions requirements and be accepted for admission to qualify.

CONDITIONS AND REQUIREMENTS: NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic at a rate of $667 as long as the recipient is in good standing, maintains a 3.0 cumulative grade point average, continuous enrollment, and full-time status in the declared major.

Scholarships for Continuing Students
Additional scholarship opportunities are available to currently enrolled students. Applications and further details may be obtained from the Advising Center. Continuing students may combine one of these scholarships with one scholarship, tuition discount or Fellowship Award they have been awarded previously. Students are limited to receive a maximum of two awards at any one time.

Daniel Lawrence Memorial Scholarship for Outstanding Part-Time Students
VALUE: $1,800 maximum (no more than $300 per quarter)

NUMBER OF ANNUAL AWARDS AVAILABLE: There are two awards per campus per year for each associate in applied science degree area of study as follows: business administration, criminal justice, executive accounting, health information technology, human resources management, massage therapy, medical assisting, nursing, paralegal, and radiologic technology.

CRITERIA: This scholarship is awarded in the fall and spring quarters. Applicants must be enrolled part-time and have completed at least 32 credit hours in college-level courses at NC with a cumulative GPA of 2.0 or higher. To apply, students submit an application and letter of recommendation by the posted deadline. The recommendation must be from a faculty member in their major. Recipients for the nursing scholarship will be selected by the dean of nursing. For all other programs, the program director or program coordinator of the academic department or program will select the recipients.

CONDITIONS AND REQUIREMENTS: NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic at a rate of $300 as long as the recipient is in good standing, maintains a 2.0 cumulative grade point average, continuous enrollment, and part-time status in the declared major.

Departmental Scholarships
VALUE: $2,400 maximum (no more than $400 per quarter)

NUMBER OF ANNUAL AWARDS AVAILABLE: There is one award per quarter per campus for each associate in applied science degree program as follows: business administration, criminal justice, executive accounting, health information technology, human resources management, massage therapy, medical assisting, nursing, paralegal, and radiologic technology.

CRITERIA: These awards are given to associate in applied science degree-seeking students who are attending school full-time, have completed at least 24 credit hours at NC, and have a cumulative grade point average of 2.0 or higher. Applicants are required to submit a completed application and letter of recommendation from a faculty member of their major. Recipients in the nursing program are selected by the dean of nursing. For all other programs, recipients are selected by the program director or program coordinator of the program or academic department.
Financial Assistance

**CONDITIONS AND REQUIREMENTS:** NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic at a rate of $400 as long as the recipient is in good standing, maintains a cumulative grade point average of 2.0 or higher, continuous enrollment, and full-time status in the declared major.

**Departmental Scholarships Available:**
- Business Administration (Albert E. Geier Memorial Scholarship)
- Criminal Justice (Lester E. and Ada Jeffrey Memorial Scholarship)
- Executive Accounting (Edwin Joseph Liska Memorial Scholarship)
- Health Information Technology (Myrtle Mildred Voss Memorial Scholarship)
- Human Resources Management (Hattie Wrzinski Memorial Scholarship)
- Massage Therapy (Thomas Hofmeister Memorial Scholarship)
- Medical Assisting (Arthur Cerezo Memorial Scholarship)
- Nursing (Frank Ramirez Memorial Scholarship)
- Paralegal (Gail Golow May Memorial Scholarship)
- Radiologic Technology (Rey Pascua Memorial Scholarship)

**Louis P. Fuller Advising Scholarship**
- **Value:** $1,650 for full-time students ($550 per quarter) and $1,200 for part-time students ($400 per quarter)
- **Number of Annual Awards Available:** 5 per campus.

**Criteria:** This merit-based award is distributed at the beginning of the fall quarter to students who have completed at least 36 credit hours at NC, and have a cumulative grade point average of 3.0 or higher. Applicants are required to submit an application, letters of recommendation from both an instructor and an advisor, and a typewritten essay with a minimum of 250 words on the topic, “How the advising program at NC has benefited me.”

**Conditions and Requirements:** NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic as long as the recipient is in good standing, maintains a 3.5 cumulative grade point average, continuous enrollment, and full-time status in the declared major.

**Vice Presidential Scholarship**
- **Value:** $1,800 maximum ($600 per quarter)
- **Number of Annual Awards Available:** 20 per campus.

There are two awards for each associate in applied science degree area of study as follows: business administration, criminal justice, executive accounting, health information technology, human resources management, massage therapy, medical assisting, paralegal, radiologic technology, and nursing.

**Criteria:** This award is distributed in the fall quarter. To apply, students must have completed at least 45 credit hours at NC, be enrolled in an associate in applied science degree program, and have a cumulative grade point average of 3.5 or higher. Applicants must submit an application with a letter of recommendation from a faculty member in their major area. Winners will be selected by the program director and program coordinators of the relevant academic department.

**Conditions and Requirements:** NC scholarships are not redeemable for cash, are nontransferable, and can only be applied to tuition. Quarterly application to tuition is automatic at a rate of $600 as long as the recipient is in good standing, maintains a 3.5 cumulative grade point average, continuous enrollment, and full-time status in the declared major.

**Tuition Discounts**

**American Hero Tuition Discount**
- **Value:** 15% Tuition Discount

All current active and retired military personal and veterans enrolling in a degree or certificate program at Northwestern College are eligible for a 15% American Hero Tuition Discount. In order to qualify for the discount, all admission requirements must be completed, and applicants must provide proof of service by submitting an actual or faxed copy of their military ID card, including the expiration date. Retired military personnel must provide valid retiree ID or DD 214 (discharge papers) form.

In addition, Northwestern College will extend the 15% American Hero’s discount to the spouse and dependents of any service member as outlined above. These individuals must provide an actual or faxed copy of their dependent military ID card, which includes an expiration date. All students that are qualified to participate in the American Hero’s Tuition Discount program are eligible to apply for veteran’s or G. I. benefits and U. S. Department of Education Title IV funds, but are advised against accepting funds that exceed program charges. Students participating in the American Hero Tuition Discount program are not eligible
for additional tuition discount programs or NC Scholarships unless specifically stated.

First Responders Tuition Discount

**VALUE:** 15% Tuition Discount

All current active and retired first responder personnel, including police, fire fighters, paramedics and emergency medical technicians, enrolling in a degree or certificate program at Northwestern College are eligible for a 15% First Responders Tuition Discount. In order to qualify, all admission requirements must be completed, and applicants must provide proof of service or employment by submitting an actual or faxed copy of their employment ID card or other proof of employment.

In addition, Northwestern College will extend the 15% First Responders Tuition Discount to the spouse and/or dependents of any first responder as outlined above. These individuals must provide proof of their relation to the first responder. All students qualified to participate in the First Responders Tuition Discount are eligible to apply for U. S. Department of Education Title IV funds but are advised against accepting funds that exceed program charges. Students participating in the First Responders Tuition Discount are not eligible for additional tuition discount programs or NC Scholarships unless specifically stated.

Legacy Tuition Discount

**VALUE:** 10% Tuition Discount

Immediate family members of graduates who have earned an Associate in Applied Science Degree from Northwestern College enrolling in a degree or certificate program at Northwestern College are eligible for a 10% Legacy Tuition Discount. To qualify, all admission requirements must be completed, and applicants must provide proof of relation to the graduate and submit a copy of the graduate’s Northwestern College diploma, or their transcripts. For this tuition discount, immediate family members are defined as a child of an alumnus who is 25 years old or younger, the spouse of alumnus, sibling, or the dependent of an alumnus as defined by the Internal Revenue Code.

In addition, Northwestern College will extend the 10% Legacy Tuition Discount to siblings attending Northwestern College if enrolled at the same time. These individuals must also provide proof of their relation. Students who participate in the Legacy Tuition Discount program are eligible to apply for U. S. Department of Education Title IV funds, but are advised against accepting funds that exceed program charges. Students participating in the Legacy Tuition Discount program are not eligible for any additional tuition discount programs or NC Scholarships unless specifically stated.

Veterans Benefits

Special governmental tuition assistance programs are available to veterans. Applicants must complete appropriate VA forms. Contact the Financial Assistance Office for more detailed information.
Student Life

Activities/Organizations

There are several student organizations at NC which complement and enhance classroom experiences and provide opportunities for personal growth and community service. Students are encouraged to join a club or honors organization; new members are always welcome. (Not all clubs are active at both campus locations.)

Student Interest Organizations

Business, Inc. This organization promotes civic and personal responsibilities. Students who are planning a career in accounting or business have opportunities to apply their knowledge, network with professionals, and have fun.

Computer Club. The Computer Club provides an opportunity for students to broaden their knowledge of computers and computer-related careers through field trips, guest speakers, and networking.

Social Media, Film, & Photography Club. This club provides an opportunity for students interested in human communication, the rhetorical process, and interpersonal and diversity/cultural communication, to meet and learn how to improve individual and group communication. Social media is integrated into the club’s activities, providing opportunities to create websites, blogs and to become familiar with an array of social media applications.

Massage Therapy Club. The mission of the massage therapy club is to enhance the students’ massage skills and knowledge, while promoting enthusiasm and camaraderie within the field. The club regularly has guest speakers and presentations, educational activities, and social events.

Rhythms, Records, Relaxation Club. The 3RC Club provides School of Health Sciences (SHS) students with peer support as they acquire occupational skills and it promotes the development of professionalism among its members. It provides recognition of SHS student achievement and encourages social responsibility. Guest speakers share their professional experiences in the health care field.

NC Paralegal Association

Paralegal Club. The Paralegal Club provides students with a real-world perspective of the law and a vision of their futures. Guest speakers share their experiences and expertise and offer students an opportunity to explore employment options.

Honor Organizations

Alpha Beta Gamma. Alpha Beta Gamma is the international honor society for students majoring in business and business-related areas who are enrolled at two-year colleges. The Gamma Kappa (Bridgeview) and Eta Zeta (Chicago) chapters have been established to recognize academic achievement. Students who have completed 15 credit hours (12 hours must be in their major program) with a cumulative grade point average of 3.0 or higher are eligible to join.

Lambda Epsilon Chi. Lambda Epsilon Chi is the National Paralegal Honor Society founded by the American Association for Paralegal Education. To be eligible for induction, a paralegal student must demonstrate superior academic performance which is evidenced by a cumulative grade point average of 3.5 or higher.

Lambda Alpha Epsilon. The American Criminal Justice Association is dedicated to the furtherance of professionalism in all areas of criminal justice. The association strives to encourage greater cooperation among criminal justice agencies and to promote greater understanding between the community and the profession. Under the aegis of membership it fosters more responsive training and education to fulfill the needs of the profession through sponsorship of seminars, technical materials and personal contacts. The association serves as a unified national voice on key issues of the profession. NC has an active chapter, Zeta Sigma Alma, at the Bridgeview Campus.

Honors Program

Through its Honors Program, Northwestern College offers an enriched academic experience for intellectually curious, motivated, and ambitious students. Courses in the Honors Program foster leadership skills by emphasizing critical thinking, analytical written and oral communication, and research at a depth and breadth which stimulates, encourages, and recognizes exceptional academic work.

Students who complete 24 credit hours in honors coursework receive special recognition at graduation.

Eligibility Requirements

Entering freshmen:
- cumulative high school GPA of 3.2 or higher on a 4.0 scale
- ACT score of 22 or higher or SAT score of 1070 or higher

Current or transfer students:
- completion of at least 8 credit hours of college-level coursework
- cumulative college GPA of 3.2 or higher on a 4.0 scale
Student Life

Academic Advising
The academic advising program at Northwestern College seeks to empower students by helping them develop skills in planning and decision making, important aspects of life-long learning. Students are assigned an individual academic advisor to assist them in selecting and registering for courses, creating an educational plan, and to serve as a general resource and guide. Advisors are available to meet with students any time during posted hours.

Tutoring
Tutoring is available at no charge through the Advising Center in a variety of subjects and courses. Students are welcome to seek tutoring on a walk-in basis although an appointment is recommended. For more details, visit the Advising Center on campus.

Career Assistance
The Office of Career Development and Alumni Relations provides career advising, employment assistance, and job related resources to students and alumni. Students learn how to prepare a professional resume along with other career related documents and acquire skills in searching and interviewing for jobs. Students and alumni can become part of an active file database and receive job openings via their email. Additionally, resumes, when permitted, will be forwarded to job openings on the student’s behalf.

Students and alumni also have access to on campus recruitment events including an annual Career Fair. Currently enrolled students may seek employment assistance while they are completing their programs as long as they have a cumulative GPA of 2.0 or better, do not have an outstanding financial obligation to the College, and have completed at least one quarter. Alumni from associate degree programs have free employment assistance after graduation. Note: While the College provides students with career assistance, it does not guarantee employment or compensation rates.

Counseling Services
The Office of Counseling and Disability Services (OCDS) offers time-limited personal counseling to all NC students who are able to come on-site to one of the NC campuses. These confidential services are provided by licensed clinical professionals. In addition to brochures around campus and numerous community resources, materials are available on a variety of wellness-related topics. For students taking only online classes and are unable to come to an NC campus, resources and referrals to affordable counseling services in your area are available from the Bridgeview counselor.

Services for Students with Disabilities
Northwestern College is committed to integrating students with disabilities as fully as possible into all aspects of college life. It is the College’s goal to help ensure equal opportunity for self-identified students with documented disabilities. Each student is encouraged to act as his or her own advocate by taking responsibility for securing services and accommodations through the Office of Counseling and Disability Services. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 with its amendments prohibit discrimination against individuals with disabilities by mandating provision of reasonable accommodations to make programs and activities accessible to qualified individuals with disabilities.

Although the Office of Counseling and Disability Services is able to respond to most requests, there are natural and legal limitations to what services can be provided. It is the College’s goal to assist students in developing their potential in light of what is feasible and reasonable under the law.

All or some of the following services may be available on an individual basis to on-site students depending on the specific documented disability. Some of these accommodations may not be available for students taking only online classes:

- Academic accommodations
- Accessibility information
- Advocacy
- Audiobooks
- Classroom accommodations
- Note takers
- Referral services
- Scribes
- Sign language interpreters
- Test taking accommodations
- Tutors

The documentation requested by and submitted to the OCDS will provide the basis for granting the appropriate services/accommodations. This office provides assistance and accommodations for students with documented special needs. These may include:

- ADD/ADHD
- Alcohol and substance abuse recovery
- Emotional/psychological disabilities
- Hearing disabilities
- Learning disabilities
- Physical/mobility disabilities
- Specific chronic health conditions
- Visual disabilities
For further information regarding services for students with disabilities, please contact the OCDS at the NC campus that you are interested in attending. The office phone numbers are listed below (Students taking only online classes should contact the Bridgeview counselor):

- Bridgeview Campus and NC Online: 708-237-5030
- Chicago Campus: 773-481-3170

Student Services
The Student Services Department is open during daytime and evening hours and serves as a one-stop shop for student information and resources. Students are regularly directed to this department to have questions answered and obtain student forms. Student Services provides training on WebAdvisor, the web interface on the NC Student Hub that allows students to register for classes, check grades, access account information, create a course planning worksheet, make payments and view class schedules, calendars, and unofficial transcripts. A WebAdvisor Access Guide and video are available to students on the NC Student Hub.

Orientation for New Students
New student orientation is held before classes begin each quarter; all new students are strongly encouraged to attend. Essential information is presented about academic programs, student organizations and activities, and the wide range of campus resources, both academic and non-academic, available to NC students. Most importantly, orientation is intended to help new students connect with the campus community and to prepare for success.

Library/Resource Center
The Edward G. Schumacher Memorial Library offers a wide variety of resources for students, faculty, staff, and community members. The library is a non-profit organization, supporting the College’s programs through books, videos, periodicals, reference materials, and Internet resources. Circulating books and videos may be borrowed from the library for a period of three weeks by enrolled students. The library’s website, www.northwesterncollege.edu/library, is the gateway to a wide variety of library services and research resources, as well as access to the online catalog.

Also available are many specialized research databases with factual information and references to journal, magazine and newspaper articles, and legal materials, many of them full text. Services include reference assistance, bibliographic instruction for individuals and groups, and interlibrary loan using the Online Computer Library Center (OCLC). Students have access to over 12,000 volumes and 160 print periodical subscriptions. The library is a member of the RAILS (Reaching Across Illinois Library System, OCLC), Network of Illinois Learning Resources in Community Colleges (NILRC).

College Bookstore
Textbooks, school supplies, gift items, and Northwestern College spirit wear can be purchased from the College’s bookstores. A student ID is required to make purchases. Please check each campus for specific hours.

Online campus students purchase their books from the College’s online bookstore.
Academics

Academic Commitment

Northwestern College's Responsibility

By accepting a student for admission, Northwestern College makes a commitment to that student's academic success.

Student's Responsibility

Students who enroll are expected to make a commitment to their own success by agreeing to become familiar with and observe the policies, procedures, and regulations presented in this catalog and all other authorized publications of the College. It is the student's responsibility to meet course prerequisites and graduation requirements. Curricula are described in this catalog and faculty advisors are available to assist students in planning their programs. However, it is the student alone who must assume responsibility for making his/her own decisions. Students also agree to comply with the directions of authorized College personnel.

Academic Year

NC's calendar includes four terms organized on the quarter system. The fall quarter begins in September followed by the winter quarter in January, the spring quarter in April, and the summer quarter in June. The fall, winter, and spring quarters, which are approximately 11 weeks each, together constitute an academic year.

Calendar

The calendar can be found in this catalog and on NC's website www.northwesterncollege.edu.

Student Classifications

Full-Time/Part-Time. Students who enroll for 12 or more credit hours per quarter are considered full-time. Students who enroll for fewer than 12 credit hours are considered part-time.

Freshman or Sophomore Status. A student who has completed less than 36 credit hours is considered a freshman. A student who has successfully completed 36 or more credit hours is considered a sophomore.

Credit Hour Overload

Students wishing to carry more than 20 credit hours in any quarter must have a cumulative grade point average (CGPA) of at least 2.5 and obtain written approval from the program director or program coordinator.

Normal Timeframe for Completion

The following chart describes the number of quarters that the College considers to be the normal timeframe for students to complete each of NC's programs.

<table>
<thead>
<tr>
<th>Program</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS degree programs</td>
<td>9 quarters</td>
<td>14 quarters</td>
</tr>
<tr>
<td>Coding Specialist</td>
<td>4 quarters</td>
<td>5 quarters</td>
</tr>
<tr>
<td>Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Massage Therapy Certificate</td>
<td>4 quarters</td>
<td>6 quarters</td>
</tr>
<tr>
<td>Paralegal Certificate</td>
<td>4 quarters</td>
<td>5 quarters</td>
</tr>
</tbody>
</table>

Externships/Practicums/Clincials

Many of NC's programs require or provide the opportunity to students to complete an externship, practicum or clinical experience(s). Students enrolled in one of these courses gain practical experience in their field prior to completing their program. Students are responsible for their own transportation, appropriate wardrobe, etc. and do not receive compensation. Students may be required to adjust their work or school schedule to accommodate the hours of the site.

Transfer of Credits

To Other Colleges. NC's programs are career-oriented and most students seek employment after graduation. Students who wish to continue their education should confer with the Office of Career Development and Alumni Relations and/or the advising center. Because each college determines which credits it will and will not accept, no guarantee of transfer of credit is made by Northwestern College.

To NC from U.S. Colleges. Northwestern College may, at its sole discretion, accept credit for classes taken at an accredited college or university within the last ten years, if the grade earned is C or higher, the class is college-level and credit-bearing and equivalent to a course taught at NC in the student's program. Please note that some programs have additional requirements which are described in the Programs section of this catalog.

Unless permission is received in advance from the vice president of academic affairs or designee, students may not transfer credits into NC once they begin classes.

To NC from Foreign Colleges. College credit earned in foreign countries may be considered for transfer after a student has successfully completed 12 credit hours or more at NC with at least a 2.0 GPA. If the transcript is not in English, it is the student's obligation to have an official translation and evaluation performed by an education credential evaluator. This evaluation must be performed by
Academics

a member of the National Association of Credential Evaluation Services. For approved evaluation agencies, please contact the International Student Advisor at the Bridgeview campus.

Residency Requirements

Degree-seeking students must complete their last 50 quarter credit hours and 50 percent of their major credit requirements in residence at NC. Certificate students must complete 50 percent of their program in residence.

Assessment of Student Learning

Through on-going evaluation of students' academic achievement, the College ensures that it continues to meet its mission of providing students with a quality education, empowering them to reach their career potential and individual goals, and providing a vital human resource to the community. Assessment takes place in a variety of ways and settings, including the classroom. Reports which describe assessment activities, results, and conclusions are published by the Assessment Committee and distributed to students, faculty, staff, and the College’s Board of Directors and Advisory Boards.

Registration Procedures and Policies

Students may register for classes on campus or online through the College’s web interface called WebAdvisor. It is to the student’s advantage to register during posted registration times in order to be assured of getting the classes and times preferred. A late fee will be assessed for dropping or adding classes once the quarter begins.

Class Schedule

The College reserves the right to determine which courses will be scheduled; not all courses listed in the catalog are offered each quarter. The College also reserves the right to make changes as necessary in programs, regulations, fees, and class schedules at any time.

Change of Schedule

Schedule changes must be approved by the student’s academic advisor. There is a small fee for each course added or dropped from the student’s schedule.

Adding Classes. Classes may not be added to a schedule after the first week of a term.

Dropping Classes. A withdrawal during the first 75% of any quarter will result in the issuance of a W (withdrawn) grade, which does not affect the student’s GPA. A withdrawal after this date will result in the issuance of a WF grade (withdrawn/failure), which is equivalent to an F grade in calculating the student’s GPA.

Change of Major

Students wishing to change majors must meet with their academic advisor for approval.

Independent Study

Independent studies are only available to students in their last quarter and only for courses that are not offered on the current quarter’s schedule. To be eligible for an independent study, the student must need the class to graduate. Not all courses are offered as independent studies. Students must complete an Application for Independent Study form and obtain necessary signatures before submitting it for approval. Independent studies will not be approved for any course the student has previously taken but did not successfully complete.

Academic Policies

Repeating a Class

Students must repeat a required class in which they have received a grade of F and in some cases, a grade of D (see specific departmental requirements). Students may repeat a class in which they have received a grade of D. Students may not repeat a class in which they have received a grade of C unless:

- The student is auditing the class, or
- The student has not attended Northwestern College for two years or more and wishes to repeat the class as a refresher. In this case, the credit hours of the course increases the student’s attempted hours, and the grade earned in the refresher course is the grade included in the calculation of the cumulative GPA.

Students may repeat college-level courses no more than two times unless they petition the Academic Standards Committee and receive approval to repeat more than the limit. Academic departments may place more stringent requirements upon course repetitions and in that case students must petition the department for approval to repeat the course beyond the number of times allowed by the department.

Foundations courses may be repeated one time. Students are required to pass foundations courses in two attempts in order to avoid academic suspension.

Forgiveness Policy

Students who earn a D or F in a course have the opportunity to void the effects of the grade in their cumulative GPA by repeating the course and earning a higher grade. The grade received on the last attempt
becomes the final grade and will replace all other grades for that course in calculation of the cumulative GPA. All previous attempts will continue to appear on the transcript, but the grades will be “forgiven” and designated on the transcript as “R” for repeated.

Attendance
Regular class attendance is an important part of the educational process, and regular attendance in classes is necessary for students to achieve academic success. While the College does not require instructors to take daily attendance, they have the authority to monitor class attendance/participation as academically appropriate. Students with excessive absences may be subject to grade reductions and or course failure at the discretion of the instructor. Students with excessive absences, missing assignments, and/or failed/missed evaluations (tests, quizzes, etc.) in an individual course will be referred to the Advising Department by the instructor. A notice will also be sent to the Advising Department when it appears to an instructor that a student may have ceased attending a class.

Upon receipt of such a notice/referral from an instructor, the Advising Department will attempt to contact the student and provide him/her with academic counseling, tutoring, or other appropriate services. Students with excessive absences, missing assignments, and/or failed/missed evaluations (tests, quizzes, etc.) in multiple courses may be administratively withdrawn at the discretion of the Director of Student Services.

Students participating in online classes will be considered absent if they do not sign on and either submit an assignment or complete an exercise at least once each week (Monday – Sunday) throughout the quarter.

Academic Integrity
Northwestern College is committed to upholding high standards of academic integrity and honesty. All students are expected to respect and adhere to these standards, and any incident of academic misconduct is viewed by the NC community as a serious offense. Any attempt by a student to present work as their own when it is not is regarded as academic misconduct. This encompasses all written and computer-based work that may include, but is not strictly limited to, homework, classroom assignments, compositions, essays, tests, and quizzes. Copying another student’s work or assisting another student in copying or cheating is academically dishonest and considered misconduct. Plagiarism is considered an act of academic misconduct. Material copied from books, encyclopedias, magazines, the Internet, or other sources that are not the student’s original work must be properly documented.

Faculty members have the primary responsibility of addressing instances of academic misconduct that occur in a course which the faculty member is teaching. Refer to the chapter on Student Responsibilities, Policies, and Procedures in this catalog for specific sanctions and petition procedures for cases of academic misconduct.

Transcripts
High School Transcripts. A high school transcript or GED record must be on file for each student. Files which are incomplete will prevent students from enrolling for classes or receiving their grade reports or transcripts.

NC Academic Transcripts. Written authorization is needed from the student in order for the College to release a transcript. Transcripts are not issued for persons who are under financial obligation to the College. The College also reserves the right to withhold transcripts from students under certain circumstances.

Academic Transcripts from Previous Colleges. It is the student’s responsibility to have transcripts from colleges previously attended sent to NC for transfer credit evaluation.

Reentering Students
Students who are reentering Northwestern College after a leave of one or more quarters may seek assistance from a returning student advisor. Students who do not attend two or more consecutive quarters are subject to the rules, regulations, and requirements of the Northwestern College Catalog effective on the first day of the quarter in which they are readmitted. Students who were making satisfactory progress at the time of last enrollment will be readmitted without special procedure. Students who left the College in Academic Warning will be readmitted in Academic Warning status and subject to all of the requirements of that status. Students who were suspended for academic deficiencies will be required to appeal their suspension through the Academic Standards Committee who will render a decision. Refer to the Satisfactory Progress Policy in this section.

Second Chance Program
NC students who were enrolled in an AAS degree program one year ago or more and who earned fewer than 50 credit hours with a cumulative grade point average of less than 2.0 have a one-time opportunity to establish a new cumulative grade point average calculated from the time of their first quarter of readmission.

Refresher Courses
Refresher privileges are available at no cost only to NC graduates in good standing who have completed an AAS
degree within the past five years. These courses must have been part of the student’s original program. Computer application courses are not available as refresher courses. Registration for refresher courses takes place on the day before the scheduled class start and only if space is available in the class.

Departmental Requirements
Each academic department has program requirements in addition to institutional requirements. Students should carefully check the Career Programs section of this catalog for more information.

Corequisite/Prerequisite
A corequisite is a course which is to be taken during the same quarter as another designated course. A prerequisite is a course which is to be successfully completed prior to enrolling in the next required course in the sequence.

Dual Degrees
A student may earn two or more degrees from NC. Credits earned for the first degree may apply toward subsequent degrees. However, a minimum of 16 quarter credit hours must be earned for each additional degree, and all current institutional and program requirements must be fulfilled.

Double Majors
Double majors are available in some degree programs. Contact the Advising Department for more information.

Advanced Standing
Applicants entering Northwestern College may qualify for advanced standing on the basis of transfer of credit from another institution and/or credit for life experience through proficiency examinations.

Life Experience Credits
The College will evaluate life experience credits through written examination. The student may elect to take either of the two proficiency examinations offered by the College.

Proficiency Examinations
Northwestern College offers two types of proficiency examinations to determine a student’s prior knowledge of a subject. Students should contact the Student Services Department for a list of classes for which proficiency examinations may be taken.

- Proficiency tests are written by faculty in the related academic department and content is based on the specific criteria of a given course. The student may not have attempted, be currently enrolled in, or have completed the class for which he or she decides to test.

- The minimum passing score is 76 percent. No more than 50 percent of the credits in a given program may be earned through proficiency examinations. No more than 50 percent of the credits in the major may be earned through proficiency examinations.

Advanced Status Examinations. These tests are given to determine class placement but do not award college credit. There is no charge for this exam. Students may elect to take the Advanced Status Examination for any of the following reasons:

- to verify the class placement when credits have been earned at a foreign college or university
- to provide advanced standing for skills learned in high school
- to provide advanced standing for life experience
- to verify competency in a prerequisite

Credit by Examination (CBE). Students who take and pass the CBE will receive credit for the course. Students are charged 25 percent of the cost of the tuition of the class for the test. If, however, students do not pass the CBE, the fee (minus a 25 percent administrative charge) is applied to the tuition for the class. Students may not earn CBE for a course they are currently taking or for a course they have failed in a previous quarter at NC.

Honors Program
Through its Honors Program, Northwestern College offers an enriched academic experience for intellectually curious, motivated, and ambitious students. Courses in the Honors Program foster leadership skills by emphasizing critical thinking, analytical written and oral communication, and research at a depth and breadth which stimulates, encourages, and recognizes exceptional academic work.

Eligibility Requirements
Entering freshmen:
- cumulative high school GPA of 3.2 or higher on a 4.0 scale
- ACT score of 22 or higher or SAT score of 1070 or higher

Current or transfer students:
- completion of at least 8 credit hours of college-level coursework
- cumulative college GPA of 3.2 or higher on a 4.0 Scale
General Education

The General Education Department is committed to empowering students to realize their full potential by providing a solid foundation and the skills necessary to succeed in their chosen course of study at Northwestern College. The General Education Department seeks to help students recognize their abilities and continue their personal and intellectual growth.

Goals
Because of its commitment to general education, the College subscribes to the goals listed below. Each student who completes a Northwestern College degree program should be able to:

- communicate effectively through writing and speaking clearly in a variety of contexts and forms
- use critical thinking in a mathematical context by applying formulas, and perform computations
- apply group theory to a variety of small and large group contents
- effectively use critical thinking skills
- show awareness of and respect for individual social and cultural differences
- practice patterns of behavior contributing to personal and professional success

Requirements
Students in associate in applied science degree programs must satisfactorily complete general education requirements which vary by program.

Communications
Communication is the art of expressing and exchanging ideas in speech and writing. By requiring communications coursework, the College fosters development of writing, speaking, and listening skills that will help students become effective communicators. Students must earn a grade of C or better in order to successfully complete English or communications courses and progress to the next sequential course.

Mathematics
Focusing on quantitative reasoning, math courses provide a base for developing problem solving techniques.

Social Sciences
Coursework in the social sciences explore individual and group thought and behavior in context of various internal and external factors.

Humanities
These courses help to develop original thinking, analyze human traditions in relation to present society, and reach beyond personal cultural experiences.

Sciences
Coursework in this area provides students with a foundational understanding of science.

Life Skills
Life skills courses provide students with skills and strategies that prepare them for academic and professional success.

Course Placement Assessment
All students enrolling in programs at NC must demonstrate competency in language, reading, mathematics, and for some programs, keyboarding. Scores on the placement assessment determine the sequence of courses each student is required to complete.

Foundations Courses
Students who do not demonstrate competency in language or mathematics will be required to complete one or more foundations courses or skills labs in English, reading, and/or mathematics. Foundations courses must be scheduled in the first quarter. Students who do not pass required foundations classes may repeat the course one time. Students must successfully complete their foundations courses in order to continue in their program, and failure to successfully complete foundations courses in the first quarter will delay progression. Foundations courses do not satisfy degree or certificate program requirements.

Keyboarding
Students in the following majors are required to demonstrate keyboarding proficiency of at least 35 w.p.m. on a three-minute timing up to the sixth error.

- Human Resources Management
- Medical Assisting
- Paralegal

Students who do not meet the proficiency requirements stated above will be required to enroll in basic keyboarding. Refer to the Career Programs section of this catalog for more details.

Students in all other majors are not required to take a keyboarding class but may, at their own discretion, enroll for OFTC.090 Basic Keyboarding to improve their keyboarding skills.
**Academics**

**Academic Standards**

**Credit**
NC uses the quarter system, dividing the calendar year into four quarters or terms. A quarter hour of credit is equal to a minimum of 10 hours of lecture, 20 hours of laboratory, 30 hours of practicum, or a combination of the above distributed over an academic term. A quarter hour equals 2/3 of a semester hour. Divide quarter hours by 1.5 to convert to its semester hour equivalent. Multiply semester hours by 1.5 to convert to quarter hours.

**Grades Issued by Instructors**
Grades and their point values which instructors may assign are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>U</td>
<td>Failure as a result of student ceasing attending</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>-</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>-</td>
</tr>
</tbody>
</table>

*Passing Grade.* The grade of P is a noncompetitive grade given in classes that have been designated as Pass/Fail and does not calculate in the GPA.

*Incomplete.* The incomplete grade of I is assigned at the discretion of the instructor for students who have encountered unforeseen circumstances, not experienced by other students in the class, that prevent them from completing the requirements by the end of the term. Students receiving the incomplete grade are responsible for completing the course requirements within 30 days from the beginning of the next quarter. Incomplete grades not cleared within this time frame automatically become failures, unless the instructor grants an extension.

**Grades Issued by Administration**
Please refer to the Financial Information section for details on withdrawing from courses or the College.

![Table](https://example.com/table.png)

**Auditing a Class.** Students may audit classes with the permission of the vice president of academic affairs or designee. The grade of N is issued for audited classes. No credit is granted for the class. Decisions to audit a class are final and cannot be changed after the drop/add period.

**Grade Point Average (GPA)**
Grade points are calculated by multiplying the credit hours of a course by the grade point value of the grade earned. For example, a student receiving a grade of C in a class worth 4 credits has earned 8 grade points. The grade point average is obtained by dividing the total number of grade points earned by the total number of credits for which A, B, C, D, F, WF, CF, or U grades have been earned. Grade point average for all of a student’s coursework is referred to as the cumulative grade point average (CGPA).

**Grade Reports**
Students may view their grades online at the conclusion of the quarter. Grade reports are not mailed or issued in any other manner.

**Academic Honors**
Academic honors are determined by the staff and faculty members of NC. Non-GPA-bearing courses are not included in honors calculations.

*Honors List.* Awarded to students enrolled for 12 credit hours or more who earn a quarterly grade point average of 3.5 to 3.74.

*High Honors List.* Awarded to students enrolled for 12 credit hours or more who earn a quarterly grade point average of 3.75 to 3.99.
**Academics**

**President’s List.** Awarded to students enrolled for 12 credit hours or more who earn a quarterly grade point average of 4.0.

**Part-Time Student Honors List.** Awarded to part-time students enrolled for 6 to 11 credit hours who attain a quarterly grade point average of 3.5 or above.

**Graduation Honors.** Graduation honors are awarded to students whose cumulative GPA for all courses taken at NC meets the following criteria:

- Honors GPA of 3.5 to 3.74
- High Honors GPA of 3.75 to 3.99
- Highest Honors GPA of 4.0

The honors designation in the commencement program reflects the cumulative grade point average at the end of the winter quarter before graduation.

**Satisfactory Progress**

**Academic Standards for All Students**

All NC students must maintain satisfactory progress toward completion of their academic program. Students who fail to meet the academic progress standards (below) are subject to both academic penalties and the potential loss of eligibility for federal and Illinois student financial aid.

**Qualitative Requirement.**

- **Cumulative Grade Point Average (CGPA):** Students must maintain a specified minimum cumulative grade point average within their program as listed in the Satisfactory Progress Table. College-level credits (non-remedial) carrying grades A, B, C, D, F, WF, CF, or U, are considered in the CGPA calculation. Grades of P, I or W, transfer credits or credits earned by examination or proof of proficiency do not affect the CGPA. Cumulative grade point averages will be recalculated when an “incomplete” (I) grade is updated. If a class is repeated, only the higher grade will be calculated in the GPA.

**Quantitative Requirement.**

- **Completion Rate:** Students must maintain a specified percentage of credit hours completed as listed in the Satisfactory Progress Table. College-level (non-remedial) credits for courses taken at NC or accepted as transfer credit by NC are considered “attempted credits” regardless of the grade received. “Completed credits” include all “attempted credits” for which credit has been earned. This includes courses for which grades of A, B, C, D, or P have been earned. Completion rates will be recalculated when an “incomplete” (I) grade is updated.

**Transfer Credits, Credit by Examination, etc.**

Credits accepted for transfer by NC, earned by examination, AP, CLEP, or other similar credits are considered both “attempted” and “completed”, but do not affect the CGPA calculation.

**Standards and Procedures**

Satisfactory progress is reviewed at the end of each quarter in which a student attends, regardless of whether financial aid was received for that quarter. Each student’s status is determined during that review, and a status is assigned for the next quarter in which a student enrolls. Students whose academic performance is consistent with all academic standards are deemed to be in “good academic standing”.

Only college-level credits (non-remedial) will be included in calculating minimum CGPA and completion rates for satisfactory progress. Satisfactory Academic Progress is monitored by the Academic Office.

**Satisfactory Progress Table**

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Minimum CGPA</th>
<th>Minimum % of Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-25</td>
<td>1.5</td>
<td>67%</td>
</tr>
<tr>
<td>26-50</td>
<td>1.75</td>
<td>67%</td>
</tr>
<tr>
<td>51 or more</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Minimum CGPA</th>
<th>Minimum % of Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-12</td>
<td>1.5</td>
<td>67%</td>
</tr>
<tr>
<td>13 or more</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

- **Maximum Time Frame:** Students must complete their academic program within one and one-half times the standard program length as measured in credit hours. All “attempted credits” (see definition on previous page) are included in the maximum timeframe calculation. The maximum timeframe for students with double majors shall be adjusted proportionately to the total credits required for the completion of both programs.
Warning Status

Students who are in good academic standing during a quarter and subsequently fail to meet the minimum CGPA and/or the minimum percentage of hours completed will be placed in Academic Warning status for the next quarter they attend. Students placed in this status have one quarter to correct or improve the deficiency. Students in Academic Warning status are expected to seek academic advisement and assistance through their advisor and/or a tutor.

For student financial aid recipients/applicants, Academic Warning status is equivalent to Financial Aid Warning status. Aid applicants/recipients remain academically eligible to receive financial aid while in Financial Aid Warning status.

Students who correct the deficiency by raising their CGPA and completion rate above minimum standards will be removed from Academic Warning status and returned to good academic standing at the end of the Academic Warning Quarter.

Suspension Status

Students who are in Academic Warning status and do not remove the deficiency by raising their CGPA and completion rate to meet the academic standards will be placed on Academic Suspension and lose eligibility for federal and Illinois financial aid. A suspension is appealable under certain conditions (see Appeal Process below). Suspended students may not enroll in the quarter following the assignment of the suspension status, but are eligible to petition for “readmission after suspension” after an absence of one quarter. If readmission status is approved, the student will return to NC in “Academic Restriction” status, be placed on an academic plan, and be required to meet with an Academic Advisor. The academic plan will list specific requirements the student must meet to correct deficiencies and return to good academic standing. The student will remain in “Academic Restriction” status (and remain ineligible for federal and Illinois student financial aid) until he/she has returned to good academic standing according to the academic standards. A student in Academic Restriction status who fails to meet the requirements of his/her Academic Plan may be dismissed from NC at the discretion of the Academic Office.

Appeal Process

A student who is placed on suspension status can appeal the suspension based upon mitigating circumstances. Mitigating circumstances are defined as circumstances beyond the student’s direct control that led to, or substantially contributed to, the student’s academic difficulty. A mitigating circumstance may be personal (i.e. death of a relative, injury or illness of the student, etc.) or academic (i.e. inappropriate aptitude set for program requirements, learning disability, etc.).

Suspended students who wish to appeal must write a letter to the Academic Standards Committee (ASC) which must include:

- The reason(s) the student failed to meet Academic Progress.
- A description of what has changed in the student’s situation that will allow the student to demonstrate academic progress at the next evaluation.
- A letter of recommendation, preferably from a member of the NC faculty.

The ASC will render a decision on each appeal and notify the student in writing. Appeal decisions made by the ASC are final and are not subject to further appeal.

Appeal Approval/ Probation Status/Academic Plan

If the appeal is approved, the student will be placed in “Academic Probation” status, be placed on an academic plan, and be required to meet with an Academic Advisor. The academic plan will list specific requirements the student must meet to correct deficiencies and return to good academic standing. The student will remain in “Academic Probation” status (and remain eligible for student financial aid) as long the student continues to meet all terms and conditions of his/her Academic Plan, until he/she has returned to good academic standing according to the academic standards.

For students who have applied for or are receiving student financial aid, Academic Probation status is equivalent to Financial Aid Probation status. Aid applicants/recipients remain academically eligible to receive financial aid while in Financial Aid Probation status.

Students who correct the deficiency by raising their CGPA and completion rate above minimum standards will be removed from Academic Probation status and returned to good academic standing at the end of the Probation Quarter.

Maximum Time Frame Appeal

Students who lose eligibility based on Maximum Time Frame may submit an appeal based upon a mitigating circumstance or change of program to have their aid eligibility reinstated. (See Appeal Process)
Academics

Regaining Eligibility for Financial Aid Other than Through Appeal

Suspended students who do not submit an appeal or for whom an appeal is denied, may regain eligibility for federal and Illinois student aid by one or more of the following methods:

1. making up the deficiencies (regaining good academic standing) by completing coursework at NC as a student in “Academic Restriction” status (without benefit of student financial aid)
2. completing coursework at another accredited institution which is accepted for transfer to NC, resulting in compliance with the attempted/completed (quantitative) standard
3. returning to NC after an absence of not less than five years and being accepted into an associate degree program. Such acceptance will be based upon professional, academic, and/or personal success during the period of absence. Students re-admitted in this manner will have their prior academic record at NC re-evaluated in a manner consistent with transfer students.

Notification

Students will be notified when they are placed on or removed from warning, probation, suspension or restriction status, or have exceeded the maximum time frame.

Graduation

AAS Degree Requirements

Students who have successfully completed a prescribed degree program may be recommended by the faculty for graduation. In order to graduate with an associate in applied science degree, students must:

- successfully complete a minimum of 90 quarter hours of college-level credit
- complete at least 50 credit hours of the AAS degree program at NC
- complete at least 50 percent of the major program coursework at NC
- successfully complete a prescribed major field of study with a cumulative GPA of 2.0 or better
- attain a cumulative GPA of at least 2.0 based on all coursework attempted at NC
- clear all financial obligations to the College

Certificate Requirements

In order to complete a certificate, students must:

- successfully complete the credit hours required for the certificate
- complete at least 50 percent of the certificate coursework at NC
- attain a cumulative GPA of 2.0 or above on all coursework
- clear all financial obligations to the College

Departmental Requirements

There may be departmental requirements in addition to the general requirements stated above. (See the Career Programs section of this catalog.)

Graduation Petition

All candidates for graduation must submit a completed graduation petition to the Student Services Department on or before the date published in the academic calendar of the intended year of graduation. Students who do not meet the deadline will be ineligible for graduation that year and must re-petition the following year.

Commencement Exercises

Formal commencement exercises are held annually in June for students who have completed degree or certificate programs by the spring quarter of that year.
General Information

Accommodation Requests by Students with Disabilities

Students with documented disabilities who wish to make requests for accommodation should contact the Office of Counseling and Disability Services. (See the Services for Students with Disabilities in the Student Life section of this catalog for more details.)

Bulletin Boards

A variety of information is posted regularly by the College on bulletin boards. Students may post signs or notices on bulletin boards with prior approval from campus administration.

WebAdvisor

WebAdvisor is a web interface that allows students to access College information and do a variety of things. New students will be given instruction and assistance to access WebAdvisor for the first time. Through WebAdvisor, students may:

- Register for classes
- Check grades
- Check financial aid information
- Create a course planning worksheet
- Make a payment
- View class schedules
- View unofficial transcripts
- View program evaluation
- Change or reset password

Student Email Account

The College’s primary channel of communication to students is the students’ NC email account. It is imperative that students activate their account and check it on a regular basis.

Campaigning on Campus

Except for NC student club elections, political activity in support of or in connection with any campaign for elective office or any political organization is prohibited.

Children on Campus

Children of enrolled students are not permitted on campus unless it is for a sanctioned event, in which case they must be supervised by an adult at all times.

Dress Code

Although NC students may wear jeans, gym shoes, collarless shirts, and in warm weather, shorts and sandals, it is strongly recommended that they begin to establish and wear a career wardrobe. While the dress code is lenient, the following choices are unacceptable for attire at NC:

- very short shorts or skirts (should be no shorter than your fingertips when your arms are extended at your sides)
- baggy, torn, dirty, or low-cut jeans or pants
- revealing attire such as midriff tops, halters, strapless tops, or tight clothing
- tank tops that are very tight, short, or excessively revealing
- hats, caps, scarves, and other head coverings, all styles and colors
- clothing with slogans or advertising which, by its controversial or obscene nature, disrupts the educational setting, including those which promote alcohol, drugs, tobacco, gang, or any illegal activity
- lycra
- cutoffs

It is impossible to write rules for every conceivable situation or type of clothing, but the expectation is that each student will use good judgment in selecting attire each day. Students who do not adhere to the dress code guidelines will be considered in violation of the Student Conduct Code and subject to disciplinary action. Requests for exceptions to the dress code must be made in writing and submitted to campus administration for review, and prior approval must be obtained.

Academic departments may have specific requirements for student attire which take precedence over this dress code.

Liability for Personal Property

Northwestern College does not assume any liability nor provide insurance for loss of personal property belonging to students, employees, or visitors. All personal items including automobiles and property left in the parking lots are the responsibility of the student or visitor.

Lost and Found

Contact the campus security desk or the Student Services Department regarding any lost or found items.

Parking

Students are solely responsible for any towing fees that they may incur.

Bridgeview Campus. There is no charge for parking.

Chicago Campus. Students may obtain a hang tag parking pass allowing them to park in student parking lots. Students are responsible for hanging the tag from their rearview mirror. Students should refer to the campus
Student Responsibilities, Policies, and Procedures

parking map, which is available from Student Services or any security desk, to determine student parking areas. Parking in non-designated areas, allowing another person to use the student’s pass, or using campus parking while not on campus for official school purposes may subject the student to towing and/or disciplinary action.

School Closing Information
NC observes legal holidays. Consult the school calendar for the dates of holidays and quarter breaks.

In the event classes are canceled because of snow, severe weather conditions, or some other type of emergency, students will receive a text or voicemail message on their phone and/or email in their NC email account. It is important that students keep their contact information up to date so they will receive these alerts.

Closings will also be announced on radio stations WGN (720 AM) and WBBM (780 AM). Information on school closings may also be obtained by checking www.emergencyclosings.com or calling 847-238-1234.

Solicitation on Campus
Solicitation is not permitted on College property.

Student Lounge
The student lounge contains vending machines and is the only places on campus where eating and drinking are permitted.

Telephone Messages
The office and reception telephones may not be used to receive personal messages for students, and classes will not be interrupted for this purpose except in the case of an emergency.

Health and Safety

Health Services
Northwestern College does not provide medical or dental services. Students should consult their own health care professionals and are responsible for all medical or dental expenses incurred. The College encourages and in some programs requires students to maintain health insurance coverage.

Drug and Alcohol Policy
Consistent with its mission as an institution of higher education, NC is committed to educating students, faculty, and staff on the dangers of alcohol and drug abuse, and to maintaining an environment in which such abuse is prohibited. All students should be aware that substance abuse causes serious health risks: altered mood, altered behavior, sleep disorders, distorted senses, addiction, communication of infectious disease, altered breathing and heart rate, unconsciousness leading to coma, and permanent damage to the liver, heart, and central nervous system leading to death.

While on campus or at any College-sponsored event, faculty, staff, and students may not possess, use, deliver, sell, or distribute any illegal controlled substance. Further, faculty, staff, and students may not possess or consume alcoholic beverages on College property or at College-sponsored events, nor be present on College property or at College-sponsored events while under the influence of alcohol or illegal substances.

Those who violate this policy will be subject to College disciplinary action as well as the sanctions imposed by local, state, and federal laws. Students should be aware that substance abuse carries legal consequences which may include imprisonment, fines, and/or loss of property.

Hazing
Hazing by any group or individual is prohibited. Hazing occurs when a student or group knowingly requires the performance of any act which exposes a student to ridicule or which poses a hazard to the safety of the student or other individuals for the purpose of induction or admission into any organization or society associated or connected with the College.

Smoke-Free Environment
Smoking is permitted only in designated outdoor areas. Smoking is not permitted within 15 feet of any entrance to any building. City/municipal ordinances will be enforced at all campuses.

Security
Northwestern College believes that individuals have the right to work, study, and learn in a safe and secure campus setting. The College and its students and employees share the responsibility of maintaining this atmosphere by taking reasonable precautions, being vigilant, and using a common sense approach to personal safety.

Refer to the Campus Security Report on the NC website or NC Student Hub which includes statistics for campus crime reported over the last three years.

Identification Cards
Identification cards are required for all students and personnel and must be worn on campus at all times. Students are required to present their ID to College personnel upon request and will be refused admittance to
Student Responsibilities, Policies, and Procedures

College buildings if not wearing their ID. If the ID is lost or destroyed, its replacement will cost $10. A temporary ID for one-day’s use may be obtained at a cost of $1 per day.

Access to Campus Facilities

Building access is limited to students and employees wearing an NC ID and authorized visitors. Students who forget their ID must obtain a temporary one. Students are not permitted in buildings or classrooms unless a College employee is present. All visitors must register at the front desk and must be escorted by an employee while on campus. Solicitors are not permitted at any time.

Reporting Crimes and Emergencies

It is each person’s responsibility to report any incident of observed or suspected criminal activity by calling 911 and/or informing College personnel.

Security of Campus Facilities

The College’s buildings and grounds are monitored by security personnel. These officers are on duty at the College during times when classes are offered and students are on campus. The College’s security staff, to whom emergency reports are to be made, do not have the authority to arrest individuals. Their responsibility and authority are limited to enforcing College policies, regulations, and rules; providing assistance to the person making a security report; and contacting law enforcement or emergency agencies whenever appropriate.

Computers and Electronics

Computer Use and Electronic Media Policy

Electronic services and media provided by the College to students and employees are College property used to facilitate academic purposes. With the rapidly changing nature of electronic media, this policy cannot cover every possible situation. Instead, it expresses the College’s philosophy and sets forth general principles to be applied to the use of electronic media and services. The procedures indicated in this policy apply to all electronic media and services which are:

- accessed on or from College premises or while on College business
- accessed using College equipment, hardware or software, or via College-paid access methods
- used in a manner which identifies the individual with the College

Acceptable Uses

Acceptable uses of electronic media by students include class assignments, educational research, and communication between students and College employees.

Unacceptable Uses

Electronic media may not be used for knowingly transmitting, retrieving, or storing any communications of a discriminatory or harassing nature; or which are derogatory to any individual or group; or obscene or X-rated, defamatory or threatening in nature; or “chain letters;” violation of copyright including peer to peer file sharing or for any other purpose which is illegal or against College policy or contrary to the College’s interest. It is also unacceptable to alter or tamper with College software and/or equipment. Installing or removing hardware, software, and/or application patches (e.g., screensavers, drivers, service packs, updated versions) without written approval from the chief information officer is strictly prohibited.

Policy Essentials

Personal Use. Electronic media and services are primarily for College business and educational use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-academic purposes is acceptable. However, students need to demonstrate a sense of responsibility and may not abuse the privilege. Students who have been assigned email addresses by the College may use them for personal purposes but must limit the amount of time online as per library and computer laboratory regulations. Abuse can result in disciplinary action.

Email Address. Email addresses consisting of the first initial and last name of employees and students are used by the College. In case of duplicate names, middle initials will be used or a number will be added to the end. These addresses may not be changed or reassigned to anyone else. Abuse can result in disciplinary action up to, and including, termination or expulsion.

Monitoring. Electronic information created and/or communicated by an employee or student using email, word processing, database applications, utility programs, spreadsheets, voice mail, telephones, Internet access, etc., will not generally be monitored by the College. However, the following conditions for monitoring should be noted:

1. Cost analysis/allocation and the management of NC’s gateway to the Internet are periodically monitored.
2. Random messages may be viewed to determine whether any outsiders are using the system and to monitor the operation of the network.
3. The College also reserves the right, at its discretion, to review, audit, and disclose any user’s (employee or student) electronic files, messages, and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other College policies.

4. Any information obtained as a result of such monitoring may be disclosed to law enforcement officials and regulators.

5. Anyone using the College’s electronic media should, therefore, not assume electronic communications are totally private and confidential and should transmit highly sensitive information in other ways.

6. Passwords remain the property of the College and the College reserves the right to override individual passwords.

7. The existence of “message delete” functions and passwords do not restrict or eliminate the College’s ability to retrieve and review correspondence.

Confidentiality. All users of College electronic media must respect the confidentiality of other people’s electronic communications. Users may not attempt to read or “hack” into other systems or other people’s logins, “crack” passwords, breach computer or network security measures, or monitor electronic files or communications of other employees, students, or third parties except by explicit direction of College administration.

Passwords. Personal passwords should not be given out to anyone. The College may monitor messages randomly to determine whether any outsiders are using the system or whether any violations of College policy have occurred.

Misrepresentation. No email or other electronic communications may be sent which attempt to hide the identity of the sender or represent the sender as someone else from another company.

Interference with Access. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Copyright Materials. Anyone obtaining electronic access to other companies’ or individuals’ materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner or may only obtain a single copy for reference use.

Disclaimers. Any message or information sent by any NC user to one or more individuals via an electronic network (e.g., bulletin board, online service, or Internet) are statements identifiable and attributable to the College. While some users include personal “disclaimers” in electronic messages, it should be noted that there would still be a connection with the College, and the statement might still be legally imputed to the College. Consequently, all communications sent by any user via the NC network must comply with this and other College policies, and may not disclose any confidential or proprietary College information.

Monitoring of Use Patterns. Network services and World Wide Web sites can and do monitor access and usage and can identify which company – and often which specific individual – is accessing their services. Thus accessing a particular bulletin board or website leaves College identifiable electronic “tracks” even if the user merely reviews or downloads the material and does not post any messages.

Solicitation Not Permitted. Email must not be used to solicit for business ventures, political or religious causes, or other matters not connected to the College’s business.

Privilege Suspension/Sanctions
Those who are found in violation of NC’s Computer Use and Electronic Media Policy will have their Internet privileges canceled and may be subject to sanctions, which can range from a warning to criminal prosecution and expulsion or termination. Should suspension occur, review by the administration may be requested after a three-month period of time.

Wireless Phones and Other Electronic Devices
Wireless phones, pagers, and other electronic devices may be used only in the common areas of the College, such as the corridors or the student lounge. Wireless phones and/or pagers must be turned off before entering classrooms, computer laboratories, or the library and must not be visible. Use of electronic devices with photographic capabilities in secured areas such as washrooms or other areas where a reasonable expectation of privacy exists, and/or taking photos of any individual against their will, is strictly prohibited.

Students may use portable media devices with headphones at moderate volume levels in lounge areas only.

Peer to Peer File Sharing
The unauthorized distribution of copyrighted material, including through peer-to-peer file sharing, may subject a
Student Responsibilities, Policies, and Procedures

Individuals who violate copyright law by illegally uploading and downloading copyrighted files may be subject to civil penalties of between $750 and $150,000 per song. These penalties are established by federal law. In the past, pre-litigation settlements offered by copyright owners have ranged from $3,000 to $4,000 and up while juries have issued verdicts of hundreds of thousands and even millions of dollars. In addition, a court may, in its discretion, grant the copyright owner reasonable attorney fees. Although criminal prosecution of students for file sharing is rare, federal law lays out criminal penalties for intentional copyright infringement which can include fines and jail time.

In addition to potentially violating the law, unauthorized distribution or receipt of copyrighted material is a violation of the College’s Computer Use and Electronic Media Policy which provides penalties up to and including expulsion from the College.

Student Communications through Social Media Platforms

This policy establishes the expectations of Northwestern College (NC) when students identify or associate themselves with Northwestern College through social media. For the purpose of this policy, social media platforms are defined as technology tools and online spaces that allow constituencies to participate in conversations, content, and community. This policy applies to the social media platforms cited below and any other online platform now available or emerging including social networking sites and sites with user-generated content. Examples include but are not limited to the following:

- Blogging/Blogger, LiveJournal, Xanga
- Microblogging - Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter
- Podcasting - Blubrry
- Social networking – Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut
- Social news sharing – Digg, Reddit
- Video hosting - Vimeo, YouTube

Student Responsibility

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of social media and are expected to adhere to the NC Student Conduct Code published in the NC Catalog. NC students are expected to be thoughtful about how they present themselves in online networks. Content contributed on all platforms becomes immediately searchable and can be immediately shared. Once posted, the content leaves the contributing individual’s control forever and may be traced back to the individual after long periods of time. Reflect how you wish to present yourself to NC students, alumni, faculty, staff, and present and future employers. Make sure content associated with you is consistent with your professional goals. A good rule of thumb is: Don’t post anything on a social media site that you wouldn’t want to appear on the front page of tomorrow’s newspaper credited to you.

- Photographs, videos and any other digital media should demonstrate individual professionalism and be consistent with Northwestern College (NC) student conduct policy.
- Do not disclose or use confidential information or that of any other person or agency.
- Anyone who identifies himself/herself as an NC student and/or uses an NC email address in an online posting must clarify that the views and opinions expressed in the content are personal and not necessarily the views and opinions of Northwestern College.
- Be sensitive to and respectful of others. The NC community is composed of many individuals: students, alumni, faculty, staff, externship and clinical staff, and present and potential employers. These individuals represent a diverse set of customs, values, and points of view which must be considered and respected in posting online content. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, inappropriate images etc.) but also means avoiding unsuitable, objectionable, or inflammatory topics (e.g. politics and religion).

If someone or some group offers to pay a student for participating in an online forum in their NC student role, offers advertising for pay and/or for endorsement, this could constitute conflict of interest. In this situation, students must consult with an NC administrator on campus before agreeing or participating in an endorsement.
Students who fail to conform to this policy will be subject to disciplinary action and all sanctions up to and including dismissal from the College.

Student Conduct Policies

Student Conduct Code

Northwestern College students have the right to free, open, and responsible inquiry and discussion as well as the right to a quality education. The College has an obligation to provide an environment that is conducive to the academic and personal development of its students. To that end, this Student Conduct Code has been developed.

The following behaviors are considered unacceptable and will be dealt with on a case-by-case basis. Students whose misconduct falls into any of these categories risk being dismissed from the College. These apply equally to time spent on campus, at employer sites during externships, clinicals, or practicums, or off campus during College-sponsored activities.

1. Disruption or obstruction of teaching, learning, administrative, or other educational activities, including conduct that is considered to be disorderly or otherwise unacceptable.
2. Slanderous, abusive, or improper language.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, fighting, coercion, or conduct that threatens or endangers the health or safety of any person. Note: Any student making threatening remarks/gestures to harm the physical well-being of any person will be immediately suspended pending the outcome of a disciplinary hearing. All students will be held strictly accountable for such inappropriate actions.
4. Theft or damage to College property, theft or damage to the property of any member of the College community, theft or damage to externship sites or property used for College-sponsored activities.
5. Knowingly furnishing false or misleading information to the College. For example, forgery, alteration of College documents or IDs, or issuing fraudulent checks.
6. Any unwelcome attention of a sexual nature that creates an intimidating, hostile, or offensive environment or that interferes with educational or work performance. Sexual harassment is a violation of federal and state law as well as NC policy.
7. Behavior or actions which discriminate against another based on race, religion, sexual orientation, ethnicity, national origin, gender, age, disability, or other legally protected class.
8. Violation of the computer lab rules and guidelines.
9. Cyber bullying—using information and communication technologies such as email, wireless phone and pager text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites to support deliberate, repeated, and hostile behavior by an individual or a group that is intended to harm others.
10. Using wireless phones or pagers or other electronic devices in a classroom or in a manner which causes disruption. Inappropriate use of electronic devices with photographic capabilities.
11. Possession, use, distribution, or attempting to use or distribute alcoholic beverages, illegal drugs, or controlled substances.
12. Possession or use of explosives, fireworks, firearms, dangerous chemicals, or other weapons.
13. Failure or refusal to comply with the direction of school officials acting in performance of their duties. For example, failure to produce ID upon request.
14. Disrespect toward faculty, staff, visitors, other students, or anyone at externship sites.
15. Smoking in campus buildings or in unauthorized areas.
16. Eating or drinking in unauthorized areas.
17. Gambling.
18. Using the College name, emblem, or logos in an unauthorized or unseemly manner.
19. Student dress or grooming that is not consistent with the NC dress code.
20. Trespassing or unauthorized entry into restricted areas.
21. Violating the Hazing Policy.
22. Violating the Children on Campus Policy.
23. Retaliation against any member of the College community including anyone who has filed a complaint against the student.
24. Participation in a campus demonstration which disrupts the operation of the College and/or prevents members of the College community from participating in College programs or activities.
25. Providing false information during the admissions process or providing false information when applying for financial aid.
26. Violating the Academic Integrity Policy.
27. Filing a false complaint.
28. Violating any other College rule or policy including those not specifically listed here.
29. Other actions that violate federal, state, or local laws.
Disciplinary Sanctions
Sanctions up to and including dismissal from the College may be imposed on students who fail to conform to the Student Conduct Code. The College reserves the right to impose its own sanctions whether or not legal action or investigation is also warranted. The following sanctions apply:

1. **Reprimand.** The student is admonished verbally or in writing.
2. **Warning.** The student is warned in writing that the College has taken note of the misconduct and further improper conduct may result in probation, suspension, or expulsion, depending on the incident.
3. **Conduct Probation.** A status for a specific period of time that places the student on notice that further misconduct will result in suspension or expulsion, depending on the incident.
4. **Conduct Suspension.** Involuntary separation from the College or a particular class for a stated period of time or until stated conditions are met. Days on suspension are considered unexcused absences from classes.
5. **Expulsion.** Permanent dismissal from the College.
6. **Assessment for Restitution.** Payment for restoration of property or to resolve financial obligations to the College.

Investigation
The SCO will investigate the complaint. As part of the investigation, the SCO will conduct an interview with the student against whom the complaint has been filed. The student will be told of the allegation and evidence and questioned about the incident. The student has no right to review or receive a copy of the original complaint(s) and/or evidence, witness statements, or other documents. The SCO may also interview witnesses and/or review any evidence that may help in the investigation. There may be exceptions to this process in certain circumstances.

Procedure
Based on the information gathered, the SCO may proceed directly with any of the following:

1. **Drop the Complaint.** If the SCO determines the matter is not serious enough to warrant disciplinary action, he/she will drop the complaint and inform the person who filed the complaint of the decision and explanation.
2. **Act as Mediator.** If both the complainant(s) and the student agree, the SCO may act as a conciliator mediator to attempt to resolve the complaint.
3. **Impose Penalties.** If the student's behavior warrants, the SCO may impose the penalties of reprimand, warning, or conduct probation or any penalties of an appropriate, but lesser nature.
   a) The decision will be mailed to the student within five business days from the date of the informal interview.
   b) The student may appeal the decision to the JC within ten business days.
   c) The decision of the JC is final.
4. **Refer the Complaint to the Judicial Committee.** Should the officer determine that the evidence warrants possible suspension or expulsion, the complaint will be sent to the JC.
   a) The notice of the JC hearing will be sent to the student's last known address by certified mail, return receipt requested, or by express mail, signature required, within five business days of the informal interview or by email if an address is unknown.
   b) The notice will contain the date (within 10 business days after the informal interview) and the location of the hearing.
   c) The notice will state the reasons for the proposed discipline with sufficient detail to permit the student to prepare for the hearing, including a summary of the witness statements with the names of the witnesses removed.
   d) A copy of the disciplinary hearing procedures will be included.
5. **Impose Disciplinary Procedures.** Should the SCO determine that the student’s conduct is of an extremely serious nature or imposes an immediate threat to the student, to members of the College community, to College property, or to the operation of the educational process, the student will be immediately suspended from the College without first conducting the investigation. In such cases, the student is to be notified of this decision in writing as soon as possible by certified mail, return receipt requested, or by express mail, signature required. The notice shall:
   a) State the reason(s) for suspension from the College.
   b) Request that the student attend a scheduled JC hearing (within five business days).
   c) Contain a statement indicating that failure to respond to the notice within five business days of its date indicates a waiver of the right to the hearing. If the student does not respond to the notice or fails to attend the hearing, a waiver of such hearing will be considered to have occurred, and the JC will make its decision based upon the information available.

   Should the officer, after the interview, determine that the student poses an immediate threat, the officer will suspend the student pending the JC review.

**Disciplinary Hearing**

Should the complaint be referred to the JC, the accused student and the complainant will both have an opportunity to present their information before the committee, in person or in writing, and to respond to questions from the committee. Minutes of the hearing will be kept.

1. **Committee Composition.** The committee will consist of both faculty and staff, and will be comprised of at least five people, one of whom will chair the committee. No one who has a complaint or is a witness, has a personal interest in the case, or has advised the student in this matter may sit on the committee. The SCO may not sit on the committee.

2. **Investigation.** The JC will review the SCO’s Investigation Report prior to the hearing. The members of the JC will determine if they wish to interview any witnesses prior to and/or during the hearing.

3. **Investigation Report.** The accused student is not entitled to receive a copy of or generally review the SCO’s Investigation Report or notes from his/her investigation.

4. **Witnesses.** Witnesses have a right to refuse to testify at the hearing.

5. **Hearing Process.**

   a) The hearing will be in a closed session. The JC is not bound by any legal rules of evidence and will review all information it considers relevant.
   b) Wireless phones must be turned off, and no photographic or recording equipment will be permitted in the hearing.
   c) The student may have a person who is not a College employee present to consult with during the hearing, but in no circumstances may this person speak for the student or take an active part in the proceedings. Should this occur, the person will be asked to leave or the hearing will be terminated.
   d) The student may bring witnesses and/or evidence that was not already presented to the SCO during the investigation.
   e) The JC or the chair of the JC shall use reasonable judgment in determining whether or not any of the SCO’s witnesses and/or the student’s witnesses are to be heard.
   f) The hearing will begin with short introductory statements from both parties.
   g) The SCO will present a summary of the Investigation Report in written or oral form through documents or witnesses. The student and the JC will have an opportunity to question witnesses if they are present. The complainant will have an opportunity to present any additional information that was not already presented during the SCO’s investigation.
   h) The student will present information in written or oral form through documents or witnesses. The complainant, the JC, and the SCO will have an opportunity to question any witnesses that the student brings.
   i) Both parties may make closing statements.
   j) Within 10 calendar days, the JC must render a decision as to whether the student has violated the conduct code, and if so, the sanction to be imposed.
   k) A written copy of the decision will be mailed to the student within 14 days of the hearing.
   l) The findings and decision of the JC will not be revealed to the complainant because FERPA regulations prohibit the release of conduct proceedings to other parties without the written consent of the accused student.

6. **Appeal Process.**

   a) In the event the student has reason to believe the hearing process did not comport with the aforementioned policy or if the student obtains new information that was not available for consideration by the JC, he/she may obtain an appeal form from the chair of the JC, complete it,
and return it to the chief academic officer within seven days of the receipt of the decision.

b) The chief academic officer will then review all information and make a decision. The decision of the chief academic officer is final. There is no further appeal authority.

7. Guidelines. The above procedures are to be considered general guidelines and not specific requirements. Substantial compliance with these procedures will be considered to meet the requirements of the process.

8. Costs. Should any costs be incurred, such as for advisers or printing or copying of materials, they are to be borne by the party that required the services.

Academic Dishonesty

A faculty member who suspects or is convinced of a case of academic dishonesty has the obligation to document the incident on an Academic Misconduct Incident Report form and meet with the student. At that meeting, the instructor will explain the allegations and present his/her reasons for the allegations.

Faculty may levy the following sanctions:
- Extra or repeated assignments
- Re-examination
- Lowered grade or no credit for assignment or exam

The desired outcome of the meeting is for both the instructor and student to agree to a mutually satisfactory remedy. If that is achieved, the report should reflect the outcome and be submitted to the Student Conduct Officer.

If the instructor and student cannot arrive at an agreement, or in cases of repeated offenses, the matter is referred to and taken up by the Academic Standards Committee within 14 business days. The committee will interview both parties and make a decision based upon the facts presented. The Committee may enact the following sanctions:
- Extra or repeated assignments
- Re-examination
- Lowered grade or no credit for assignment or exam
- An F or U grade for the course
- Suspension from the College
- Dismissal from the College

Petition Procedures. If the student disputes the finding of the Academic Standards Committee, he or she may petition for a review by the chief academic officer. The petition must be in writing and submitted within seven business days of the decision of the committee. The case will be reviewed by the chief academic officer with the Academic Standards Committee. The student will be notified of the decision. All sanctions are possible. There are no other petition procedures available to the student.

Student Grievance Procedures

Student grievances may involve academic matters, administrative matters, discrimination, or sexual or other harassment. Initial attempts for informal resolution will be encouraged. Formal complaints are those which are submitted in writing by the complainant within 30 days of the incident. Grievance appeals should be submitted in writing at each level of authority within seven days.

As an institution accredited by the Higher Learning Commission, the College is required to document certain student complaints and their disposition. The complaints that are documented are those that are submitted in writing (email, letter, or fax), signed by a student, and submitted to a College employee with the responsibility to handle the complaint (President, Campus Director, Vice President of Student Affairs, Vice President of Academic Affairs, Directors of Administration, Academic Deans). Complaints are not grade protests, inquiries, or appeals regarding discipline issues or academic standards decisions.

Academic Concerns

In grievances of academic matters the student should first consult with the instructor involved. Every attempt should be made to resolve the grievance on an informal basis. Often students disagree with an assigned grade, feeling it should have been higher, but this is not a sufficient reason to formally protest a grade. To protest a grade, a student must have evidence that one of the following took place:

1. The instructor did not follow the stated grading policy.
2. The grade was based upon prejudice or bias.
3. There was a computational error.
4. The grade assigned was inconsistent with the standards applied to other students.

The grievance must be made within 90 days from the end of the quarter in which the grade was issued. A grievant must process the grievance through the levels of (in order) program director, academic dean, Academic Standards Committee, and chief academic officer. There is no further appeal authority.

Administrative Concerns

The student should first attempt to resolve the complaint on an informal basis with the office administrator concerned. Grievances must be made within 30 days from
the incident. If necessary, the student should proceed to the
director of administration and campus director. There is no
further appeal.

Student Registration Appeal

The College recognizes that a student may have
unforeseen and unique circumstances that prevents
him/her from completing the quarter. To appeal
registration, students must contact Student Services no
later than last date of add/drop of the following quarter and
provide documentation of circumstances. Forms are
available on the Student Hub under Student Services as well
as in Student Services departments.

Discrimination

Students are encouraged to initially discuss incidents
involving possible discrimination because of race, color,
creed, gender, disability, religion, national origin, sexual
orientation, or age with the College counselor or director of
administration. These individuals can give advice or
guidance on both formal and informal procedures for
resolving the problem. Attempts will be made to resolve the
issue on an informal basis. If this is not possible, the grievant
must submit a written statement to the campus director
within 30 days of the incident. The campus director will refer
the incident to the appropriate College official to
investigate. Appeals may be made to the College president.
There is no further appeal authority.

Sexual or Other Harassment

NC is committed to providing a work environment that
is free from all forms of discrimination and conduct that can
be considered harassing, coercive, or disruptive, including
sexual harassment. Actions, words, jokes, or comments
based on an individual’s sex, race, color, national origin, age,
religion, disability, sexual orientation, or any other legally
protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual
advances, or visual, verbal, or physical conduct of a sexual
nature. This definition includes many forms of offensive
behavior and includes gender-based harassment of a
person of the same sex as the harasser. The following is a
partial list of sexual harassment examples:

- unwanted sexual advances
- offering employment or other benefits in exchange
  for sexual favors
- making or threatening reprisals after a negative
  response to sexual advances
- visual conduct that includes leering, making sexual
gestures, or displaying of sexually suggestive objects, pictures, cartoons, or posters
- verbal conduct that includes making or using
derogatory comments, epithets, slurs, or jokes
- verbal sexual advances or propositions
- verbal abuse of a sexual nature, graphic verbal
  commentaries about an individual’s body, sexually
degrading words used to describe an individual, or
suggestive or obscene letters, notes, or invitations
- physical conduct that includes touching, assaulting,
or impeding or blocking movements
- displays of inappropriate material (e.g., posters,
screensavers, emails, calendars)

Unwelcome sexual advances (either verbal or physical),
requests for sexual favors, and other verbal or physical
conduct of a sexual nature constitute sexual harassment
when:

1. Submission to such conduct is made either
   explicitly or implicitly a term or condition of
   continuation of educational services.
2. Submission or rejection of the conduct is used as
   a basis for making grading decisions.
3. The conduct has the purpose or effect of
   interfering with school performance or creating an
   intimidating, hostile, or offensive school
   environment.

Other prohibited harassment includes verbal or
physical conduct that denigrates or shows hostility toward
a student because of his or her race, religion, national origin,
gender, age, disability, or sexual orientation that:

1. Has the purpose or effect of creating an abusive or
   hostile environment.
2. Has the purpose or effect of unreasonably
   interfering with a student’s school performance.
3. Otherwise adversely affects a student’s
   educational opportunities.

All allegations of sexual harassment will be quickly and
discreetly investigated. To the extent possible,
confidentiality and that of any witnesses and the alleged
harasser will be protected against unnecessary disclosure.
When the investigation is completed, involved individuals
will be informed of the outcome of the investigation in
accordance with applicable law.

Any teacher, advisor, dean, or other College
administrator who becomes aware of possible sexual or
other unlawful harassment must immediately advise the
director of administration so it can be investigated in a
timely and confidential manner. Anyone engaging in sexual
or other unlawful harassment will be subject to disciplinary
action, up to and including expulsion or termination of
employment.
Harassment Complaint Procedures

To support the College’s policy against harassment of any kind, the College has developed a complaint procedure for students to follow if they believe the policy has been violated.

1. If an individual feels comfortable doing so, talk to the person who is harassing. Tell the person that his/her conduct is offensive and must stop.
2. If an individual does not feel comfortable talking to the person whose conduct is offensive or if the individual has discussed the matter and the offender refuses to stop, the student should report the incident to a teacher, advisor, academic dean, or any other member of College administration.
3. All complaints will be referred to the director of administration for an immediate, thorough, and objective investigation. It is important to understand that once the College is made aware of the complaint, it has a legal obligation to investigate. The investigation will be conducted with as much confidentiality as possible. However, since several individuals may need to be involved in the investigation and resolution process, absolute confidentiality cannot be guaranteed.
4. A decision regarding the complaint will be made as soon as possible. If the investigator decides that harassment occurred, the College will take corrective action. The person responsible for the harassment will be subject to the appropriate disciplinary action, up to and including expulsion or termination. Appropriate action will also be taken to avoid any future harassment or retaliation.
5. Any notifications of resolution will be made in accordance with applicable law.

Students are encouraged to report incidents of discrimination or harassment immediately so that complaints can be quickly and fairly resolved. The College will not take any retaliatory action against a student who makes a complaint and will not knowingly permit retaliation by others.

False Charges

If the College determines that a complaint was made by a student with the knowledge that the facts were false, the investigator may recommend appropriate disciplinary action up to and including expulsion.

Student Records

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act 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 College receives a request for access. Students should submit to the registrar, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate. Students should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College 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 College employee 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 College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; 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. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northwestern College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

**Directory Information**

The following information on students at the College is designated as Directory Information, which is public data accessible to the public upon request as permitted pursuant to 34 C.F.R. 99.37:

- name, address, and telephone number
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- dates of attendance
- most recent previous educational institution attended
- grade level or enrollment status (e.g., full-time or part-time)
- degrees, honors, and awards received
- date of graduation
- photographs
- email address

**Notice to Students about Directory Information**

Students may direct that any or all of the above-listed directory information be withheld from public disclosure by completing a Directory Information Confidentiality form each academic year, and submitting it to the Records Department.
Career Programs
Business Administration

Business is people in action—people who train, direct, create, and introduce new innovations to measure the performance of business. Business administrators must know all facets of business including management, marketing, finance, accounting, and computer applications.

Program

Associate in Applied Science Degree in Business Administration

Program Goals

Upon completion of the program, it is expected that students will be able to:

• Demonstrate knowledge of the common professional components of the business environment
• Understand and analyze ethical behaviors in the business environment
• Recognize and apply clear oral, written, and electronic communication when making professional business decisions
• Construct and implement strategies to maximize operational effectiveness in a dynamic and rapidly evolving business environment
• Prepare a comprehensive business plan

Accreditation

The Business Administration program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th St., Overland Park, KS 66213, (913) 339-9356, www.acbsp.org.

Departmental Requirement

Students must earn a grade of C or higher in all courses with a BUSN or ACCT prefix.

Externship

Students who enroll in an externship course apply their coursework and knowledge in practical on-the-job experiences. Students receive academic credit upon successful completion. There is no remuneration for time spent on the externship nor are students entitled to a job at the end of the externship.
Business Administration

Curriculum
(No Emphasis)
92 credit hours

Business Courses: 36 credit hours
Required: 32 credit hours
- BUSN.100 Introduction to Business ................................... 4
- BUSN.106 Business Law I ................................................. 4
- BUSN.120 Management .................................................. 4
- BUSN.131 Macroeconomics ........................................... 4
- BUSN.140 Finance .......................................................... 4
- BUSN.160 Marketing ..................................................... 4
- BUSN.227 Organizational Behavior .................................. 4
- BUSN.250 Business and Professional Ethics .................. 4

Additional requirement: 4 credit hours (Choose One Course)
- BUSN.221 Human Resource Management ...................... 4
- BUSN.290 Externship ..................................................... 4

Accounting Courses: 12 credit hours
Required: 12 credit hours
- ACCT.110 Financial Accounting I .................................... 4
- ACCT.120 Financial Accounting II .................................... 4
- ACCT.130 Financial Accounting III .................................. 4

Computer Courses: 10 credit hours
- CPTR.130 Intermediate Spreadsheet ................................ 2
- CPTR.140 Intermediate Database ..................................... 2
- CPTR.150 Intermediate Document Processing ................. 2
- CPTR.230 Advanced Spreadsheet .................................... 4

General Education Courses: 34 credit hours
Communications ............................................................ 16
- ENGL.100 (4), COMM.100 (4), ENGL.120 (4), and COMM.200 (4)
Mathematics ................................................................. 4
- MATH.112 (4)
Life Skills ........................................................................ 6
- CPTR.100 (4), COLL.100 (1), and COLL.290 (1)
Social Sciences - Select one course .................................. 4
- SOCS.200 (4), SOCS.210 (4), SOCS.220 (4)
Humanities - Select one course ........................................ 4
- HUMN.200 (4), HUMN.210 (4), HUMN.220 (4)
Criminal Justice

The Criminal Justice program prepares students for a variety of positions in the criminal justice system. This program is appropriate for individuals who are interested in a career as a police officer, corrections officer, security guard, or telecommunications officer.

Program
Associate in Applied Science Degree in Criminal Justice

Program Goals
Upon completion of the program, it is expected that students will be able to:

• Identify and analyze issues relative to protection of life, liberty, and property
• Evaluate the dynamics and cultures of working within the legal system
• Critically evaluate the legal rights of individuals, recognition of legal limitations, and use of discretionary authority
• Exhibit professional behavior and high ethical standards
• Demonstrate effective oral, written, and non-verbal communication skills as expected in criminal justice professions

Professional Membership
The Criminal Justice Program at NC is a member of the American Criminal Justice Association, Lambda Alpha Epsilon. The Northwestern College chapter, Zeta Sigma Alpha, has participated in competitions at the national and regional conferences.

Criminal Background
Students should be aware that a prior criminal history may preclude the student’s ability to find employment. Students who have been convicted of a criminal offense should research their chosen field of study to determine the impact of their record before enrolling.

Job Restrictions
Specific police departments and sheriff’s offices have age and physical restrictions in their hiring requirements. Please research your chosen career path to determine whether those restrictions, or any others, will prevent you from being hired at certain locations.

Departmental Requirements
• Students must earn a grade of C or higher in all courses with a CRMJ prefix.
• A student may not enroll in any course with a CRMJ prefix more than twice.

Externship
Students may enroll in an elective externship course in which they have the opportunity to apply their coursework and knowledge in practical on-the job experiences. Students receive academic credit upon successful completion. There is no remuneration for time spent on the externship nor are students entitled to a job at the end of the externship.
## Criminal Justice

### Curriculum

**90 credit hours**

<table>
<thead>
<tr>
<th>Criminal Justice Courses:</th>
<th>40 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRMJ.100</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>CRMJ.126</td>
<td>Ethics in Criminal Justice</td>
</tr>
<tr>
<td>CRMJ.130</td>
<td>Corrections</td>
</tr>
<tr>
<td>CRMJ.140</td>
<td>Juvenile Justice Administration</td>
</tr>
<tr>
<td>CRMJ.150</td>
<td>Police Operations</td>
</tr>
<tr>
<td>CRMJ.220</td>
<td>Crisis and Conflict Intervention</td>
</tr>
<tr>
<td>CRMJ.230</td>
<td>Criminal Law</td>
</tr>
<tr>
<td>CRMJ.240</td>
<td>Criminal Procedure</td>
</tr>
<tr>
<td>CRMJ.250</td>
<td>Criminal Investigations</td>
</tr>
<tr>
<td>CRMJ.260</td>
<td>Criminology</td>
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<table>
<thead>
<tr>
<th>Related Courses:</th>
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<tbody>
<tr>
<td>HUMN.210</td>
<td>Introduction to Logic &amp; Critical Thinking</td>
</tr>
<tr>
<td>SOCS.200</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>SOCS.220</td>
<td>Cultural Diversity</td>
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<table>
<thead>
<tr>
<th>General Education Courses:</th>
<th>34 credit hours</th>
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<tbody>
<tr>
<td>Communications</td>
<td>16</td>
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<td>ENGL.100 (4), COMM.100 (4), ENGL.120 (4), and COMM.200 (4)</td>
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<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MATH.112 (4)</td>
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</tr>
<tr>
<td>Life Skills</td>
<td>6</td>
</tr>
<tr>
<td>CPTR.100 (4), COLL.100 (1), and COLL.290 (1)</td>
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<tr>
<td>Social Sciences and</td>
<td>4</td>
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<tr>
<td>SOCS.210 (4)</td>
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<td>Humanities</td>
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<td>HUMN.200 (4)</td>
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<table>
<thead>
<tr>
<th>Electives:</th>
<th>4 credit hours</th>
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</table>
Diagnostic Medical Sonography

This program is for students with the professional goal of becoming a sonographer. The sonographer specializes in the use of ultrasound to perform a wide variety of procedures for use in the diagnosis and treatment of illnesses, diseases, and injuries. Sonographers also assist radiologists in the performance of many specialized exams. Sonographers must be deeply compassionate, have strong communication skills, enjoy teamwork, and also meet the challenge of working independently in high pressure clinical situations. Graduates of the program will be qualified to enter the profession as an entry level sonographer.

Program
Associate in Applied Science in Diagnostic Medical Sonography

Program Goals
Upon completion of the program, it is expected that students will be able to:

- Be clinically competent in their specialty
- Be knowledgeable and well trained in Sonography
- Communicate effectively
- Develop critical thinking and problem-solving skills
- Be professional and compassionate towards patients
- To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains

National Certification
Depending on the student’s academic background and work experience, students may be eligible to sit for the national board exam administered by the American Registry for Diagnostic Medical Sonographers (ARDMS). Students should be aware, however, that individuals with felony and/or misdemeanor convictions should contact ARDMS for details regarding exam eligibility.

Illinois Healthcare Workers Act (IHWA)
The Illinois Healthcare Workers Act (IHWA) mandates a Criminal Background Check under certain circumstances, including personnel engaged in direct patient care. Individuals who have been convicted of certain criminal offenses are not eligible to take their professional credentialing exam.

The IHWA also prohibits the hiring of any applicant or retaining any employee involved in direct patient care who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Healthcare Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

Admissions Requirements
1. Acceptance to Northwestern College.
2. Attendance at a program Information Session.
3. Two letters of recommendation from an instructor, academic advisor, employer, or coworker.
4. High school graduate or equivalent.
5. High school and/or college GPA ≥ 2.0.
6. Two years of high school math and science with GPA ≥ 2.0. Physics, chemistry, biology, algebra, and geometry courses are recommended.
7. If #6 is not met, evidence of college math and/or science course with GPA ≥ 2.0 is required.
8. If applicable, GED total standard score ≥ 2250 with a minimum score of 450 on each sub-test.
9. COMPASS (assessment test) (waived with ACT ≥ 20 and for applicants with a bachelor’s degree or higher).
10. Interview with the DMS Program Director.

Provisional Post Offer Admission Requirements
Evidence by specified date:
- Physical fitness and good health - record of a physical exam, immunizations, drug screening, TB screening, and other labs
- Successful background check
- Liability insurance
- Health insurance
- Current healthcare provider CPR/AED and First Aid card.
Non-Academic Qualifications (Technical Standards)

The Diagnostic Medical Sonography program identifies non-academic qualifications that are essential for students’ satisfactory completion of classroom and clinical learning objectives. Students must be able to:

- Transport patients from or onto wheelchairs, stretchers, and examination tables
- Operate and transport medical imaging equipment to perform exams and procedures
- Evaluate medical images for technical quality and accuracy of image data
- Evaluate diagnostic information on display screens/monitors and adjust controls as required
- Interact effectively with others by actively listening and participating in classroom activities
- Work professionally with others in the clinical setting that involves care, safety, and examination of the patient

Program Requirements

- All courses with a SONO prefix (professional courses) must be taken in sequence. Students may only enroll once in courses with a SONO prefix.
- Students must earn a grade of C or higher in all courses with a SONO prefix. Failure to earn a letter grade of C or higher may result in dismissal from the program.
- Students must earn a letter grade of C or higher in courses with a SCIE prefix. A student earning a letter grade below a C will be required to repeat the course.
- A student may not enroll more than twice in courses with a SCIE prefix.
- Students must maintain a minimum cumulative GPA of 2.0 for continued enrollment in the program.
## Diagnostic Medical Sonography

### Curriculum

102 credit hours

### Sonography Courses:
66 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Sono.100</td>
<td>Fundamentals of Sonography</td>
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</tr>
<tr>
<td>Sono.105</td>
<td>Patient Care &amp; Safety in Sonography</td>
<td>4</td>
</tr>
<tr>
<td>Sono.110</td>
<td>Sonography Positioning &amp; Procedures I</td>
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</tr>
<tr>
<td>Sono.111</td>
<td>Sonography Positioning &amp; Procedures I Lab</td>
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</tr>
<tr>
<td>Sono.120</td>
<td>Sonography Positioning &amp; Procedures II</td>
<td>5</td>
</tr>
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<td>Sono.121</td>
<td>Sonography Positioning &amp; Procedures II Lab</td>
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<tr>
<td>Sono.122C</td>
<td>Sonography Clinical I</td>
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<tr>
<td>Sono.130</td>
<td>Sonography Positioning &amp; Procedures III Lab</td>
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<td>Sono.131</td>
<td>Sonography Positioning &amp; Procedures III Lab</td>
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<td>Sono.132C</td>
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<td>Sono.140</td>
<td>Sonography Positioning &amp; Procedures IV</td>
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<td>Sono.141</td>
<td>Sonography Positioning &amp; Procedures IV Lab</td>
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<td>Sono.210</td>
<td>Sonography Physics &amp; Instrumentation I</td>
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<tr>
<td>Sono.215</td>
<td>Sonography Sectional Anatomy &amp; Pathology I</td>
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<td>Sono.212C</td>
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<td>Sono.220</td>
<td>Sonography Physics &amp; Instrumentation II</td>
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<td>Sono.222C</td>
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<tr>
<td>Sono.242C</td>
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<tr>
<td>Sono.290</td>
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### Related Courses:
22 hours

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<td>Radiation Physics I</td>
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<tr>
<td>HLTh.140</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td>HLTh.245</td>
<td>Medical Law &amp; Ethics for Radiographers</td>
<td>4</td>
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<tr>
<td>SCie.110</td>
<td>Anatomy &amp; Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>SCie.111</td>
<td>Anatomy &amp; Physiology I Lab</td>
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</tr>
<tr>
<td>SCie.120</td>
<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>SCie.121</td>
<td>Anatomy &amp; Physiology II Lab</td>
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### General Education Courses:
14 credit hours

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<td>Life Skills</td>
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<td>Mathematics</td>
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<td>MATH.112</td>
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<td>Social Sciences</td>
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<tr>
<td>SOCS.200</td>
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### Suggested Quarterly Schedule

102 credit hours

#### First Quarter:
18 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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<td>Freshman Seminar</td>
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<tr>
<td>Math.112</td>
<td>College Mathematics</td>
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<tr>
<td>ENGl.100</td>
<td>Composition</td>
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<tr>
<td>SCie.110</td>
<td>Anatomy &amp; Physiology I</td>
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</tr>
<tr>
<td>SCie.111</td>
<td>Anatomy &amp; Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>Rads.201</td>
<td>Radiation Physics I</td>
<td>3</td>
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#### Second Quarter:
13 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>SCie.120</td>
<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>SCie.121</td>
<td>Anatomy &amp; Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>Sono.100</td>
<td>Fundamentals of Sonography</td>
<td>1</td>
</tr>
<tr>
<td>Sono.210</td>
<td>Sonography Physics &amp; Instrumentation I</td>
<td>4</td>
</tr>
<tr>
<td>Sono.122C</td>
<td>Sonography Clinical I</td>
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#### Third Quarter:
15 credit hours

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<tr>
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<tr>
<td>HLTh.140</td>
<td>Medical Terminology</td>
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<td>Sono.220</td>
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<tr>
<td>Sono.110</td>
<td>Sonography Positioning &amp; Procedures I</td>
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<tr>
<td>Sono.111</td>
<td>Sonography Positioning &amp; Procedures I Lab</td>
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<tr>
<td>Sono.132C</td>
<td>Sonography Clinical II</td>
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#### Fourth Quarter:
12 credit hours

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>Sono.215</td>
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<td>Sono.121</td>
<td>Sonography Positioning &amp; Procedures II Lab</td>
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<tr>
<td>Sono.212C</td>
<td>Sonography Clinical III</td>
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#### Fifth Quarter:
13 credit hours

<table>
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<tr>
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<tbody>
<tr>
<td>Sono.225</td>
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#### Sixth Quarter:
17 credit hours

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<tr>
<td>HLTh.245</td>
<td>Medical Law &amp; Ethics for Radiographers</td>
<td>4</td>
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<td>Sono.105</td>
<td>Patient Care &amp; Safety in Sonography</td>
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</tr>
<tr>
<td>Sono.140</td>
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<td>Sonography Positioning &amp; Procedures IV Lab</td>
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<tr>
<td>Sono.232C</td>
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#### Seventh Quarter:
14 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>SOCS.200</td>
<td>Introduction to Psychology</td>
<td>4</td>
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<tr>
<td>Coll.295</td>
<td>Professional Development for Rad Sciences</td>
<td>1</td>
</tr>
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<td>Sono.290</td>
<td>Sonography Registry Review</td>
<td>6</td>
</tr>
<tr>
<td>Sono.242C</td>
<td>Sonography Clinical VI</td>
<td>3</td>
</tr>
</tbody>
</table>
Executive Accounting

Accounting is an information system for measuring, processing, and communicating financial information that is useful in making economic decisions. An important part of those decisions is the financial basis on which they are made and the consequences they have for the future of the business.

Program
Associate in Applied Science Degree in Executive Accounting

Program Goals
Upon completion of the program, it is expected that students will be able to:
• Distinguish and reproduce the fundamental concepts of accounting
• Demonstrate computer literacy and familiarity with information resources
• Develop an understanding of taxation and its impact on financial and managerial decisions
• Differentiate between financial and managerial accounting
• Apply critical thinking to analyze and assess ethical issues within the accounting profession

Accreditation
The Executive Accounting program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th St., Overland Park, KS 66213, (913) 339-9356, www.acbsp.org.

Departmental Requirements
• Students must earn a grade of C or higher in all courses with an ACCT or BUSN prefix.
• Students may not enroll in any course with an ACCT prefix over the 200 level more than twice.

Externship
Students may enroll in an elective externship course in which they have the opportunity to apply their coursework and knowledge in practical on-the-job experiences. Students receive academic credit upon successful completion. There is no remuneration for time spent on the externship nor are students entitled to a job at the end of the externship.
## Curriculum

### Executive Accounting

**92 credit hours**

#### Accounting Courses: 32 credit hours

**Required:** 32 credit hours

<table>
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<tr>
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<th>Title</th>
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<td>ACCT.120</td>
<td>Financial Accounting II</td>
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<tr>
<td>ACCT.130</td>
<td>Financial Accounting III</td>
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<td>ACCT.160</td>
<td>Computerized Accounting</td>
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</tr>
<tr>
<td>ACCT.245</td>
<td>Managerial Accounting I</td>
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</tr>
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<td>ACCT.246</td>
<td>Managerial Accounting II</td>
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</tr>
<tr>
<td>ACCT.250</td>
<td>Business and Professional Ethics</td>
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Select from the following: 4 credit hours

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<td>ACCT.231</td>
<td>Income Taxes for Business</td>
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<td>ACCT.290</td>
<td>Accounting Externship</td>
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#### Business Courses: 20 credit hours

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<td>BUSN.100</td>
<td>Introduction to Business</td>
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<td>BUSN.106</td>
<td>Business Law I</td>
<td>4</td>
</tr>
<tr>
<td>BUSN.120</td>
<td>Management</td>
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<td>BUSN.131</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>BUSN.140</td>
<td>Finance</td>
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#### Computer Courses: 6 credit hours

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<tr>
<td>CPTR.230</td>
<td>Advanced Spreadsheet</td>
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#### General Education Courses: 34 credit hours

**Communications**

ENGL.100 (4), COMM.100 (4), ENGL.120 (4), and COMM.200 (4)

**Mathematics**

MATH.112 (4)

**Life Skills**

CPTR.100 (4), COLL.290 (1), and COLL.290 (1)

**Social Sciences - Select one course**

SOCS.200 (4), SOCS.210 (4), SOCS.220 (4)

**Humanities - Select one course**

HUMN.200 (4), HUMN.210 (4), HUMN.220 (4)
Health Information Technology

Health information technology is a growing field that combines the areas of health care, administration, and information systems to manage and report health care data. Health information professionals have career opportunities in acute care hospitals, ambulatory care practices, insurance companies, public health organizations, skilled nursing facilities, home health, and government agencies. Health information technicians collect, summarize, utilize, and report data collected for patient care and reimbursement. Some also choose to specialize in particular areas such as coding, billing, cancer registries, electronic health record, or quality improvement.

Program

Associate in Applied Science Degree in Health Information Technology

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Demonstrate knowledge in medical terminology, anatomy and physiology, pathophysiology, and pharmacology
- Be adequately prepared as Health Information Technicians in health data management
- Be adequately prepared as Health Information Technicians in health statistics and quality management
- Be adequately prepared as Health Information Technicians in health services organization delivery comparably in Medical Law and Ethical Standards
- Be adequately prepared as Health Information Technicians in health informatics
- Be adequately prepared as Health Information Technicians in organization management

Accreditation

The Health Information Technology program at Northwestern College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601.

Registered Health Information Technician

Graduates of this program are eligible to sit for the Registered Health Information Technician (RHIT) exam.

Departmental Requirements

- Students must earn a grade of C or higher in all courses with a HITC, HLTH, or CPTR prefix. It is necessary to repeat HITC, HLTH, and CPTR courses in which a grade below C is earned before taking the next course(s) in the sequence.
- A student may not enroll more than twice in any course with a HLTH or HITC prefix without approval from the School of Health Sciences (SHS) program director or the Health Information Technology (HIT) program coordinator.
- Prior to enrolling for the Professional Practicum Experience, students at their own expense are required to submit a current physical examination; current immunizations, including hepatitis (or lab results indicating acceptable titers); and up-to-date TB test (unless their personal physician provides a statement indicating immunizations are contraindicated); and proof of liability insurance.
- Students must plan to be available for the minimum professional practice hours during normal weekday business hours. Students who are employed may be required to adjust their work schedule to accommodate their supervised practicum schedules.
- Students are not paid for the hours they spend at the practicum nor are they entitled to a job at the end of the practicum. Upon successful completion, students receive academic credit for these structured, supervised learning experiences.
- Students must provide their own transportation to and from their supervised practicum site.
- Placement in the practicum, selection of the site, and scheduling is at the discretion of the HIT faculty, program coordinator, or program director.
- A student refusal to complete practicum hours at a site assigned by the College will result in a failing grade for the course.
- Students are supervised by site personnel and expected to function as contributing members of the Health Information Management (HIM) staff. Students will observe and experience day to day Health Information Management operations, provide documentation and recommendations in workflow, and complete special projects.
- Students play a significant role in identifying and acquiring a suitable site for their professional practicum experience. At least 60 days prior to the quarter in which they will do the practicum, students must provide contact information for three potential sites which they have contacted and which have expressed interest and ability in being a practicum site. The College will follow-up with the sites and attempt to secure affiliation agreements with those that have been deemed
Health Information Technology

suitable. This process can be quite lengthy; therefore, it is imperative that students furnish the required contact information by the deadline or risk a delay in completing their professional practicum course.

- Most affiliation sites are either acute care (hospitals) or non-acute care sites such as ambulatory clinics, larger physician practices, skilled nursing and long-term care facilities, and/or home health or hospice centers. Contemporary trends in placement also include working at Health Information Management service providers, software vendors, insurance companies, pharmaceutical companies, firms, outpatient behavioral health centers, and various state agencies.

- Students in the HIT program must be able to hear well enough to answer a telephone; see well enough to read fine print of documents, microfiche, and computer screens; and have mobility and manual dexterity sufficient to operate a computer and handle charts, paperwork, and office equipment. If students, with reasonable accommodation, are unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.
Health Information Technology

Curriculum
101 credit hours

Health Information Technology Courses: 44 credit hours

HITC.100 Health Data Content and Structure .......... 3
HITC.101 Health Data Content and Structure Lab .... 1
HITC.110 Health Care Statistics and Data Literacy .. 3
HITC.140 Coding and Classification Systems I ............ 3
HITC.141 Coding and Classification Systems I Lab .... 1
HITC.150 Coding and Classification Systems II .......... 3
HITC.151 Coding and Classification Systems II Lab ... 1
HITC.205 Health Information Financial
and Resource Management ......................... 3
HITC.210 Information Systems in Health Care .......... 4
HITC.240 Clinical Quality Assessment and
Performance Improvement .......................... 4
HITC.245 Medical Law and Ethics in HIM .............. 4
HITC.255 Coding and Classification Systems III ........ 3
HITC.256 Coding and Classification Systems III Lab ... 1
HITC.265 Coding and Classification Systems IV .......... 3
HITC.266 Coding and Classification Systems IV Lab ..... 1
HITC.272 RHIT Exam Review ............................ 2
HITC.295 Professional Practicum Experience .......... 4

Allied Health Courses: 21 credit hours

HLTH.140 Medical Terminology ........................... 3
HLTH.150 Anatomy and Physiology I .................... 3
HLTH.160 Anatomy and Physiology II ................... 3
HLTH.170 Anatomy and Physiology III .................. 3
HLTH.210 Pathophysiology I .............................. 3
HLTH.220 Pathophysiology II .............................. 3
HLTH.235 Pharmacology ................................. 3

Computer Courses: 2 credit hours

CPTR.140 Intermediate Database ......................... 2

General Education Courses: 34 credit hours

Communications ............................................. 16
ENGL.100 (4), COMM.100 (4), ENGL.120 (4), and
COMM.200 (4)

Mathematics .................................................. 4
MATH.112 (4)

Life Skills .................................................... 6
CPTR.100 (4), COLL.100 (1), and COLL.290 (1)

Social Sciences - Select one course ...................... 4
SOCS.200 (4), SOCS.210 (4), SOCS.220 (4)

Humanities - Select one course .......................... 4
HUMN.200 (4), HUMN.210 (4), HUMN.220 (4)

*The Corequisite of MEDS.235 is waived for
Health Information Technology students enrolled
in HLTH.235.
Massage Therapy

Massage therapists create treatment plans intended to positively affect the health and well-being of clients across the lifespan, from infancy through old age. While many massage therapists are self-employed or work at spas, others focus on special populations such as athletes, pregnant women, or terminally ill patients. Their treatments make use of hands-on bodywork techniques and include muscle manipulation and re-education, as well as adjunctive therapies such as hydrotherapy, and reflexology. Employment for massage therapists is growing in traditional and medical settings, in the workplace, at spas, and at health and fitness centers.

The program meets all requirements for graduates to become licensed massage therapists in the State of Illinois. Students receive hands on experience, along with real world experience during the extern and internship courses. Before entry into the extern and internship courses, students are required to receive a physical examination along with ensuring immunizations are current. During the final quarter, students are required to register and sit for the Massage and Bodywork Licensing Exam (MBLEx) which is provided by the Federation of State Massage Therapy Boards (FSMTB)

Program
Associate in Applied Science Degree in Massage Therapy

Program Goals
Upon completion of the program, it is expected that students will be able to:

- Evaluate and construct treatment plans to perform therapeutic massages
- Use medical terms when documenting notes from massage treatment sessions
- Gain knowledge in anatomy, physiology, pathology and kinesiology
- Actively participate in the functions of health care teams
- Become licensed as massage therapists in the state of Illinois

Massage Therapy Licensure Exam
Graduates of this program are eligible to sit for the licensure exam administered by the Federation of State Massage Therapy Boards (FSMTB). Students should be aware, however, that individuals with felony and/or misdemeanor convictions may not be eligible to take this exam unless they apply for and are granted a waiver by the licensing board to practice massage therapy.

Illinois Healthcare Workers Act (IHWA)
The Illinois Healthcare Workers Act (IHWA) mandates a Criminal Background Check under certain circumstances, including personnel engaged in direct patient care. Individuals who have been convicted of certain criminal offenses are not eligible to take their professional credentialing or licensure exams.

The IHWA also prohibits the hiring of any applicant or retaining any employee involved in direct patient care who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Healthcare Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

Health Care Worker Licensure Actions - Sex Crimes
No person may receive a license as a Health Care Worker in Illinois who has been convicted of: 1) a criminal act that requires registration under the Sex Offender Registration Act, 2) a criminal battery against any patient in the course of patient care or treatment, including any offense based on sexual conduct or sexual penetration, or 3) a forcible felony.

Immediately after criminal charges are filed alleging that a licensed Health Care Worker committed any of the above-referenced acts, the State’s Attorney shall notify the Department of Professional Regulation and the Health Care Worker shall immediately practice only with a chaperone who is a licensed Health Care Worker during all patient encounters pending the outcome of the criminal proceedings.

A licensed Health Care Worker convicted of any of the above-referenced criminal acts shall have his or her license permanently revoked without a hearing.
Massage Therapy

Departmental Requirements

- Students must earn a grade of C or higher in all courses with a MASG or HLTH prefix. It is necessary to repeat a course in which a grade below C is earned before taking the next course(s) in the program sequence.
- Students may not enroll more than twice in any MASG or HLTH course without approval from the School of Health Sciences program coordinator.
- Students are required to behave in the utmost ethical and professional manner.
- Students experience a hands-on education in the program. Classroom practice of massage therapy techniques is a required portion of the curriculum. Students may perform these massage therapy techniques on partially or entirely disrobed peers of the opposite gender. Students will also be required to play the role of client for classmates and will be required to disrobe in the same fashion. If students do not feel comfortable disrobing or religious practices prohibit disrobing for massage or specific techniques, the student may be required to bring a volunteer to lab classes.
- Students are encouraged to take on the characteristics of a massage therapy professional while enrolled in the program. To assist students in making this transition, massage therapy majors are required to wear the uniform approved by the department whenever they are enrolled in MASG courses or working in the massage therapy student clinic.
- In order to register for the Externship and Internship, students must satisfactorily complete all massage lab and skill demonstrations. Early registration in the prior quarter is advised for the clinical experience. Placement in the clinical is scheduled at the discretion of the program coordinator or appointed supervisor.
- Prior to enrolling for the Externship and Internship, students at their own expense are required to submit a current physical examination; current immunizations including hepatitis (or lab results indicating acceptable titers); up-to-date TB test (unless their personal physician provides a statement indicating immunizations are contraindicated); and proof of massage therapy liability insurance.
- If a student becomes pregnant while enrolled in the Massage Therapy program, the student must notify the program coordinator immediately. A pregnant student must have written permission from her physician documented on the MedicalPermission to Participate form in order to register for MASG courses and continue with her massage studies which requires heavy lifting, prolonged standing, performance of massage, or being a recipient of hands-on massage skills. A physician must state that the student is able to fully participate in the activities covered in massage courses while pregnant. Intentionally concealing a pregnancy or failure to notify the massage department as described above will be considered as academic dishonesty and dealt with according to the College’s Academic Dishonesty policy.
- Refusing to complete clinical hours at an assigned site may result in a failing grade for the course.
- Students must plan to be available for a minimum of 120 hours for their MASG.251 Massage Therapy Internship and 40 hours for their MASG.252 Externship experience. Students who are employed will need to adjust their work schedule to accommodate their clinical schedule during the quarter in which they are enrolled in the clinical course.
- Students are not remunerated for the time they spend at the clinical site but do receive academic credit for these supervised, structured, learning experiences. Students are not entitled to a job at the conclusion of the clinical experience.
- Students are responsible for their own transportation to and from their clinical site(s).
- Typically, student massage therapists must be able to hear and speak well enough to communicate with patients; see well enough to read charts and assess the physical condition of a patient; have manual strength and dexterity sufficient to assist patients with physical activities such as getting on and off massage tables, maintaining massage equipment and supplies, and performing muscle manipulation techniques; and have physical endurance sufficient to stand for long periods of time and uphold ergonomic body positions to prevent injury to themselves. If students, with reasonable accommodation, are unable to perform any essential functions in a safe and effective manner, they will be required to withdraw from the program.
- Students must possess psychological stability to meet required competency levels in the lab (hands-on) and clinic portions of the massage program. (See the program handbook for more detailed information.)

Externship

Students who enroll in an externship course apply their coursework and knowledge in practical on-the-job experiences. Students receive academic credit upon successful completion. There is no remuneration for time spent on the externship nor are students entitled to a job at the end of the externship.

Before the start of the externship students, at their own expense, are required to submit a current physical examination and current immunizations. Immunizations include hepatitis, Rubella, Rubeola, and TB or lab results indicating acceptable titters.
## Massage Therapy

### Curriculum

**93 credit hours**

<table>
<thead>
<tr>
<th>Massage Therapy Courses:</th>
<th>47 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASC.101</td>
<td>Massage Therapy I</td>
</tr>
<tr>
<td>MASC.102</td>
<td>Massage Therapy I Lab</td>
</tr>
<tr>
<td>MASC.110</td>
<td>Therapeutic Massage I</td>
</tr>
<tr>
<td>MASC.115</td>
<td>Therapeutic Massage I Lab</td>
</tr>
<tr>
<td>MASC.120</td>
<td>Therapeutic Massage II</td>
</tr>
<tr>
<td>MASC.125</td>
<td>Therapeutic Massage II Lab</td>
</tr>
<tr>
<td>MASC.160</td>
<td>Business of Massage</td>
</tr>
<tr>
<td>MASC.190</td>
<td>Pathology</td>
</tr>
<tr>
<td>MASC.201</td>
<td>Massage Therapy II</td>
</tr>
<tr>
<td>MASC.202</td>
<td>Massage Therapy II Lab</td>
</tr>
<tr>
<td>MASC.220</td>
<td>Massage Therapy Law and Ethics</td>
</tr>
<tr>
<td>MASC.251</td>
<td>Massage Therapy Internship</td>
</tr>
<tr>
<td>MASC.252</td>
<td>Massage Therapy II Externship</td>
</tr>
<tr>
<td>MASC.255</td>
<td>Massage Therapy Examination</td>
</tr>
<tr>
<td>MASC.260</td>
<td>Clinical Massage</td>
</tr>
<tr>
<td>MASC.265</td>
<td>Clinical Massage Lab</td>
</tr>
<tr>
<td>MASC.281</td>
<td>Medical Massage</td>
</tr>
<tr>
<td>MASC.282</td>
<td>Medical Massage Lab</td>
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<table>
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<tr>
<th>Allied Health and Related Courses:</th>
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<tr>
<td>HLTH.140</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>HLTH.150</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>HLTH.160</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>HLTH.170</td>
<td>Anatomy and Physiology III</td>
</tr>
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<table>
<thead>
<tr>
<th>General Education Courses:</th>
<th>34 credit hours</th>
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<tr>
<td>Communications</td>
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<td>ENGL.100 (4), COMM.100 (4), ENGL.120 (4), and COMM.200 (4)</td>
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<tr>
<td>Mathematics</td>
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</tr>
<tr>
<td>MATH.112 (4)</td>
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<tr>
<td>Life Skills</td>
<td>6</td>
</tr>
<tr>
<td>CPTR.100 (4), COLL.100 (1), and COLL.290 (1)</td>
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</tr>
<tr>
<td>Social Sciences</td>
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<tr>
<td>SOCS.200 (4)</td>
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<td>Humanities</td>
<td>4</td>
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<tr>
<td>HUMN.200 (4)</td>
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</table>
Medical Assisting

This program trains medical assistants to provide front-office expertise in the area of medical office management, including reception and administrative duties, patient care clinical skills in assisting the physician, and carrying out medication and laboratory testing orders. Rapid growth and changes in the health care delivery system and the growing complexity of medical services have resulted in excellent employment opportunities.

Medical assistants are the only allied health professionals specifically trained to work in ambulatory settings, such as physicians’ offices, clinics and group practices. These multi-skilled personnel can perform administrative and clinical procedures. Physicians value this unique versatility more and more, as managed care compels them to contain costs and manage human resources efficiently. Not surprisingly, the demand for medical assistants is expanding rapidly. Medical assistants work under the supervision of physicians in their offices or other medical settings. In accordance with respective state laws, they perform a broad range of administrative and clinical duties.

Program
Associate in Applied Science Degree in Medical Assisting

Program Goals
- To prepare competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
- To provide academic assessment of critical thinking, effective communication, and personal responsibility of students in the medical assisting program.
- To prepare graduates of the medical assisting program to be self-assured, responsible, and competent in the field of medical assisting.
- To provide the community with skilled medical assistants that interacts with patients in a professional and empathic manner.
- To prepare students to become (AAMA) Certified Medical Assistants.
- To encourage lifelong learning opportunities.

Student Goals
Upon graduation, students will be able to:
- Communicate effectively with patients, supervisors, support personnel, and other health care team members using suitable verbal, nonverbal, and written skills.
- Apply knowledge of basic sciences and medical theory to the application and appropriate knowledge of administrative and clinical medical assisting procedures.
- Apply critical and creative thinking and analytical skills to make sound administrative and clinical judgments to enhance patient care.
- Deliver patient care in a respectful manner that reflects sensitivity to individual differences.
- Earn their (AAMA) Certified Medical Assistant credential.

Accreditation
The Medical Assisting Associate in Applied Science degree is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park St., Clearwater, FL 33756, (727) 210-2350, (www.CAAHEP.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Certified Medical Assistant (CMA – AAMA)
The CMA (AAMA) is a national and voluntary certification which represents a commitment to the profession and added value in a competitive field. To achieve certification, a medical assistant must graduate from an accredited postsecondary medical assisting program and pass the CMA (AAMA) exam. Because the Medical Assisting program at Northwestern College is accredited by CAAHEP, graduates are eligible to sit for the national Certified Medical Assistant (AAMA) exam.

Please note: Individuals with felony and/or misdemeanor convictions are not eligible to take the CMA exam unless they apply for and are granted a waiver by the American Association of Medical Assistants (AAMA).

Illinois Healthcare Workers Act (IHWA)
The Illinois Healthcare Workers Act (IHWA) mandates a Criminal Background Check under certain circumstances, including personnel engaged in direct patient care. Individuals who have been convicted of certain criminal offenses are not eligible to take their professional credentialing exam.
The IHWA also prohibits the hiring of any applicant or retaining any employee involved in direct patient care who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Healthcare Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

Health Care Worker Licensure Actions - Sex Crimes

No person may receive a license as a Health Care Worker in Illinois who has been convicted of: 1) a criminal act that requires registration under the Sex Offender Registration Act, 2) a criminal battery against any patient in the course of patient care or treatment, including any offense based on sexual conduct or sexual penetration, or 3) a forcible felony.

Immediately after criminal charges are filed alleging that a licensed Health Care Worker committed any of the above-referenced acts, the State’s Attorney shall notify the Department of Professional Regulation and the Health Care Worker shall immediately practice only with a chaperone who is a licensed Health Care Worker during all patient encounters pending the outcome of the criminal proceedings.

A licensed Health Care Worker convicted of any of the above-referenced criminal acts shall have his or her license permanently revoked without a hearing.

Departmental Requirements

- Students must earn a grade of C or higher in all courses with a HLTH, MEDS, or HITC prefix, as well as SOCS.200 Introduction to Psychology. It is necessary to repeat a course in which a grade below C is earned before taking the next course(s) in the sequence or before participating in their externship.
- Students may not enroll more than twice in any course with a HLTH or MEDS prefix or HITC.130 and SOCS.200 without approval from the Medical Assisting program director or program coordinator.
- Students in this major must demonstrate keyboarding proficiency of 35 wpm on a three minute timing up to the sixth error or enroll in OFTC.091 Basic Keyboarding.
- Students are encouraged to take on the characteristics of an allied health professional while enrolled in the program. To assist students in making the transition, all medical assisting majors are required to wear the uniform approved by the department whenever they are in MEDS courses or at their externship sites. The use of acrylic nails/fake nails is prohibited. Nails should be short, clean and trimmed. Body tattoos & piercings should be covered with clothing at all times. Facial earrings are prohibited. Earrings that lie flat on the ear (no hoops or dangling earrings) are acceptable. White gym shoes or duty shoes are to be worn with uniform, clean and in good condition.
- This program requires students to complete an externship. Students must plan to be available for a minimum of 160 clinical externship hours during their final quarter. It is highly likely that students will need to adjust their school and/or work schedules to accommodate their clinical schedule during the quarter they are completing the externship.
- Students are not paid for the time they spend at their externship site but upon successful completion receive academic credit for these structured, supervised learning experiences. Students are not entitled to a job upon completion of the externship.
- Students must provide their own transportation to and from their externship site.
- Placement in the externship, selection of the site, and scheduling are at the discretion of the medical assisting program coordinator or program director whose decisions are final. A student refusal to complete externship hours at the assigned site will result in a failing grade for the course.
- Prior to enrolling for the medical assisting externship course, students at their own expense are required to submit a current physical examination; current immunizations including hepatitis (or lab results indicating acceptable titers); up-to-date TB test (unless their personal physician provides a statement indicating immunizations are contraindicated); and proof of liability insurance. Students must also present a current American Heart Association Healthcare Provider CPR/AED and Heart Saver First Aid card prior to placement at the externship site.
- Students are required to submit a resume, externship request form, and health forms described above to the program coordinator by the sixth week of the quarter prior to the externship.
- If a student becomes pregnant upon enrollment or becomes pregnant while enrolled in the Medical Assisting program, the student must notify the program director/program coordinator immediately. A pregnant student must have permission from her physician by completion of the Medical Permission to Participate form in order to register for MEDS courses which involve exposure to clinical laboratory chemicals, chemical reagents, blood/body fluids, handling contaminated syringes/equipment, being a practice patient including injections with 0.9% Normal Saline, phlebotomy
Medical Assisting

and EKG practice. Intentionally concealing a pregnancy or failure to notify the department as described will be treated as academic dishonesty and dealt with according to the College’s Academic Dishonesty policy.

• Typically, medical assisting students must be able to hear well enough to communicate with patients, assess the condition of the patient and auscultate vital signs; see well enough to read fine print on documents, charts, equipment and assess the physical condition of the patient; have mobility, manual strength, and dexterity sufficient to handle and operate medical equipment; and have physical endurance sufficient to stand for long periods of time. If students, with reasonable accommodation, are unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.

• Students must possess psychological stability to perform at the required levels in the clinical portion of the program. (See the program handbook for more detailed information.)

• Students are required to register for the CMA (AAMA) exam while enrolled in MEDS.242 CMA Preparation.
# Medical Assisting

## Curriculum

**93 credit hours**

### Allied Health Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HLTH.125</td>
<td>Communication Skills for Health Care Workers</td>
<td>3</td>
</tr>
<tr>
<td>HLTH.135</td>
<td>Emergency Preparedness</td>
<td>2</td>
</tr>
<tr>
<td>HLTH.140</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH.150</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>HLTH.160</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>HLTH.170</td>
<td>Anatomy &amp; Physiology III</td>
<td>3</td>
</tr>
<tr>
<td>HLTH.205</td>
<td>Medical Records &amp; Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>HLTH.210</td>
<td>Pathophysiology I</td>
<td>3</td>
</tr>
<tr>
<td>HLTH.220</td>
<td>Pathophysiology II</td>
<td>3</td>
</tr>
<tr>
<td>HLTH.235</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH.240</td>
<td>Medical Law, Ethics, and Human Relations in Health Care</td>
<td>4</td>
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### Medical Science Courses:

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>MEDS.120</td>
<td>Clinical Assisting Skills</td>
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<tr>
<td>MEDS.170</td>
<td>Specialized and Diagnostic Procedures</td>
<td>2</td>
</tr>
<tr>
<td>MEDS.210</td>
<td>Clinical Laboratory Procedures I</td>
<td>2</td>
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<tr>
<td>MEDS.220</td>
<td>Clinical Laboratory Procedures II</td>
<td>2</td>
</tr>
<tr>
<td>MEDS.235</td>
<td>Pharmacology Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>MEDS.242</td>
<td>CMA Preparation</td>
<td>2</td>
</tr>
<tr>
<td>MEDS.251</td>
<td>Medical Assisting Externship</td>
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### Related Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACCT.100</td>
<td>Essentials of Accounting</td>
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<tr>
<td>HITC.130</td>
<td>Ambulatory Reimbursement I</td>
<td>3</td>
</tr>
<tr>
<td>OFTC.100</td>
<td>Keyboarding Skills/Formatting</td>
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### General Education Courses:

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Communications</td>
<td>ENGL.100 (4), COMM.100 (4), ENGL.120 (4), and COMM.200 (4)</td>
<td>16</td>
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<tr>
<td>Mathematics</td>
<td>MATH.112 (4)</td>
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<td>Life Skills</td>
<td>CPTR.100 (4), COLL.100 (1), and COLL.290 (1)</td>
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<tr>
<td>Social Sciences</td>
<td>SOCS.200 (4)</td>
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<tr>
<td>Humanities</td>
<td>HUMN.200 (4), HUMN.210 (4), HUMN.220 (4)</td>
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</tbody>
</table>
Nursing

The Northwestern College Violet L. Schumacher School of Nursing strives to prepare a diverse student body to pursue educational and professional goals in an atmosphere of intellectual curiosity. We are committed to enhance student understanding of health and illness in a compassionate, student-centered environment that remains rooted in the community and seeks to produce skilled professionals and lifelong learners.

The faculty believe that nursing is a science-based discipline, with its foundation in the biological and behavioral sciences. The practice of nursing is guided by principles of logic, ethics, and the law, and the science of nursing is distinguished by a deep and abiding understanding of the human condition.

The nursing professional seeks to return the client to a state of physical, emotional, and social equilibrium in the face of actual health problems/disease states and/or seeks to maintain the client in a state of physical, emotional and social equilibrium in the face of potential health problems/disease states. Evidence-based practice is the hallmark of the consummate nursing professional.

Program

Associate of Applied Science in Nursing

Student Learning Outcomes:
Upon completion of the nursing program, it is expected that students will be able to:
• Plan, implement, and evaluate the effectiveness of a plan of care
• Communicate and collaborate with individuals, families, groups, and other health professionals in promoting health planning and delegating nursing care
• Assume accountability for their own decisions and actions for the procurement and application of new knowledge to professional practice
• Model professional behaviors that adhere to standards of practice and ethical codes of conduct
• Use leadership skills and knowledge to advocate for patients

Admissions Requirements
1. Application to Northwestern College
2. High school graduate diploma or GED certificate
3. ACT test score of 21 in reading and 21 in math or SAT score of 510 in reading and 510 in math. For adult learners (age 25 and older) and international students COMPASS scores of 87 in reading and 73 in math may be substituted for the ACT/SAT. The COMPASS may be repeated once for admission consideration.
4. Official college transcripts with 2.5/4.0 in all college work; 2.0/4.0 in sciences.

Once the college determines that a student has satisfied Admissions Requirements 1-4 above, a deposit of $200 is required in order to secure his/her name on the wait list for the next admissions cycle. Final admission to the program is dependent upon completion of Admissions Requirements 5–12 below.

5. Within the last five years, college biology course with a lab and college chemistry course with a lab completed with a C or better grade
6. Letter of recommendation on company letterhead from an instructor, academic advisor, employer or community member who can comment on the applicant’s background and/or character
7. Submission of a statement of purpose addressing personal and professional goals as related to becoming a professional Registered Nurse
8. Current American Heart Association Provider level BLS/CPR certification
9. Major medical insurance coverage
10. Background screen including sanctions check under the US Patriot Act
11. 10 panel drug screen
12. Immunization for diphtheria, pertussis, tetanus; titer levels for rubella, rubeola, mumps, varicella and Hepatitis B demonstrating immunity; 2-step TB test with chest X-ray for positive results, annual influenza immunization.

Full admission to the nursing major is based on review of the above items submitted in a completed admission file.
Illinois Healthcare Workers Act (IHWA)

The Illinois Healthcare Workers Act (IHWA) mandates a Criminal Background Check under certain circumstances, including personnel engaged in direct patient care. Individuals who have been convicted of certain criminal offenses are not eligible to take their professional credentialing exam.

The IHWA also prohibits the hiring of any applicant or retaining any employee involved in direct patient care who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Healthcare Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

Health Care Worker Licensure Actions - Sex Crimes

No person may receive a license as a Health Care Worker in Illinois who has been convicted of: 1) a criminal act that requires registration under the Sex Offender Registration Act, 2) a criminal battery against any patient in the course of patient care or treatment, including any offense based on sexual conduct or sexual penetration, or 3) a forcible felony.

Immediately after criminal charges are filed alleging that a licensed Health Care Worker committed any of the above-referenced acts, the State’s Attorney shall notify the Department of Professional Regulation and the Health Care Worker shall immediately practice only with a chaperone who is a licensed Health Care Worker during all patient encounters pending the outcome of the criminal proceedings.

A licensed Health Care Worker convicted of any of the above-referenced criminal acts shall have his or her license permanently revoked without a hearing.

Transfer Credit

- Nursing courses completed at a college prior to enrolling at NC will not be accepted for transfer credit.
- Anatomy and Physiology and Microbiology courses must have been completed within the past 5 years in order to be considered for transfer credit.
- The biology with lab course admission requirement is waived for students who are granted transfer credit for Anatomy and Physiology I and II and Microbiology. This exemption pertains only to the biology course, not to the chemistry course, and is granted only to students who have been given NC transfer credit for all three courses.

Progression Requirements

- A student must earn a grade of C or higher in all NURS courses before enrolling in subsequent NURS courses.
- A student must earn a grade of C or higher with a maximum of two attempts for all courses required in the nursing program which includes courses in the major, science courses, and other general education courses.
- Students must have current BLS/CPR certification, major medical insurance coverage, background check, 10 panel drug screen, immunizations, TB test and influenza immunization.
Nursing

Curriculum
107 credit hours

Nursing Courses: 64 credit hours

NURS.102 Pharmacology I .............................................. 2
NURS.103 Pharmacology II ............................................... 2
NURS.110 Fundamental Concepts in Nursing ................... 6
NURS.110C Fundamental Nursing-Clinical ......................... 2
NURS.120 Psychiatric/Mental Health Nursing .................... 4
NURS.120C Psychiatric/Mental Health Nursing-Clinical ....... 2
NURS.130 Maternity/Women’s Health Nursing .................. 4
NURS.130C Maternity/Women’s Health Nursing-Clinical ....... 2
NURS.140 Medical Surgical Nursing .................................. 6
NURS.140C Medical Surgical Nursing-Clinical .................... 4
NURS.150 Pediatric Nursing ............................................. 6
NURS.150C Pediatric Nursing-Clinical ............................... 4
NURS.211 Medical Surgical Nursing II ............................... 4
NURS.211C Medical Surgical Nursing II-Clinical ................. 2
NURS.262 Nursing Care of Diverse Groups ......................... 6
NURS.262C Nursing Care of Diverse Groups-Clinical .......... 4
NURS.277 Leadership Seminar ......................................... 2

Related Courses: 18 credit hours

SCIE.110 Anatomy & Physiology I .................................. 5
SCIE.111 Anatomy & Physiology I Lab ............................. 1
SCIE.120 Anatomy & Physiology II .................................. 5
SCIE.121 Anatomy & Physiology II Lab ............................ 1
SCIE.130 Microbiology .................................................... 1
SCIE.131 Microbiology Lab .............................................. 1

General Education Courses: 25 credit hours

Communications .......................................................... 8
ENGL.100 (4) COMM.100 (4)
Mathematics ............................................................... 4
MATH.112 (4)
Life Skills ................................................................. 1
COLL.296 (1)
Social Sciences and Humanities ........................................ 12
HUMN.200 (4) and SOCS.200 (4) SOCS.210 (4)

Suggested Quarterly Schedule for Full-Time Students

First Quarter:* 12 credit hours
ENGL.100 Composition .................................................. 4
MATH.112 General Education Mathematics ....................... 4
SOCS.200 Introduction to Psychology ............................... 4

*May substitute any General Education Courses or Related Courses needed from the list.

Second Quarter: 16 credit hours

NURS.110 Fundamental Concepts in Nursing ................... 6
NURS.110C Fundamental Concepts in Nursing-Clinical ....... 2
SCIE.110 Anatomy & Physiology I .................................. 5
SCIE.111 Anatomy & Physiology I Lab ............................. 1

Third Quarter: 14 credit hours

NURS.120 Psychiatric/Mental Health Nursing .................... 4
NURS.120C Psychiatric/Mental Health Nursing-Clinical ....... 2
NURS.102 Pharmacology I .............................................. 2
SCIE.120 Anatomy & Physiology II .................................. 5
SCIE.121 Anatomy & Physiology II Lab ............................ 1

Fourth Quarter: 12 credit hours

NURS.140 Medical Surgical Nursing .................................. 6
NURS.140C Medical Surgical Nursing-Clinical .................... 4
NURS.103 Pharmacology II ............................................. 2

Fifth Quarter: 12 credit hours

NURS.130 Maternity/Women’s Health Nursing .................. 4
NURS.130C Maternity/Women’s Health Nursing-Clinical ....... 2
SCIE.130 Microbiology .................................................... 5
SCIE.131 Microbiology Lab .............................................. 1

Sixth Quarter: 14 credit hours

NURS.150 Pediatric Nursing ............................................. 6
NURS.150C Pediatric Nursing-Clinical ............................... 4
SOCS.210 Introduction to Sociology ................................. 4

Seventh Quarter: 14 credit hours

COMM.100 Effective Speaking ......................................... 4
NURS.261 Medical Surgical Nursing II ............................... 4
NURS.261C Medical Surgical Nursing II-Clinical ................. 2
HUMN.200 Ethics ......................................................... 4

Eighth Quarter: 13 credit hours

COLL.296 Professional Development for Nursing ............... 1
NURS.262 Nursing Care of Diverse Groups ......................... 6
NURS.262C Nursing Care of Diverse Groups-Clinical .......... 4
NURS.277 Leadership Seminar ......................................... 2

**Students who have been granted transfer credit for one or more of the general education courses listed in the first quarter schedule above may enroll in any of the following additional required general education courses as a substitution:

COMM.100 Effective Speaking ......................................... 4
SOCS.210 Introduction to Sociology .................................. 4
HUMN.200 Ethics ......................................................... 4
Paralegal

Under attorney supervision, the paralegal performs a wide range of functions, such as preparing drafts of legal documents, researching issues of law, interviewing clients and witnesses, filing pleadings and motions, reviewing court records, working with document and filing technology, and preparing case files for trial. The Paralegal program prepares students to step right into the legal environment and successfully perform multiple tasks in a professional setting. Paralegals may not provide legal services directly to the public except as permitted by law.

Program
Associate in Applied Science Degree in Paralegal

Program Goals
Upon completion of the program, it is expected that students will be able to:
- Understand and exhibit expected ethical behavior of the paralegal profession
- Understand and demonstrate the necessary steps to bring a case to trial by preparing pleadings, discovery requests, and other litigation-related documents
- Display the ability to independently research legal issues and prepare appropriate legal documents
- Perform through an externship, paralegal skills necessary to competently work in a legal environment
- Exhibit computer proficiency and knowledge of computer software used in the legal profession

Criminal Background
Students should be aware that a prior criminal history may preclude the student’s ability to find employment. Students who have been convicted of a criminal offense should research their chosen field of study to determine the impact of their record before enrolling.

Approval
The Paralegal program is approved by the American Bar Association (ABA).

Departmental Requirements
- Students must earn a grade of C or higher in all courses with a PLGL prefix.
- Students in this major must demonstrate keyboarding proficiency of 35 wpm on a three minute timing up to the sixth error or enroll in OFTC.091 Basic Keyboarding.
- A student may not enroll in any course with a PLGL prefix more than twice without the consent of the program director.
- The Paralegal program will accept and extend credit for paralegal specialty courses taken by students at other institutions only for courses that are equivalent to established NC paralegal coursework and curriculum.

Externship
Students who enroll in an externship course apply their coursework and knowledge in practical on-the-job experiences. Students receive academic credit upon successful completion. There is no remuneration for time spent on the externship nor are students entitled to a job at the end of the externship.
### Paralegal

**Curriculum**

94 **credit hours**

<table>
<thead>
<tr>
<th>Paralegal Courses:</th>
<th>44 credit hours</th>
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<tbody>
<tr>
<td>Required: 44 credit hours</td>
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<tr>
<td>PLGL.100</td>
<td>Introduction to Law &amp; Legal System ............... 4</td>
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<td>PLGL.110</td>
<td>Introduction to Legal Research ..................... 4</td>
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<td>PLGL.121</td>
<td>Civil Litigation and Procedure I .................... 4</td>
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<td>PLGL.122</td>
<td>Civil Litigation and Procedure II ................... 4</td>
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<td>PLGL.140</td>
<td>Contracts ................................................. 4</td>
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<tr>
<td>PLGL.211</td>
<td>Legal Research and Writing I .......................... 4</td>
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<td>PLGL.212</td>
<td>Legal Research and Writing II ........................ 4</td>
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<td>PLGL.215</td>
<td>Real Estate Law ........................................... 4</td>
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<td>PLGL.219</td>
<td>Law Office Technology .................................. 4</td>
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<td>PLGL.225</td>
<td>Torts ................................................................ 4</td>
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<td>PLGL.290</td>
<td>Paralegal Externship ..................................... 4</td>
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<td>ACCT.100</td>
<td>Essentials of Accounting .................................. 4</td>
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<td>HUMN.200</td>
<td>Ethics .......................................................... 4</td>
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<td>OFTC.100</td>
<td>Keyboarding Skills/Formatting .......................... 2</td>
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<tr>
<td>CPTR.150</td>
<td>Intermediate Document Processing .................... 4</td>
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<tr>
<td>SOCS.200</td>
<td>Introduction to Psychology ............................. 4</td>
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<td>Mathematics ..................</td>
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<tr>
<td>MATH.112 (4)</td>
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<tr>
<td>Life Skills ...................</td>
<td>6</td>
</tr>
<tr>
<td>CPTR.100 (4), COLL.100 (1), and COLL.290 (1)</td>
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<tr>
<td>Social Sciences and Humanities</td>
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<tr>
<td>HUMN.210 (4) and SOCS.210 (4)</td>
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</table>
Radiologic Technology

The radiologic technologist/radiographer specializes in the use of x-ray radiation (energy), and performs a wide variety of radiologic procedures for use in the diagnosis and treatment of illnesses, diseases, and injuries. Radiographers also assist radiologists in the performance of many specialized exams. Radiographers must be deeply compassionate, have strong communications skills, enjoy teamwork, and also meet the challenge of working independently in high pressure clinical situations. A career as a radiologic technologist/radiographer gives graduates many different job opportunities. Graduates may specialize in magnetic resonance imaging, radiation therapy, nuclear medicine, cardiac catheterization, medical sonography, mammography, or computed tomography. Radiographers may also choose careers in radiography education, management, sales, and marketing.

Program

Associate in Applied Science Degree in Radiologic Technology

Accreditation

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) www.jrcert.org.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Be clinically competent entry level radiographers
- Communicate effectively
- Use critical thinking and problem-solving skills
- Evidence professional responsibility, development, and lifelong learning

National Certification

Graduates of this program are eligible to sit for the national certifying exam administered by the American Registry of Radiologic Technologists (ARRT). Students should be aware, however, that individuals with felony and/or misdemeanor convictions may not be eligible to take this exam and should contact ARRT for details.

Illinois Healthcare Workers Act (IHWA)

The Illinois Healthcare Workers Act (IHWA) mandates a Criminal Background Check under certain circumstances, including personnel engaged in direct patient care. Individuals who have been convicted of certain criminal offenses are not eligible to take their professional credentialing exam.

The IHWA also prohibits the hiring of any applicant or retaining any employee involved in direct patient care who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Healthcare Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

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Immediately after criminal charges are filed alleging that a licensed Health Care Worker committed any of the above-referenced acts, the State’s Attorney shall notify the Department of Professional Regulation and the Health Care Worker shall immediately practice only with a chaperone who is a licensed Health Care Worker during all patient encounters pending the outcome of the criminal proceedings.

A licensed Health Care Worker convicted of any of the above-referenced criminal acts shall have his or her license permanently revoked without a hearing.

Admissions Requirements

The Radiography program has specific admission requirements in addition to the College’s regular admissions requirements and limited enrollment. Applicants are responsible for ensuring that all requirements are met and all supporting documents are
Radiologic Technology

submitted on time. Only complete application files will be reviewed for admission. Applicants who satisfy the requirements listed below will be invited to interview with the program’s Admission’s Committee.

1. Acceptance to Northwestern College.
2. Attendance of a program Information Session.
3. Two letters of recommendation from an instructor, academic advisor, employer, or coworker.
4. High school graduate or equivalent.
5. High school and/or college cumulative GPA (CGPA) of 2.0 or higher.
6. Two years of high school math and science with grades of C or higher. Physics, chemistry, biology, algebra, and geometry courses are recommended.
7. If item #6 is not met, evidence college math and/or science course (≥100 level) with grade(s) of C or higher.
8. If applicable, GED standard score total of 2250 or higher with a minimum score 450 on each sub-test.
9. ACT composite score of 20 or higher. ACT waived for applicants with CGPA of 2.0 or higher and bachelor’s degree or beyond.
10. COMPASS (assessment exam) - minimum scores required, waived with ACT of 20 or higher or bachelor’s degree.
11. HOBET (assessment exam) minimum scores required.

Applicants may receive transfer of credit for a course completed at another college or university provided the course is equivalent to a class taught at NC. You may request a list of courses that are offered at area colleges and recognized by NC as equivalent to its courses.

Applicants who are interviewed and selected for admission are accepted on the condition that the post-offer program admission requirements are successfully completed by the published deadline. The requirements are:

- Physical fitness and good health - record of a physical exam, immunizations, drug screening, TB screening, and other labs
- Successful background check
- Liability insurance
- Health insurance
- CPR certification for the health care provider

Qualifications (Technical Standards)
The Radiography program identifies non-academic qualifications that are essential for students’ satisfactory completion of classroom and clinical learning objectives. Students must be able to:

1. Transport patients from or onto wheelchairs, stretchers, and examination tables.
2. Operate medical imaging equipment and accessory devices.
3. Position/maneuver patients and medical imaging equipment to perform radiographic examinations and procedures.
4. Monitor the physical and emotional state of patients for their care and safety.
5. Evaluate medical images for technical quality and accuracy of patient positioning.
6. Evaluate diagnostic information on display screens/monitors and adjust controls as required.
7. Verbally communicate and demonstrate an auditory sense sufficient to:
   a) Give and acknowledge receipt of information in classroom and clinical instruction and in processes that involve the care, safety, and examination of the patient.
   b) Transfer information within a timeframe appropriate to the situation.
8. Document/input information on/with appropriate recording mediums, i.e. computer keyboard, request forms, labels, x-ray film envelopes.
9. Lift and transport radiographic equipment and supplies weighing up to 15 pounds
10. Perform required and essential tasks wearing protective (lead lines) apparel on the neck (thyroid collars), trunk (full aprons), and hands (gloves) with an approximate equivalent weight of 10 to 15 pounds.
11. Demonstrate the manual dexterity to perform venipuncture, monitor pulse, blood pressure, temperature, and prepare syringes and medications for injection.
12. For extended periods of time, demonstrate the physical strength, coordination, and endurance to independently navigate in diagnostic examination rooms.
Radiologic Technology

Program Requirements

- All courses with a RADS prefix (professional courses) must be taken in sequence. Students may only enroll once in courses with a RADS prefix.
- Students must earn a grade of C or higher in all courses with a RADS prefix. Failure to earn a letter grade of C or higher in all RADS prefix courses will result in dismissal from the program.
- Students must earn a letter grade of C or higher in courses with a SCIE prefix. A student earning a letter grade below a C will be required to repeat the course to earn an acceptable letter grade of C or higher.
- A student may not enroll more than twice in courses with a SCIE prefix.
- Students must maintain a minimum cumulative GPA of 2.0 for continued enrollment in the program.

The Student as a Guest/Visitor of the Clinical Education Center

Students are guests or visitors of the clinical education centers to which they are assigned. Students are not paid for the time they spend at clinical sites nor are they entitled to a job at the conclusion of their hours. Students are responsible for:

1. Following the policies, standards, and practices of their clinical sites and the clinical education guidelines established by the College and program.
2. Obtaining medical care at their own expense for any injuries that may occur at their clinical sites.
3. Their own transportation to and from their clinical education centers.
4. Reporting to their clinical education centers on time and staying in their assigned areas.

The terms of the affiliation agreements include the right of the clinical education center to bar a student from the buildings and grounds of the clinical site given just cause. The College and program do not have the authority to overrule a clinical education center’s decision to accept or refuse a student’s participation at its location.

In a situation where a student is refused clinical participation at a clinical site (i.e., a student is suspended and wishes to resume his clinical assignments, and no other placement for the student is possible at other affiliates), the student will be withdrawn from the program.
Radiologic Technology

Curriculum

111 credit hours

Radiologic Technology Courses:  79 credit hours

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<td>RADS.100</td>
<td>Fundamentals of Radiography</td>
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<tr>
<td>RADS.101</td>
<td>Radiographic Exposure I</td>
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<tr>
<td>RADS.102</td>
<td>Radiographic Exposure II</td>
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<tr>
<td>RADS.103</td>
<td>Radiographic Exposure III</td>
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<tr>
<td>RADS.104</td>
<td>Patient Care in Radiography</td>
<td>3</td>
</tr>
<tr>
<td>RADS.105</td>
<td>Radiation Protection</td>
<td>3</td>
</tr>
<tr>
<td>RADS.108</td>
<td>Imaging Systems I</td>
<td>3</td>
</tr>
<tr>
<td>RADS.110</td>
<td>Radiographic Procedures</td>
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<td>RADS.111</td>
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<td>RADS.112C</td>
<td>Clinical I</td>
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<td>RADS.114</td>
<td>Image Analysis I</td>
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<td>RADS.120</td>
<td>Radiographic Procedures II</td>
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<td>RADS.121</td>
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<td>RADS.122C</td>
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<td>RADS.130</td>
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<td>RADS.152C</td>
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<td>RADS.140</td>
<td>Radiographic Procedures IV</td>
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<td>RADS.162C</td>
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<td>RADS.201</td>
<td>Radiation Physics I</td>
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<td>RADS.203</td>
<td>Radiographic Pathology</td>
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<td>RADS.205</td>
<td>Radiation Biology</td>
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<td>RADS.208</td>
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<td>RADS.210</td>
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<td>RADS.212C</td>
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Related Courses:  19 hours

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<td>SCIE.110</td>
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<tr>
<td>SCIE.120</td>
<td>Anatomy &amp; Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>SCIE.121</td>
<td>Anatomy &amp; Physiology II Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

General Education Courses:  14 credit hours

Communications  4

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL.100</td>
<td>(4)</td>
<td></td>
</tr>
<tr>
<td>Life Skills</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>COLL.100 (1)</td>
<td>and COLL.295 (1)</td>
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</tbody>
</table>

Math  4

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH.112</td>
<td>(4)</td>
<td></td>
</tr>
</tbody>
</table>

Social Sciences  4

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SOCS.200</td>
<td>(4)</td>
<td></td>
</tr>
</tbody>
</table>
**Radiologic Technology**

**First Year Quarterly Schedule of Classes**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Credit hours:</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Quarter</strong></td>
<td>17</td>
<td>COLL.100</td>
<td>Freshman Seminar</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HLTH.140</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.100</td>
<td>Fundamentals of Radiography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.101</td>
<td>Radiographic Exposure I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.104</td>
<td>Patient Care in Radiography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.110</td>
<td>Radiographic Procedures I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.111</td>
<td>Radiographic Procedures I Lab</td>
<td>1</td>
</tr>
<tr>
<td><strong>Second Quarter</strong></td>
<td>15</td>
<td>RADS.102</td>
<td>Radiographic Exposure II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.105</td>
<td>Radiation Protection</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.108</td>
<td>Imaging Systems I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.120</td>
<td>Radiographic Procedures II</td>
<td>3</td>
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<tr>
<td></td>
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<td>RADS.112C</td>
<td>Clinical I</td>
<td>2</td>
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<td><strong>Third Quarter</strong></td>
<td>16</td>
<td>ENGL.100</td>
<td>Composition</td>
<td>4</td>
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<td>RADS.103</td>
<td>Radiographic Exposure III</td>
<td>3</td>
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<td>RADS.130</td>
<td>Radiographic Procedures III</td>
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<td>RADS.131</td>
<td>Radiographic Procedures III Lab</td>
<td>1</td>
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<td></td>
<td></td>
<td>RADS.208</td>
<td>Imaging Systems II</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>RADS.122C</td>
<td>Clinical II</td>
<td>2</td>
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<tr>
<td><strong>Fourth Quarter</strong></td>
<td>16</td>
<td>HLTH.245</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH.112</td>
<td>College Mathematics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.114</td>
<td>Image Analysis I</td>
<td>1</td>
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<tr>
<td></td>
<td></td>
<td>RADS.140</td>
<td>Radiographic Procedures IV</td>
<td>3</td>
</tr>
<tr>
<td></td>
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<td>RADS.141</td>
<td>Radiographic Procedures IV Lab</td>
<td>1</td>
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<tr>
<td></td>
<td></td>
<td>RADS.152C</td>
<td>Clinical III</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Year Quarterly Schedule of Classes**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Credit hours:</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fifth Quarter</strong></td>
<td>16</td>
<td>RADS.201</td>
<td>Radiation Physics I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.210</td>
<td>Radiographic Procedures V</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.211</td>
<td>Radiographic Procedures V Lab</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.162C</td>
<td>Clinical IV</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SCIE.110</td>
<td>Anatomy &amp; Physiology I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SCIE.111</td>
<td>Anatomy &amp; Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td><strong>Sixth Quarter</strong></td>
<td>16</td>
<td>COLL.295</td>
<td>Professional Development for Rad Sciences</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.202</td>
<td>Radiation Physics II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.205</td>
<td>Radiation Biology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.212C</td>
<td>Clinical V</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SCIE.120</td>
<td>Anatomy &amp; Physiology II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SCIE.121</td>
<td>Anatomy &amp; Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td><strong>Seventh Quarter</strong></td>
<td>15</td>
<td>RADS.203</td>
<td>Radiographic Pathology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.214</td>
<td>Image Analysis II</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RADS.215</td>
<td>Registry Review</td>
<td>4</td>
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<tr>
<td></td>
<td></td>
<td>RADS.222C</td>
<td>Clinical VI</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOCS.200</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>
Business Administration

Business is people in action—people who train, direct, create, and introduce new innovations to measure the performance of business. Business administrators must know all facets of business including management, marketing, finance, accounting, and computer applications.

Program

Associate in Applied Science Degree in Business Administration

Program Goals

Upon completion of the program, it is expected that students will:

- Demonstrate foundational knowledge of the common professional components of the business environment
- Understand and analyze ethical behaviors in the business environment
- Recognize and apply clear oral, written, and electronic communication when making professional business decisions
- Construct and implement strategies to maximize operational effectiveness in a dynamic and rapidly evolving business environment
- Prepare a comprehensive business plan

Accreditation

The Business Administration program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Departmental Requirement

Students must earn a grade of C or higher in all courses with a BUSN or ACCT prefix.

Curriculum

92 credit hours

Business Courses: 36 credit hours

Required: 32 credit hours

- BUSN.100 Introduction to Business ................................... 4
- BUSN.106 Business Law I ....................................................... 4
- BUSN.120 Management ......................................................... 4
- BUSN.131 Macroeconomics ................................................. 4
- BUSN.140 Finance ............................................................... 4
- BUSN.160 Marketing ............................................................ 4
- BUSN.227 Organizational Behavior .................................... 4
- BUSN.250 Business and Professional Ethics ..................... 4
- BUSN.221 Human Resources Management  .................... 4
- BUSN.290 Externship ......................................................... 4

Additional requirement: 4 credit hours (choose 1 course)

- BUSN.250 Business and Professional Ethics ..................... 4

Accounting Courses: 12 credit hours

Required: 12 credit hours

- ACCT.110 Financial Accounting I ...................................... 4
- ACCT.120 Financial Accounting II ...................................... 4
- ACCT.130 Financial Accounting III ..................................... 4

Computer Courses: 10 credit hours

- CPTR.130 Intermediate Spreadsheet .................................. 2
- CPTR.140 Intermediate Database ........................................ 2
- CPTR.150 Intermediate Document Processing ............. 2
- CPTR.230 Advanced Spreadsheet ..................................... 4

General Education Courses: 34 credit hours

Communications ................................................................. 12

- ENGL.100 (4), COMM.110 (4), ENGL.120 (4), and COMM.200 (4)

Mathematics ................................................................................. 4

- MATH.112 (4)

Life Skills .................................................................................. 6

- CPTR.100 (4), COLL.102 (1) and COLL.292 (1)

Social Sciences - Select one course ............................................. 4

- SOCS.200 (4), SOCS.210 (4), SOCS.220 (4)

Humanities - Select one course .................................................. 4

- HUMN.200 (4), HUMN.210 (4), HUMN.220 (4)
# Criminal Justice

The Criminal Justice program is intended for students who are seeking careers in law enforcement and will prepare students for a variety of positions in the criminal justice system. This program is appropriate for individuals who are interested in a career as a police officer, corrections officer, security guard, or telecommunications office.

## Program

**Associate in Applied Science Degree in Criminal Justice**

## Program Goals

Upon completion of the program, it is expected that students will be able to:

- Identify and analyze issues relative to protection of life, liberty, and property
- Evaluate the dynamics and cultures of working within the legal system
- Critically evaluate the legal rights of individuals, recognition of legal limitations, and use of discretionary authority
- Exhibit professional behavior and high ethical standards
- Demonstrate effective oral, written, and non-verbal communication skills as expected in criminal justice professions

## Criminal Background

Students should be aware that a prior criminal history may preclude the student’s ability to find employment. Students who have been convicted of a criminal offense should research their chosen field of study to determine the impact of their record before enrolling.

## Departmental Requirements

- Students must earn a grade of C or higher in all courses with a CRMJ prefix.
- A student may not enroll in any course with a CRMJ prefix course more than twice.

## Curriculum

### 90 credit hours

<table>
<thead>
<tr>
<th>Criminal Justice Courses:</th>
<th>40 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRMJ.100 Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>CRMJ.126 Ethics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>CRMJ.130 Corrections</td>
<td>4</td>
</tr>
<tr>
<td>CRMJ.140 Juvenile Justice Administration</td>
<td>4</td>
</tr>
<tr>
<td>CRMJ.150 Police Operations</td>
<td>4</td>
</tr>
<tr>
<td>CRMJ.220 Crisis and Conflict Intervention</td>
<td>4</td>
</tr>
<tr>
<td>CRMJ.230 Criminal Law</td>
<td>4</td>
</tr>
<tr>
<td>CRMJ.240 Criminal Procedure</td>
<td>4</td>
</tr>
<tr>
<td>CRMJ.250 Criminal Investigations</td>
<td>4</td>
</tr>
<tr>
<td>CRMJ.260 Criminology</td>
<td>4</td>
</tr>
</tbody>
</table>

### Related Courses: 12 credit hours

| HUMN.210 Introduction to Logic & Critical Thinking | 4 |
| SOCS.200 Introduction to Psychology | 4 |
| SOCS.220 Cultural Diversity | 4 |

### General Education Courses: 34 credit hours

- **Communications** .......................................................... 16
  - ENGL.100 (4), COMM.110 (4), ENGL.120 (4), and COMM.200 (4)
- **Mathematics** ................................................................. 4
  - MATH.112 (4)
- **Life Skills** ................................................................. 6
  - CPTR.100 (4), COLL.102 (1), and COLL.292 (1)
- **Social Sciences and Humanities** ................................. 8
  - SOCS.210 (4) and HUMN.200 (4)

### Electives: 4 credit hours
Online Degree Programs

Health Information Technology

Health information technology is a growing field that combines the areas of health care, administration, and information systems to manage and report health care data. Health information professionals have career opportunities in acute care hospitals, ambulatory care practices, insurance companies, public health organizations, skilled nursing facilities, home health, and government agencies. Health information technicians collect, summarize, utilize, and report data collected for patient care and reimbursement. Some also choose to specialize in particular areas such as coding, billing, cancer registries, electronic health record, or quality improvement.

Program

Associate in Applied Science Degree in Health Information Technology

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Demonstrate knowledge in medical terminology, anatomy and physiology, pathophysiology, and pharmacology
- Be adequately prepared as Health Information Technicians in health data management
- Be adequately prepared as Health Information Technicians in health statistics, and quality management
- Be adequately prepared as Health Information Technicians in health services organization delivery comparably in Medical Law and Ethical Standards
- Be adequately prepared as Health Information Technicians in health informatics
- Be adequately prepared as Health Information Technicians in organization management

Accreditation

The Health Information Technology Associate in Applied Science degree is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601.

Registered Health Information Technician

Graduates of this program are eligible to sit for the Registered Health Information Technologist (RHIT) exam.

Departmental Requirements

- Students must earn a grade of C or higher in all courses with a HITC, HLTH, or CPTR prefix. It is necessary to repeat HITC, HLTH, and CPTR courses in which a grade below C is earned before taking the next course(s) in the sequence.
- A student may not enroll more than twice in any course with a HLTH or HITC prefix without approval from the School of Health Sciences (SHS) program director or the Health Information Technology (HIT) program coordinator.
- Prior to enrolling for the Professional Practicum Experience, students at their own expense are required to submit a current physical examination; current immunizations, including hepatitis (or lab results indicating acceptable titers); and up-to-date TB test (unless their personal physician provides a statement indicating immunizations are contraindicated); and proof of liability insurance.
- Students must plan to be available for the minimum professional practice hours during normal weekday business hours. Students who are employed may be required to adjust their work schedule to accommodate their supervised practicum schedules.
- Students are not remunerated for the time they spend at their practicum site but receive academic credit for these structured, supervised learning experiences. Students are not entitled to a job at the conclusion of the practicum.
- Students must provide their own transportation to and from their supervised practicum site.
- Placement in the practicum, selection of the site, and scheduling is at the discretion of the HIT faculty, program coordinator, or the SHS program director.
- A student refusal to complete practicum hours at a site assigned by the college will result in a failing grade for the course. Students are supervised by site personnel and expected to function as contributing members of the Health Information Management staff. Students will observe and experience day to day Health Information Management (HIM) operations, provide documentation and recommendations in workflow, and complete special projects.
- Students play a significant role in identifying and acquiring a suitable site for their professional practicum experience. At least 90 days prior to the quarter in which they will do the practicum, students must provide contact information for three potential sites (name, address and phone number of site; department/director’s name; and website address) which the student has contacted and which have expressed interest and ability in being a practicum site. The College will follow-up with the sites and attempt to secure affiliation agreements with those that have been deemed suitable. This process can be quite lengthy; therefore, it is imperative that students furnish the required contact information by the
Health Information Technology

deadline or risk a delay in completing their professional practicum course. Most affiliation sites are either acute care (hospitals) or non-acute care sites such as ambulatory clinics, larger physician practices, skilled nursing and long-term care facilities, and/or home health or hospice centers. Contemporary trends in placement also include working at HIM service providers, software vendors, insurance companies, pharmaceutical companies, outpatient behavioral health centers, and various state agencies. In order to register for the practicum students must submit an updated health form by the sixth week of the quarter prior to the practicum and receive the recommendation of the department.

- Students in the HIT program must be able to hear well enough to answer a telephone; see well enough to read fine print of documents, microfiche, and computer screens; and have mobility and manual dexterity sufficient to operate a computer and handle charts, paperwork, and office equipment. If students, with reasonable accommodation, are unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.
## Curriculum

### 101 credit hours

### Health Information Technology

<table>
<thead>
<tr>
<th>Courses:</th>
<th>43 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HITC.100</td>
<td>Health Data Content and Structure .................. 3</td>
</tr>
<tr>
<td>HITC.101</td>
<td>Health Data Content and Structure Lab ............. 1</td>
</tr>
<tr>
<td>HITC.110</td>
<td>Health Care Statistics and Data Literacy ........... 3</td>
</tr>
<tr>
<td>HITC.140</td>
<td>Coding and Classification Systems I .................. 3</td>
</tr>
<tr>
<td>HITC.141</td>
<td>Coding and Classification Systems I Lab ............ 1</td>
</tr>
<tr>
<td>HITC.150</td>
<td>Coding and Classification Systems II .................. 3</td>
</tr>
<tr>
<td>HITC.151</td>
<td>Coding and Classification Systems II Lab ............ 1</td>
</tr>
<tr>
<td>HITC.205</td>
<td>Health Information Supervision Financial ..........</td>
</tr>
<tr>
<td>HITC.210</td>
<td>Information Systems in Health Care .................. 4</td>
</tr>
<tr>
<td>HITC.240</td>
<td>Clinical Quality Assessment and Performance Improvement ..........</td>
</tr>
<tr>
<td>HITC.245</td>
<td>Medical Law and Ethics in HIM ........................ 4</td>
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<tr>
<td>HITC.255</td>
<td>Coding and Classification Systems III .................. 3</td>
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<td>HITC.256</td>
<td>Coding and Classification Systems III Lab .......... 1</td>
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<tr>
<td>HITC.265</td>
<td>Coding and Classification Systems IV .................. 3</td>
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<tr>
<td>HITC.266</td>
<td>Coding and Classification Systems IV Lab .......... 1</td>
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<td>HITC.272</td>
<td>RHIT Exam Review ............................................. 2</td>
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<tr>
<td>HITC.290</td>
<td>Professional Practicum Experience .................... 4</td>
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### Allied Health Courses: 21 credit hours

<table>
<thead>
<tr>
<th>Courses:</th>
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<tbody>
<tr>
<td>HLTH.140</td>
<td>Medical Terminology .................................. 3</td>
</tr>
<tr>
<td>HLTH.150</td>
<td>Anatomy and Physiology I ............................. 3</td>
</tr>
<tr>
<td>HLTH.160</td>
<td>Anatomy and Physiology II ............................ 3</td>
</tr>
<tr>
<td>HLTH.170</td>
<td>Anatomy and Physiology III ........................... 3</td>
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<tr>
<td>HLTH.210</td>
<td>Pathophysiology I ........................................ 3</td>
</tr>
<tr>
<td>HLTH.220</td>
<td>Pathophysiology II ...................................... 3</td>
</tr>
<tr>
<td>HLTH.235</td>
<td>Pharmacology .............................................. 3</td>
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</table>

### Computer Courses: 2 credit hours

<table>
<thead>
<tr>
<th>Courses:</th>
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</thead>
<tbody>
<tr>
<td>CPTR.140</td>
<td>Intermediate Database ................................ 2</td>
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</tbody>
</table>

### General Education Courses: 34 credit hours

#### Communications

<table>
<thead>
<tr>
<th>Courses:</th>
<th>16 credit hours</th>
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</thead>
<tbody>
<tr>
<td>ENGL.100 (4), COMM.110 (4), ENGL.120 (4), and COMM.200 (4)</td>
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</tbody>
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#### Mathematics

<table>
<thead>
<tr>
<th>Courses:</th>
<th>4 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH.112 (4)</td>
<td></td>
</tr>
</tbody>
</table>

#### Life Skills

<table>
<thead>
<tr>
<th>Courses:</th>
<th>6 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPTR.100 (4), COLL.102 (1), and COLL.292 (1)</td>
<td></td>
</tr>
</tbody>
</table>

#### Social Sciences - Select one course

<table>
<thead>
<tr>
<th>Courses:</th>
<th>4 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCS.200 (4), SOCS.210 (4), SOCS.220 (4)</td>
<td></td>
</tr>
</tbody>
</table>

#### Humanities - Select one course

<table>
<thead>
<tr>
<th>Courses:</th>
<th>4 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMN.200 (4), HUMN.210 (4), HUMN.220 (4)</td>
<td></td>
</tr>
</tbody>
</table>
Paralegal

Under attorney supervision, the paralegal performs a wide range of functions, such as preparing drafts of legal documents, researching issues of law, interviewing clients and witnesses, filing pleadings and motions, reviewing court records, working with document and filing technology, and preparing case files for trial. The Paralegal program prepares students to step right into the legal environment and successfully perform multiple tasks in a professional setting. Paralegals may not provide legal services directly to the public except as permitted by law.

This program is offered in an online hybrid format which means most courses can be completed online with the exception of four paralegal courses which must be completed on campus. The four courses that must be completed at a campus are: Introduction to legal Research; Civil Litigation and Procedure II: Legal Research and Writing I; and Legal Research and Writing II. All other courses required for this degree can be completed online.

Program

Associate in Applied Science Degree in Paralegal

Program Goals

Upon completion of the program, it is expected that students will be able to:

• Understand and exhibit expected ethical behavior of the paralegal profession
• Understand and demonstrate the necessary steps to bring a case to trial by preparing pleadings, discovery requests, and other litigation-related documents
• Display the ability to independently research legal issues and prepare appropriate legal documents
• Perform through an externship, paralegal skills necessary to competently work in a legal environment
• Exhibit computer proficiency and knowledge of computer software used in the legal profession

Criminal Background

Students should be aware that a prior criminal history may preclude the student’s ability to find employment. Students who have been convicted of a criminal offense should research their chosen field of study to determine the impact of their record before enrolling.

Approval

The Paralegal program is approved by the American Bar Association (ABA).

Departmental Requirements

• Students must earn a grade of C or higher in all courses with a PLGL prefix.
• Students in this major must demonstrate keyboarding proficiency of 35 wpm on a three minute timing up to the sixth error or enroll in OFTC.091 Basic Keyboarding.
• A student may not enroll in any course with a PLGL prefix more than twice without the consent of the program director.
• The Paralegal program will accept and extend credit for paralegal specialty courses taken by students at other institutions for courses that are equivalent to established NC paralegal coursework and curriculum:

Externship

Students are required to complete an externship at the end of their program in which they have the opportunity to apply their coursework and knowledge in practical on-the job experiences. Students receive academic credit upon successful completion. There is no remuneration for time spent on the externship nor are students entitled to a job at the end of the externship.
Curriculum

Paralegal

94 credit hours

Paralegal Courses: 44 credit hours

Required: 40 credit hours

PLGL.100  Introduction to Law & Legal System ..........  4
PLGL.110*  Introduction to Legal Research ...............  4
PLGL.121  Civil Litigation and Procedure I ...........  4
PLGL.122*  Civil Litigation and Procedure II ..........  4
PLGL.140  Contracts ..............................................  4
PLGL.211*  Legal Research and Writing I ...............  4
PLGL.212*  Legal Research and Writing II ..............  4
PLGL.215  Real Estate Law .....................................  4
PLGL.219  Law Office Technology ..........................  4
PLGL.225  Torts ......................................................  4
PLGL.290  Paralegal Externship ............................  4

Related Courses: 16 credit hours

ACCT.100  Essentials of Accounting .......................  4
HUMN.200  Ethics ....................................................  4
OFTC.100  Keyboarding Skills/Formatting ..............  2
CPTR.150  Intermediate Document Processing ..........  2
SOCS.200  Introduction to Psychology ....................  4

General Education Courses: 34 credit hours

Communications .....................................................  16
ENGL.100 (4), COMM.110 (4), ENGL.120 (4), and COMM.200 (4)

Mathematics ......................................................  4
MATH.112 (4)

Life Skills ..........................................................  6
CPTR.100 (4), COLL.102 (1), and COLL.292 (1)

Social Sciences and Humanities .............................  8
HUMN.210 (4) and SOCS.210 (4)

* Course must be completed at a campus.
CERTIFICATE PROGRAMS

General Information

Northwestern College has a few certificate programs that offer students a two-tiered option for education in their chosen career major. Most certificate programs are derived from degree programs and vary in length from 24 to 40 credit hours. Students have the advantage of transferring credits earned in a certificate program to the related degree program at any time.

With the exception of pharmacy technician and massage therapy, these certificate programs are intended for the student who has previous college and/or work experience and is seeking to enhance his or her career skills. Students who have no previous college or work experience may find their opportunities for employment enhanced by completing one of the College’s degree programs.

Certificate programs do not require students to complete general education coursework and are most appropriate for individuals who wish to acquire career skills in as short a time as possible.

Admissions Requirements

Unless otherwise noted, students in certificate programs are required to meet the same general institutional admissions requirements as degree-seeking students.

Completion Requirements

Students must successfully complete all coursework with a cumulative GPA of 2.0 or above.

Compass Placement and Keyboarding Classes

The following table describes which foundations courses students in a certificate program will be required to take depending on their scores on the placement exam and keyboarding proficiency.

<table>
<thead>
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</table>
This program is intended for individuals already employed in a medical records-related field who wish to enhance their coding knowledge, as well as those without prior experience who wish to gain skills for entry-level coding positions with health care providers. This program emphasizes skills for assigning codes using current classification systems in both acute and ambulatory care settings. In-patient diagnosis-related group codes that determine payments will also be introduced as well as ambulatory payment classifications in an out-patient setting.

Program Goals
Upon completion of the program, it is expected that students will be able to:

- Demonstrate knowledge in medical terminology, anatomy and physiology, and pathophysiology
- Be adequately prepared as certified coding specialists in health data management
- Be adequately prepared as certified coding specialists in health services organization delivery comparably in Medical Law & Ethical Standards
- Be adequately prepared as certified coding specialists in health informatics

Departmental Requirements
Students must earn a grade of C or higher in all coursework with a HLTH or HITC prefix.

Curriculum
39 credit hours

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<td>HITC.130</td>
<td>Ambulatory Reimbursement I</td>
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<td>Coding and Classification Systems I</td>
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<td>HITC.266</td>
<td>Coding and Classification Systems IV Lab</td>
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<tr>
<td>HITC.269</td>
<td>Coding Exam Review</td>
<td>1</td>
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<td>HLTH.140</td>
<td>Medical Terminology</td>
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<td>Anatomy and Physiology I</td>
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<td>HLTH.170</td>
<td>Anatomy and Physiology III</td>
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<tr>
<td>HLTH.210</td>
<td>Pathophysiology</td>
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<td>HLTH.220</td>
<td>Pathophysiology II</td>
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<tr>
<td>HLTH.235*</td>
<td>Pharmacology</td>
<td>3</td>
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</tbody>
</table>

Suggested Quarterly Schedule

First Quarter 7 credit hours
- COLL.100 Freshman Seminar 1
- HLTH.140 Medical Terminology 3
- HLTH.150 Anatomy and Physiology I 3

Second Quarter 9 credit hours
- HITC.130 Ambulatory Reimbursement I 3
- HLTH.160 Anatomy and Physiology II 3
- HLTH.170 Anatomy and Physiology III 3

Third Quarter 7 credit hours
- HITC.140 Coding and Classification Systems I 3
- HITC.141 Coding and Classification Systems I Lab 1
- HLTH.210 Pathophysiology I 3

Fourth Quarter 8 credit hours
- COLL.291 Professional Development 1
- HITC.150 Coding and Classification Systems II 3
- HITC.151 Coding and Classification Systems II Lab 1
- HLTH.220 Pathophysiology II 3

Fifth Quarter 8 credit hours
- HITC.265 Coding and Classification Systems IV 3
- HITC.266 Coding and Classification Systems IV Lab 1
- HITC.269 Coding Exam Review 1
- HLTH.235* Pharmacology 3

*The Corequisite of MEDS.235 is waived for Coding Specialist students enrolled in HLTH.235.
Massage Therapy

The benefits of therapeutic massage are becoming increasingly well-known and validated, which is creating employment opportunities for massage therapists in wellness settings, health and fitness centers, and spas. The program meets all requirements for graduates to become licensed massage therapists in the State of Illinois. Students receive hands-on experience, along with real-world experience during the extern and internship courses. Before entry into the extern and internship courses, students are required to receive a physical examination along with ensuring immunizations are current. During the final quarter, students are required to register and sit for the Massage and Bodywork Licensing Exam (MBLEx) which is provided by the Federation of State Massage Therapy Boards (FSMTB).

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Evaluate and construct treatment plans to perform therapeutic massages
- Use medical terms when documenting notes from massage treatment sessions
- Gain knowledge in anatomy, physiology, pathology and kinesiology
- Actively participate in the functions of health care teams
- Become licensed as massage therapists in the state of Illinois

Departmental Requirements

- Students must earn a grade of C or higher in all coursework with a HLTH or MASG prefix.
- Students who complete this certificate are eligible to sit for the licensure exam. Students should be aware, however, that individuals with felony and/or misdemeanor convictions may not be eligible to take this exam to practice massage therapy unless they apply for and are granted a waiver by the licensing board.

Illinois Healthcare Workers Act (IHWA)

The Illinois Healthcare Workers Act (IHWA) mandates a Criminal Background Check under certain circumstances, including personnel engaged in direct patient care. Individuals who have been convicted of certain criminal offenses are not eligible to take their licensure exam to practice massage therapy.

The IHWA also prohibits the hiring of any applicant or retaining any employee involved in direct patient care who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Healthcare Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

Health Care Worker Licensure Actions - Sex Crimes

No person may receive a license as a Health Care Worker in Illinois who has been convicted of: 1) a criminal act that requires registration under the Sex Offender Registration Act, 2) a criminal battery against any patient in the course of patient care or treatment, including any offense based on sexual conduct or sexual penetration, or 3) a forcible felony.

Immediately after criminal charges are filed alleging that a licensed Health Care Worker committed any of the above-referenced acts, the State's Attorney shall notify the Department of Professional Regulation and the Health Care Worker shall immediately practice only with a chaperone who is a licensed Health Care Worker during all patient encounters pending the outcome of the criminal proceedings.

A licensed Health Care Worker convicted of any of the above-referenced criminal acts shall have his or her license permanently revoked without a hearing.

Departmental Requirements

- Students must earn a grade of C or higher in all courses with a MASG or HLTH prefix. It is necessary to repeat a course in which a grade below C is earned before taking the next course(s) in the program sequence.
- Students may not enroll more than twice in any MASG or HLTH course without approval from the School of Health Sciences program coordinator.
- Students are required to behave in the utmost ethical and professional manner.
- Students experience a hands-on education in the program. Classroom practice of massage therapy techniques is a required portion of the curriculum. Students may perform these massage therapy techniques on partially or entirely disrobed peers of the opposite gender. Students will also be required to play the role of client for classmates and will be
Massage Therapy

required to disrobe in the same fashion. If students do not feel comfortable disrobing or religious practices prohibit
disrobing for massage or specific techniques, the student may be required to bring a volunteer to lab classes.

• Students are encouraged to take on the characteristics of a massage therapy professional while enrolled in the program.
  To assist students in making this transition, massage therapy majors are required to wear the uniform approved by the
department whenever they are enrolled in MASG courses or working in the massage therapy student clinic.

• In order to register for the Externship and Internship, students must satisfactorily complete all massage lab and skill
demonstrations. Early registration in the prior quarter is advised for the clinical experience. Placement in the clinical is
  scheduled at the discretion of the program coordinator or appointed supervisor.

• Prior to enrolling for the Externship and Internship, students at their own expense are required to submit a current
  physical examination; current immunizations including hepatitis (or lab results indicating acceptable titers); up-to-date
  TB test (unless their personal physician provides a statement indicating immunizations are contraindicated); and proof
  of massage therapy liability insurance.

• If a student becomes pregnant while enrolled in the Massage Therapy program, the student must notify the program
  coordinator immediately. A pregnant student must have written permission from her physician documented on the
  Medical Permission to Participate form in order to register for MASG courses and continue with her massage studies
  which requires heavy lifting, prolonged standing, performance of massage, or being a recipient of hands-on massage
  skills. A physician must state that the student is able to fully participate in the activities covered in massage courses while
  pregnant. Intentionally concealing a pregnancy or failure to notify the massage department as described above will be
  considered as academic dishonesty and dealt with according to the College’s Academic Dishonesty policy.

• Refusing to complete clinical hours at an assigned site may result in a failing grade for the course.

• Students must plan to be available for a minimum of 120 hours for their MASG.251 Massage Therapy Internship and 40
  hours for their MASG.252 Externship experience. Students who are employed will need to adjust their work schedule to
  accommodate their clinical schedule during the quarter in which they are enrolled in the clinical course.

• Students are not remunerated for the time they spend at the clinical site but do receive academic credit for these
  supervised, structured, learning experiences. Students are not entitled to a job at the conclusion of the clinical experience.

• Students are responsible for their own transportation to and from their clinical site(s).

• Typically, student massage therapists must be able to hear and speak well enough to communicate with patients; see
  well enough to read charts and assess the physical condition of a patient; have manual strength and dexterity sufficient
  to assist patients with physical activities such as getting on and off massage tables, maintaining massage equipment and
  supplies, and performing muscle manipulation techniques; and have physical endurance sufficient to stand for long
  periods of time and uphold ergonomic body positions to prevent injury to themselves. If students, with reasonable
  accommodation, are unable to perform any essential functions in a safe and effective manner, they will be required to
  withdraw from the program.

• Students must possess psychological stability to meet required competency levels in the lab (hands-on) and clinic
  portions of the massage program. (See the program handbook for more detailed information.)

Externship

Students who enroll in an externship course apply their coursework and knowledge in practical on-the job experiences. Students receive academic credit upon successful completion. There is no remuneration for time spent on the externship nor are students entitled to a job at the end of the externship.

Before the start of the externship students, at their own expense, are required to submit a current physical examination and current immunizations. Immunizations include hepatitis, Rubella, Rubeola, and TB or lab results indicating acceptable titers.
# Massage Therapy

## Curriculum

**47 credit hours**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<td>COLL.100</td>
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<tr>
<td>COLL.291</td>
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<td>HLTH.170</td>
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<tr>
<td>MASC.125</td>
<td>Therapeutic Massage II Lab</td>
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<tr>
<td>MASC.190</td>
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<tr>
<td>MASC.201</td>
<td>Massage Therapy II</td>
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</tr>
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<td>MASC.202</td>
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<tr>
<td>MASC.220</td>
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<tr>
<td>MASC.251</td>
<td>Massage Therapy Internship</td>
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<td>MASC.252</td>
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<td>Massage Therapy Examination</td>
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</table>

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## Suggested Quarterly Schedule

### First Quarter [14 credit hours]

- **COLL.100** Freshman Seminar ................................................ 1
- **HLTH.140** Medical Terminology ........................................... 3
- **MASC.101** Massage Therapy I ............................................... 2
- **MASC.102** Massage Therapy I Lab ....................................... 2
- **MASC.220** Massage Therapy II ............................................. 2
- **MASC.201** Massage Therapy II  ............................................ 2
- **MASC.202** Massage Therapy II Lab ...................................... 2
- **MASC.190** Pathology ................................................................. 4
- **MASC.251** Massage Therapy Law and Ethics  ...................... 4
- **MASC.252** Massage Therapy Law and Ethics  ...................... 4
- **MASC.255** Massage Therapy Internship................................. 3
- **MASC.252** Massage Therapy Externship ......................................... 1
- **MASC.255** Massage Therapy Examination ..................................... 1

### Second Quarter [13 credit hours]

- **HLTH.150** Anatomy and Physiology I  .................................. 3
- **MASC.110** Therapeutic Massage I ....................................... 4
- **MASC.115** Therapeutic Massage I Lab .................................... 2
- **MASC.201** Massage Therapy II ............................................. 2
- **MASC.202** Massage Therapy II Lab ...................................... 2
- **MASC.251** Massage Therapy Internship................................. 3
- **MASC.252** Massage Therapy Externship ......................................... 1
- **MASC.255** Massage Therapy Examination ..................................... 1

### Third Quarter [10 credit hours]

- **HLTH.160** Anatomy and Physiology II ................................ 3
- **MASC.120** Therapeutic Massage II .................................... 4
- **MASC.125** Therapeutic Massage II Lab ................................ 2
- **COLL.291** Professional Development................................. 1

### Third Quarter [12 credit hours]

- **HLTH.170** Anatomy and Physiology III ................................ 3
- **MASC.190** Pathology ................................................................. 4
- **MASC.251** Massage Therapy Law and Ethics  ...................... 4
- **MASC.252** Massage Therapy Law and Ethics  ...................... 4
- **MASC.255** Massage Therapy Internship................................. 3
- **MASC.252** Massage Therapy Externship ......................................... 1
- **MASC.255** Massage Therapy Examination ..................................... 1
Paralegal

This certificate program is designed for individuals who are currently employed in the legal field or a related field and wish to gain skills as quickly as possible. Paralegals work under the supervision of an attorney and may not provide legal services directly to the public except as permitted by law.

Program Goals
Upon completion of the program, it is expected that students will be able to:

- Understand and exhibit expected ethical behavior of the paralegal profession
- Understand and demonstrate the necessary steps to bring a case to trial by preparing pleadings, discovery requests, and other litigation-related documents
- Display the ability to independently research legal issues and prepare appropriate legal documents
- Perform through an externship, paralegal skills necessary to competently work in a legal environment

Approval
The Paralegal Certificate program is approved by the American Bar Association (ABA).

Admissions Requirements
To be admitted the Paralegal certificate program, students must have earned a bachelor's degree or an associate degree which includes general education courses equivalent to those required in Northwestern College's associate in applied science degree programs.

Departmental Requirements
Students must earn a grade of C or higher in all coursework with a PLGL prefix.

Externship
Students who enroll in an externship course apply their coursework and knowledge in practical on-the-job experiences. Students receive academic credit upon successful completion. There is no remuneration for time spent on the externship nor are students entitled to a job at the end of the externship.

Curriculum

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<th>Credit Hours</th>
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<td>COLL.291</td>
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<td>Introduction to Legal Research</td>
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Suggested Quarterly Schedule

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<td></td>
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</tr>
</tbody>
</table>

*The prerequisite of PLGL.100 is waived for certificate students enrolled in PLGL.110. It is expected that certificate students will take PLGL.100 and PLGL.110 in the same quarter.
Course Descriptions
Accounting

ACCT.100  4 credit hours  Essentials of Accounting
This course is an introduction to general accounting for the non-major who needs to understand basic accounting concepts. Topics include general bookkeeping records and procedures, recording and posting transactions, managing petty cash, collecting and updating demographic customer data, billing and collection procedures, control of accounts receivable, financial records, and bank reconciliations. Credit will not be given for both ACCT.100 and ACCT.110.
Prerequisite: Exemption from or successful completion of MATH.095

ACCT.105  2 credit hours  Concepts of Payroll Accounting
An introduction to payroll accounting for the non-major. The basics of payroll accounting are covered including calculating wages and salaries, benefits, unemployment compensation, withholding taxes, and maintenance of employer payroll records.
Prerequisite: ACCT.100 or ACCT.110

ACCT.110  4 credit hours  Financial Accounting I
An introductory course consisting of the fundamental principles of accounting as they relate to corporate ownership. Emphasis is given to developing the technical procedure of completing the accounting cycle, special purchase journals, preparing financial statements, financial analysis, and interpretation.
Prerequisite: Exemption from or successful completion of MATH.095

ACCT.120  4 credit hours  Financial Accounting II
This course builds upon accounting principles and concepts covered in Financial Accounting I. Topics include merchandising operations, internal controls, receivables, inventory, current liabilities, and fixed and intangible assets.
Prerequisite: ACCT.110

ACCT.130  4 credit hours  Financial Accounting III
A completion of the presentation of accounting concepts and an expanded presentation and analysis of accounting information. Topics include nature of corporations, capital stock and dividend transactions, income taxes, bonds payable, investment in bonds, statement of cash flows, and financial statement analysis.
Prerequisite: ACCT.120

ACCT.160  4 credit hours  Computerized Accounting
Students will establish, maintain, and learn how to use Quick Books to export data to other software packages on the computer. Emphasis will be placed on multiple and single-user mode, bill payments, check writing, invoicing, deposits, journalizing, inventory reports, new company setup, adjusting, payroll setup and processing, credit card changes, jobs and time tracking, and customizing company files. The student will obtain practical experience in handling Quick Books Pro accounting techniques that encompass both accounting and computer knowledge. Out-of-class laboratory time is required.
Prerequisites: ACCT.120 and CPTR.100

ACCT.230  4 credit hours  Income Taxes for Individuals
The student is introduced to the fundamentals of federal income tax regulations. Emphasis is placed on the preparation of federal returns for individuals and proprietorships.
Prerequisites: ACCT.100 or ACCT.110

ACCT.231  4 credit hours  Income Taxes for Business
This course covers the tax implications of various investment and business situations and the preparation of partnership and corporate returns.
Prerequisite: ACCT.230

ACCT.245  4 credit hours  Managerial Accounting I
Students learn how to interpret accounting data to assist in the planning and controlling functions of management. Topics include job order and process cost systems, activity-based costing, cost-volume-profit relationships, and budgeting.
Prerequisite: ACCT.130

ACCT.246  4 credit hours  Managerial Accounting II
Topics include budgetary control and responsibility, accounting, performance evaluation, incremental analysis, capital budgeting, pricing, and financial analysis.
Prerequisite: ACCT.245
Course Descriptions

ACCT.250  4 credit hours
(Cross-listed as BUSN.250)
Business and Professional Ethics
An examination of important ethical problems and issues as applied to various business and professional environments. Topics include job discrimination, corporate responsibility, environmental obligations, power, accountability, social responsibility, and professional codes of ethics.
Prerequisites: BUSN.100

ACCT.290  4 credit hours
Accounting Externship
This course offers students a supervised learning experience outside of the classroom. Students deal with day-to-day accounting assignments and situations, and perform services of value for a participating employer in order to receive academic credit. There is no remuneration for this externship.
Prerequisites: Sophomore status and consent of the program coordinator

Business Administration

BUSN.100  4 credit hours
Introduction to Business
This course covers the various forms of business ownership, major business functions, and roles played by businesses. Other topics include marketing, management, human resources, and finance.

BUSN.106  4 credit hours
Business Law I
An introductory survey of the basics of contractual law, torts, and specific forms of contractual relationships. Also includes a review of the nature and kinds of commercial paper and the treatment of negotiated commercial paper including holders of due course. The law surrounding sales contracts and security devices will be covered.

BUSN.120  4 credit hours
Management
This course covers the analysis of the various theories of organization and management from the standpoint of organizational and individual effectiveness. The management functions of planning, organizing, directing, and controlling are thoroughly covered and discussed.
Prerequisite: BUSN.100

BUSN.131  4 credit hours
Macroeconomics
This course covers the fundamental principles of economic concepts, and the way in which they are used to make sound business decisions. Topics include macroeconomic modeling, monetary and fiscal policy, private sector components of aggregate demand, and macroeconomic synthesis and challenges for the future.
Prerequisite: BUSN.100

BUSN.140  4 credit hours
Finance
This course presents a study of various methods of financing public and private organizations. An analysis of common service should be implied, business finance, savings, and consumer finance are included. Financial planning and management of liquid assets are emphasized.
Prerequisites: ACCT.130, BUSN.100, and MATH.112

BUSN.160  4 credit hours
Marketing
Emphasis is given to the basic and constant recognition of the subjective forces that lie beyond choice. Marketing is portrayed as an integral part of the whole business process, presented primarily from the management point of view.
Prerequisite: BUSN.100

BUSN.221  4 credit hours
Human Resource Management
This course examines the functions of the human resource manager including recruitment of personnel, training, evaluation of employees, wage and salary administration, and basics of labor law. Conflict management, discipline programs, and labor relations are also included.
Prerequisite: BUSN.120

BUSN.227  4 credit hours
Organizational Behavior
This course is designed to help students understand the fundamentals of organizational behavior. Topics address all levels of an organization: the individual, the group, and the organization as a whole. It draws heavily from management theories and shows students implications in today's organizations.
Prerequisites: BUSN.120 and ENGL.120

BUSN.250  4 credit hours
(Cross-listed as ACCT.251)
Business and Professional Ethics
An examination of important ethical problems and issues as applied to various business and professional environments. Topics include job discrimination, corporate responsibility, environmental obligations, power, accountability, social responsibility, and professional codes of ethics.
Prerequisites: BUSN.100

BUSN.260  4 credit hours
Principles of Selling
This is a course in practical selling. Topics covered include ethics, social issues, the psychology of selling, communication and persuasion, prospecting, and the legal
responsibilities of selling. Students are required to do sales presentations in class.

Prerequisites: BUSN.100 and COMM.100

BUSN.290  4 credit hours
Business Externship
This course offers students a supervised learning experience outside of the classroom. Students deal with day-to-day office situations and perform services of value for a participating employer in order to receive academic credit. There is no remuneration for this externship.

Prerequisites: Sophomore status and consent of the program coordinator

College Success and Life Skills

COLL.100  1 credit hour
Freshman Seminar
Students are introduced to concepts and practices that lead to individual academic and career success. It is required of all on-ground students in their first quarter unless they have a bachelor’s degree, an associate degree, or have completed at least 30 semester credit hours or 45 quarter credit hours of college-level coursework with a 2.5 GPA or higher.

COLL.102  1 credit hour
Success Strategies
Students are introduced to concepts and practices that lead to individual academic and career success. Required for all online students in their first quarter unless they have a bachelor’s degree, an associate’s degree, or have completed at least 30 semester credit hours or 45 quarter credit hours of college-level coursework with a 2.5 GPA or higher.

COLL.105  1 credit hour
Academic and Career Exploration
Students explore and gain practice in strategies for increasing their academic success both in the short term and throughout their academic and professional career. Topics range from learning styles, teaching styles, and effective communication, to time management, self-advocacy, and career exploration.

COLL.290  1 credit hour
Professional Development
This course assists students in developing successful job search techniques to help them prepare for initial employment as well as career advancement or change. Professional self-image, ethics, human relations, employer expectations, and communication skills are addressed. Students prepare a resume and participate in a mock interview.

Prerequisite: 70 completed hours

COLL.291  1 credit hour
Professional Development
This course assists certificate students in developing successful job search techniques to help them prepare for initial employment as well as career advancement or change. Professional self-image, ethics, human relations, employer expectations, and communication skills are addressed. Students prepare a resume and participate in a mock interview. Required for all certificate-seeking students.

Prerequisite: 15 completed credit hours

COLL.292  1 credit hour
Professional Development – Online
This course assists online students in developing successful job search techniques to help them prepare for initial employment as well as career advancement or change. Professional self-image, ethics, human relations, employer expectations, and communication skills are addressed. Students prepare a resume and participate in a mock interview. Required for all online students.

Prerequisite: 70 completed hours

COLL.295  1 credit hour
Professional Development for Rad Sciences
This course assists radiography students in developing successful job search techniques to help them prepare for initial employment as well as career advancement or change. Continued professional development and lifelong learning through continuing education, career advancement, and involvement in professional organizations is stressed. Students prepare a resume and participate in a mock interview with professionals from the field. Required for all radiography students.

Prerequisite: Final quarter or approval from program director

COLL.296  1 credit hour
Professional Development for Nursing
This is a capstone course in which nursing students develop successful job search techniques for initial employment or career advancement. Professional self-image, ethics, human relations, employer expectations, and communication skills are addressed. To successfully pass this course, students are required to prepare a professional resume and cover letter, and participate in a mock interview.

Prerequisite: Final quarter

Communications

COMM.100  4 credit hours
Effective Speaking
A participation course designed to expand self-confidence in oral expression. Oral communication principles and techniques are applied with particular attention given to communication used in the professional world. Formal and
Course Descriptions

informal individual presentations and group discussion skills are emphasized.
Prerequisite: ENGL.100 and COLL.100

COMM.110  4 credit hours
Introduction to Communication
This course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socio-economic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social, and professional contexts. Specific topics will include perception, self-concept, verbal and nonverbal communication, effective listening and communicating in culturally diverse settings. This course is only available to students completing of their degree online.
Prerequisite: ENGL.100 and COLL.100

COMM.200  4 credit hours
Business Communications
A capstone course that furthers each student’s ability to communicate in business situations. Students enhance their writing styles by reviewing key concepts and by producing a variety of written communications including letters, memos, minutes, and short reports. Peer collaboration and oral presentations are required.
Prerequisites: COMM.100, ENGL.120 and COLL.100

Computer Science

CPTR.100  4 credit hours
Introduction to Computer Information Systems
This course is designed to provide students with a fundamental understanding of the computer and its current role in business and society. Topics include components of a computer including hardware, software, and operating systems. Students get actual hands-on experience with commonly used software applications in database management, spreadsheets, and word processing and the Windows operating system. Out-of-class laboratory time is required.

CPTR.125  2 credit hours
Presentation Graphics
This course introduces students to the techniques needed for making professional-looking presentations. Students are required to prepare a presentation of their own.
Prerequisite: CPTR.100

CPTR.130  2 credit hours
Intermediate Spreadsheet
This course provides students with experience in using an electronic spreadsheet. Students will use a popular integrated software package in working out various business scenarios and problems. Students learn how to build a worksheet, use functions, create graphs, and generate printed reports. Out-of-class laboratory time is required.
Prerequisite: CPTR.100

CPTR.140  2 credit hours
Intermediate Database
Students use a widely used software package to learn the principles of database construction as it relates to business situations. File creation, editing, sorting, report creation, and updating files are the main topics presented. Out-of-class laboratory time is required.
Prerequisite: CPTR.100

CPTR.150  2 credit hours
Intermediate Document Processing
This course provides students with experience in document production. Students will use a popular integrated software package in working out various business scenarios and problems. Students learn how to create, format, design, edit, merge, and print documents. Practical exercises include production of letters, memoranda, reports, and tables. Out-of-class laboratory time is required.
Prerequisite: CPTR 100

CPTR.230  4 credit hours
Advanced Spreadsheet
A continuation of CPTR.130, students in this course use and apply advanced features of the spreadsheet software to solve business problems. Advanced topics such as macros, goal seek, solver, pivot tables, and scenario manager are discussed. Out-of-class laboratory time is required.
Prerequisite: CPTR.130

CPTR.240  4 credit hours
Advanced Database
This course is a continuation of CPTR.140. Students solve business problems utilizing advanced features of a popular database software package. Topics include creating complex queries, customizing forms with OLE fields, hyperlinks and subforms, customizing reports, creating macros, and creating an application.
Prerequisite: CPTR.140
Course Descriptions

Criminal Justice

CRMJ.100  4 credit hours
Introduction to Criminal Justice
This course approaches the criminal justice system from a historical, developmental, and philosophical perspective. Included are the independent and interdependent relationships that exist between the components of the system, as well as its connection with and impact on society.

CRMJ.126  4 credit hours
Ethics in Criminal Justice
This course provides a strong theoretical foundation for solving ethical dilemmas in the field of criminal justice. Students will gain a realistic picture not only of what ethical questions arise, but also how sound moral decisions are made in response to them.
Prerequisite: CRMJ.100

CRMJ.130  4 credit hours
Corrections
This course provides students with an overview of the corrections system including historical development, philosophy, and a variety of correctional methods. Pre- and post-institutional techniques, probation, and parole will be covered.
Prerequisite: CRMJ.100

CRMJ.140  4 credit hours
Juvenile Justice Administration
This course reviews the nature and extent of juvenile delinquency in our society, focusing on the progressive development of the juvenile justice system and its interaction with other components of the criminal justice system. The course also includes a study of the Illinois juvenile justice statutes.
Prerequisite: CRMJ.100

CRMJ.150  4 credit hours
Police Operations
An introduction to the aspects of policing as a functional component of the criminal justice system. Students will learn law enforcement history, police practices, and related issues and concepts of contemporary law enforcement.
Prerequisite: CRMJ.100

CRMJ.220  4 credit hours
Crisis and Conflict Intervention
This course presents the social and psychological factors found in crisis situations such as family violence, homicide, chemical and sexual abuse, suicide, physical illness, injuries, and other forms of interpersonal conflicts and violence. Students will develop strategies for professional assessment, intervention, and follow-up in these situations.
Prerequisite: CRMJ.100

CRMJ.230  4 credit hours
Criminal Law
The primary focus of this course is developing an understanding of the types of conduct that are defined as criminal by both statutory and common law. The goal is a recognition that the development of criminal law is premised on the fundamental underlying tension between society’s need to control behavior and the personal liberty interest of individuals.
Prerequisite: CRMJ.100

CRMJ.240  4 credit hours
Criminal Procedure
This course covers constitutional and statutory guidelines for arrest, detention, use of force, search and seizure, warrant requirements, lineups and identification procedures, confessions, admissions, and interrogations. Emphasis is on the procedural considerations affecting law enforcement actions as restricted by the constitution, statutes, and case law. Illinois criminal procedure is also covered.
Prerequisite: CRMJ.100

CRMJ.250  4 credit hours
Criminal Investigations
This course covers the fundamentals and procedures of investigations, applications of deductive and inductive reasoning in the investigative process, collection, marking and preservation of evidence, and the techniques and procedures of follow-up investigations.
Prerequisite: CRMJ.100

CRMJ.260  4 credit hours
Criminology
This course covers the nature of crime and delinquency based on historical and conventional theories of causation. Also presented is the interrelationship between punishment, solution, and correction.
Prerequisite: CRMJ.100

CRMJ.290  6 credit hours
Criminal Justice Externship
This course provides the student with the opportunity to observe the criminal justice system in a structured practical setting, and attain knowledge which will be helpful in making
Course Descriptions

educational and career decisions. The student must periodically meet with the Northwestern College supervisor and submit written reports to the supervisor as required. Agencies may require students to submit to a background check and substance abuse test. To be eligible, students must have completed 75% of their Associate in Applied Science in Criminal Justice degree requirements, a 3.25 overall GPA, submission of an application, and completion of a 500 word essay stating why the student wants to be considered for the externship.

Prerequisite: Consent of the program director or program coordinator

ENGL.090  3 credit hours
Foundations of College English I
The purpose of this course is to assist the student in exploring and improving writing and reading skills through introduction and practice of essential grammar and mechanics of standard or business English, and by practicing vocabulary building techniques and strategies for identifying the main idea and supporting points in a variety of readings. This course may not be used to satisfy graduation requirements.

Prerequisite: Placement examination

ENGL091  1 credit hour
Foundations Reading Skills Lab
Students develop skills necessary for effective college level reading. Course content and instruction is Web-based, allowing for individualized learning pathways identified through initial diagnostic testing. Students also receive instructor support through regularly scheduled class sessions. Cohort students must complete this Pass/Fail course during their first cohort quarter.

Prerequisite: Placement examination

ENGL.095  3 credit hours
Foundations of College English II
Students develop strategies for successful college-level reading, writing, listening, and discussion. Emphasis is placed on techniques for reading textbooks, essays, and articles. Special attention is also given to writing a variety of well-organized paragraphs using specific organizational patterns and the grammatical and mechanical rules of standard American English. Students practice effective listening strategies and participate in small-group and whole-class communication. This course may not be used to satisfy graduation requirements.

Prerequisite: Placement examination or successful completion of ENGL.090

ENGL.100  4 credit hours
Composition
This course emphasizes the development and organization of expository prose through the writing of short and long compositions. Critical thinking, public speaking, and research skills are also introduced so that these skills may be applied throughout the curriculum. Students do peer editing of projects in collaborative groups.

Prerequisite: Successful completion of or exemption from ENGL.095

ENGL.120  4 credit hours
Advanced Composition
Skills learned in the first composition course are reinforced and amplified through more complex writing projects. Students continue to develop independence in preparing and organizing written materials through peer editing. Specific attention is given to the process of finding and working with information from a variety of sources in order to write a 10-15 page research paper. Assignments completed outside of class are required to be submitted in typed final form.

Prerequisite: ENGL.100 and COLL.100

Health Information Technology

HITC.100  3 credit hours
Health Data Content and Structure
An introduction to the components of the content, use, and structure of health care data and data sets, and the relationship of these components to primary and secondary record systems. History of the United States healthcare systems and trends and introduction to the health information management profession are covered. Organization, financing, and delivery of health care services are also discussed.

Prerequisite: Successful completion of or exemption from ENGL.095
Corequisite: HITC.101

HITC.101  1 credit hour
Health Data Content and Structure Lab
This course is the required lab component of HITC.100. Students will be introduced to the practices and procedures associated with the content, use, and structure of health care data and data sets. Hands-on training will include chart assembly, admission and discharge procedures, and terminal digit filing and retrieving. Laboratory exercises related to deficiency analysis and release of information will be completed using virtual training management system software.

Prerequisite: Successful completion of or exemption from ENGL.095
Corequisite: HITC.100
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites/Co-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HITC.110</td>
<td>3</td>
<td>Health Care Statistics and Data Literacy</td>
<td>Effective utilization, collection, arrangement, presentation, and verification of health care data are covered. Emphasis is on the fundamental concepts of descriptive statistics and data validity and reliability as it pertains to an acute hospital care setting. This course prepares students to analyze and formulate presentation techniques.</td>
<td>Prerequisites: HITC.100 and MATH.112</td>
</tr>
<tr>
<td>HITC.130</td>
<td>3</td>
<td>Ambulatory Reimbursement I</td>
<td>Introduction to insurance basics and principles as it pertains to the variety of payers; direct application of third-party and managed-care policies, procedures, and guidelines, including obtaining referrals and pre-certifications; and billing for services, including insurance claim forms and fee schedules.</td>
<td>Prerequisite: HLTH.140</td>
</tr>
<tr>
<td>HITC.140</td>
<td>3</td>
<td>Coding and Classification Systems I</td>
<td>This course is a study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic codes. Students will abstract health information according to regulatory guidelines for acute hospital or professional coding. Out-of-class laboratory time is required.</td>
<td>Prerequisite or Corequisite: HLTH.210</td>
</tr>
<tr>
<td>HITC.141</td>
<td>1</td>
<td>Coding and Classification Systems I Lab</td>
<td>This is a hands-on laboratory component required for students enrolled in HITC.140. Students will focus on proper utilization of current official coding rules and guidelines, and encoder use.</td>
<td>Prerequisite or Corequisite: HLTH.210</td>
</tr>
<tr>
<td>HITC.145</td>
<td>3</td>
<td>Coding and Classification Systems I</td>
<td>This course is a study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic codes for ICD-10-CM. Students will evaluate and code health information according to regulatory guidelines for acute and ambulatory coding. Out-of-class laboratory time is required.</td>
<td>Prerequisite: HITC.100 &amp; 101 (excludes Coding Specialist majors) Prerequisite or Corequisite: HLTH.210</td>
</tr>
<tr>
<td>HITC.146</td>
<td>1</td>
<td>Coding and Classification Systems I Lab</td>
<td>This is a hands-on laboratory component required for students enrolled in HITC.145. Students will focus on proper utilization of current official coding rules and guidelines, and encoder use.</td>
<td>Prerequisite or Corequisite: HLTH.210</td>
</tr>
<tr>
<td>HITC.150</td>
<td>3</td>
<td>Coding and Classification Systems II</td>
<td>This is an intermediate course in the study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic codes. Students will evaluate and code health information according to regulatory guidelines for acute and ambulatory coding. Out-of-class laboratory time is required.</td>
<td>Prerequisite: HITC.140</td>
</tr>
<tr>
<td>HITC.151</td>
<td>1</td>
<td>Coding and Classification Systems II Lab</td>
<td>This hands-on laboratory is required for students enrolled in HITC.150. Students will focus on proper utilization of current official coding rules and guidelines, and encoder use.</td>
<td>Prerequisite: HITC.140</td>
</tr>
<tr>
<td>HITC.155</td>
<td>3</td>
<td>Coding and Classification Systems II</td>
<td>This is an intermediate course in the study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic codes for ICD-10-CM. Students will evaluate and code health information according to regulatory guidelines for acute and ambulatory coding. Out-of-class laboratory time is required.</td>
<td>Prerequisite: HITC.145</td>
</tr>
<tr>
<td>HITC.156</td>
<td>1</td>
<td>Coding and Classification Systems II Lab</td>
<td>This hands-on laboratory is required for students enrolled in HITC.155. Students will focus on proper utilization of current official coding rules and guidelines, and encoder use.</td>
<td>Prerequisite: HITC.146</td>
</tr>
</tbody>
</table>

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HITC.205  3 credit hours
Health Information Supervision, Financial and Resource Management
The principles of organization and supervision relevant to operating a health information department are presented. Topics will include leadership, motivation, team building, and human resources specific to the profession of HIM. Budgeting skills and financial management are presented, as well as a thorough understanding of the revenue cycle. Prerequisite: HITC.100 and HITC.155/156

HITC.210  4 credit hours
Information Systems in Health Care
This is an introduction to the components of modern Electronic Health Record (EHR) systems. This course uses a combination of modalities: text book, online recorded lectures from ONC videos, podcasts, and hands-on assignments using web-based labs. Emphasis is placed on data systems, security and privacy, and meaningful use. Out-of-class laboratory time is required. Prerequisite or corequisite: CPTR.140 Prerequisites: HITC.100

HITC.240  4 credit hours
Clinical Quality Assessment and Performance Improvement
This course defines quality in the context of healthcare provider services, and evaluates performance improvement initiatives by federal mandate, accrediting bodies, and insurance payers. An appreciation of the methods of assessing quality improvement, risk management, and utilization management will be developed, as well as attaining an understanding of the medical staff credentialing process. This course places emphasis on competency skill building through the use of online labs, case studies, and assignments. Prerequisite: HITC.110

HITC.245  4 credit hours
Medical Law and Ethics in HIM
The legal principles relevant to health information and informatics management are presented. Topics will include legal and ethical rationale, health informatics, and compliance standards specific to the profession of HIM. Impact of current legislative efforts are also examined using case studies in HIM. Prerequisite: HITC.100 and ENGL.120

HITC.255  3 credit hours
Coding and Classification Systems III
This is a course in the study of the official coding rules, guidelines, and classification systems for assigning valid procedure codes utilizing ICD-10-PCS. Students will abstract health information according to regulatory guidelines for acute hospital coding. Prerequisite: HITC.155 Corequisite: HITC.256

HITC.256  1 credit hour
Coding and Classifications III Lab
This hands-on laboratory is required for students enrolled in HITC.255. Students will focus on proper utilization of current official coding rules and guidelines, and encoder use. Out of class laboratory time may be required. Prerequisite: HITC.156 Corequisite: HITC.255

HITC.265  3 credit hours
Coding and Classification Systems IV
This course is a study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic and procedure codes utilizing CPT/HCPCS. Students will abstract health information according to regulatory guidelines for ambulatory and professional services coding. The process of external records review to determine medical necessity is an aspect of this course. Out-of-class laboratory time is required. Prerequisite: Consent of the program director Corequisite: HITC.266

HITC.266  1 credit hour
Coding and Classification Systems IV Lab
This hands-on laboratory is required for students enrolled in HITC.265. Students will focus on proper utilization of current official coding rules and guidelines, and encoder use. Out of class laboratory time may be required. Prerequisite: Consent of the program director. Corequisite: HITC.265

HITC.269  1 credit hour
Coding Exam Review
This course will review content in preparation for the CCS-P professional credentialing exam of the American Health Information Management Association (AHIMA). Students will complete application materials, register for a testing date and sit for credentialing exam during the course if testing dates are available. Prerequisite: Final quarter status or consent of the program coordinator
Course Descriptions

HITC.272 2 credit hours
RHIExam Review
This course is designed to prepare health information technology students to successfully complete the AHIMA national credentialing exam to become credentialed as a Registered Health Information Technologist (RHI). Students will review all exam domains, take mock exams, and register for the RHI credentialing exam. Early testing is an option so that students can complete the registry exam while still in school. Northwestern College pays for the cost of the exam.
Prerequisite: Final quarter status or consent of the program coordinator

HITC.285 3 credit hours
ICD-9-CM Transition
This is an entry level course in the study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic codes utilizing ICD-9-CM. This course builds on the basis of information gained in previous coding courses, and focuses on diagnostic and procedural coding. Students will abstract health information according to regulatory guidelines for acute hospital coding. Students will utilize an online coding lab, and online 3M encoder practice is required.

HITC.286 1 credit hour
ICD-9-CM Transition Lab
This is an entry level course in the study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic codes utilizing ICD-9-CM. This course builds on the basis of information gained in previous coding courses, and focuses on diagnostic and procedural coding. Students will abstract health information according to regulatory guidelines for acute hospital coding. Students will utilize an online coding lab, and online 3M encoder practice is required.

HITC.287 3 credit hours
ICD-10 Global
This is an entry level course in the study of the official coding rules, guidelines, and classification systems for assigning valid codes utilizing ICD-10-CM/PCS. This course provides an introduction to the federally proposed replacement classification system of ICD-9-CM. Students will demonstrate an understanding of the code build process for both diagnoses and procedures. Students will utilize an online coding lab, and online 3M encoder practice is required.

HITC.288 1 credit hour
ICD-10 Global
This is an entry level course in the study of the official coding rules, guidelines, and classification systems for assigning valid codes utilizing ICD-10-CM/PCS. This course provides an introduction to the federally proposed replacement classification system of ICD-9-CM. Students will demonstrate an understanding of the code build process for both diagnoses and procedures. Students will utilize an online coding lab, and online 3M encoder practice is required.

HITC.290 4 credit hours
Professional Practicum Experience - Online
In this capstone course, online students will have an opportunity to demonstrate HIT skills and competencies in a controlled online environment for 80 hours where they will participate in a combination of projects, utilization of virtual lab applications and skill testing, with a minimum of 40 hours assigned to a healthcare facility. This hybrid course gives students the opportunity to enhance their knowledge of Health Information Management and practice problem solving. This course is completed in the final quarter. Refer to the HIT student handbook.
Prerequisite: Final quarter status or consent of the program coordinator

HITC.295 4 credit hours
Professional Practicum Experience - On Campus
In this capstone course, campus based students will be assigned to a healthcare facility for 120 hours of field based experience. Students will have an opportunity to enhance their knowledge of Health Information Management and practice problem solving in a live HIM environment. This course is completed in the final quarter. Refer to the HIT student handbook.

Allied Health

HLTH.125 3 credit hours
Communication Skills for Healthcare Workers
This course focuses on communication, learning theories, and practical application of therapeutic communication with patients and co-workers in a variety of healthcare settings and patient situations, including patients of all age groups. Additionally, students will spend time preparing for their chosen careers by developing effective interviewing and professional communication skills.

HLTH.130 1 credit hour
Emergency Procedures
Students learn CPR and first aid procedures.
Prerequisite: HLTH.150

HLTH.135 2 credit hours
Emergency Preparedness
Students will be trained and certified as Healthcare Providers for CPR with AED as well as basic First Aid. Additionally, students will learn the basic principles of emergency
management, understanding hazards and emergencies that could affect the workplace, and how to develop an emergency plan for the medical office/setting.  

**Prerequisites:** HLTH.140, HLTH.160 and HLTH.240

**HLTH.140**  
**Medical Terminology**  
This course is a technical approach to medical vocabulary studying word elements. Emphasis is placed on spelling, pronunciation, and word analysis. Study focuses on anatomical, diagnostic, operative, and symptomatic terms that apply to each body system and medical specialty.  

**Prerequisite:** *Exemption from or successful completion of ENGL.090*

**HLTH.150**  
**Anatomy & Physiology I**  
This course provides an introduction to the structure and function of the human body. The cells, tissues, and cardiovascular systems are covered. Emphasis is placed on integrating the functions of the various systems.  

**Prerequisite:** *Exemption from or successful completion of ENGL.090*

**HLTH.160**  
**Anatomy & Physiology II**  
A continuation of Anatomy & Physiology I, this course covers the structure and function of the human sensory and nervous systems, integumentary system, endocrine and skeletal and muscular systems. Emphasis is placed on integrating the functions of the various systems.  

**Prerequisites:** HLTH.140 and HLTH.150

**HLTH.170**  
**Anatomy & Physiology III**  
Also a continuation of Anatomy & Physiology I, this course covers the structure and function of the lymphatic, respiratory, digestive, urinary, and reproductive systems. Emphasis is placed on integrating the functions of the various systems.  

**Prerequisites:** HLTH.140 and HLTH.150

**HLTH.205**  
**Medical Record and Office Procedures**  
Students will gain a working knowledge of the clerical functions of the medical office including telephone techniques, appointment and procedure scheduling, organization, documentation, and storage of medical records, managing electronic health records, and inventory and ordering of supplies and equipment. Additionally, students review health insurance, claims processing, and billing procedures.  

**Prerequisites:** CPTR.100

**HLTH.210**  
**Pathophysiology I**  
This course surveys clinical pathophysiological mechanisms and their methods of diagnosis and treatment that cause disruption of normal physiologic processes across the life span. Topics covered include the disease process, infectious diseases, neoplasms, diseases of the urinary system, diseases of the endocrine system, and diseases of the eye and ear.  

**Prerequisites:** HLTH.160 and HLTH.170

**HLTH.220**  
**Pathophysiology II**  
This course surveys clinical pathophysiological mechanisms and their methods of diagnosis and treatment that cause disruption of normal physiologic processes across the life span. Topics covered include the disease process, mental illness, and diseases of the reproductive system, diseases of the respiratory system, diseases of the cardiovascular system, diseases of the musculoskeletal system, and diseases of the skin.  

**Prerequisites:** HLTH.140, HLTH.150, HLTH.160, and HLTH.170

**HLTH.235**  
**Pharmacology**  
A study of pharmacology as it applies to the treatment of diseases and disorders of the human body. Various drugs, their uses and their effects, especially in the treatment of disease, will be studied.  

**Prerequisites:** HLTH.210 and HLTH.220  
**Corequisite:** MEDS.235

**HLTH.240**  
**Medical Law, Ethics, and Human Relations In Health Care**  
This course considers the standards of ethical conduct toward patients, colleagues, and other members of the medical team. Legal responsibility, professional liability, licensing, contracts, and other applications of law in medicine will be included. Human relations in the medical facility are also covered.  

**Prerequisite:** *Exemption from or successful completion of ENGL.095*

**HLTH.245**  
**Medical Law and Ethics for Radiographers**  
This course considers the standards of ethical conduct toward patients, colleagues, and other members of the medical team especially in Radiology. Legal responsibility, professional liability, licensing, contracts, and other applications of law in medicine will be included focusing on ethical and legal situations pertinent to the evolving field of diagnostic imaging.
Course Descriptions

Humanities

HUMN.200  4 credit hours
Ethics
Students analyze the moral and ethical principles of human conduct and character, including the nature of morality, the meaning of ethical terms, and standards for evaluating choices. These theories are applied to moral problems and decisions. A research project is required.
Prerequisite: ENGL.100 and COLL.100

HUMN.210  4 credit hours
Introduction to Logic and Critical Thinking
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional language centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements is applied to concrete problems. A research project is required.
Prerequisite: ENGL.100 and COLL.100

HUMN.220  4 credit hours
Introduction to Literature
A reading, writing, and discussion class that explores literature and essays as selected by the instructor and students from a departmentally approved list. Emphasis is placed on the analysis and interpretation of prose and poetry in order to enhance understanding and enjoyment. A research project is required.
Prerequisite: ENGL.100 and COLL.100

Human Resources

HUMR.100  4 credit hours
Introduction to Human Resource Management
This course covers an overview of the fundamentals of human resources administration in an organization with an emphasis on the major duties performed by the human resources department. It will provide the background and understanding for further human resources courses in the Human Resources Management program.

HUMR.120  4 credit hours
Employment Law and Human Resource Policies
This course covers laws applicable to selection, testing, hiring, firing, and personnel policies and procedures. Also included in the course is the introduction to the Civil Rights Act and discrimination issues. Other topics covered are OSHA, FMLA, and workers compensation issues as they relate to the business environment.

HUMR.130  4 credit hours
Recruitment and the Hiring Process
This course covers basic principles involved in assisting in the employment process at an organization. Emphasis is on the recruitment process, effective interviewing, applicant evaluation techniques, legal requirements, reference checking, and new employee orientation programs.
Prerequisite: HUMR.100

HUMR.140  4 credit hours
Compensation and Benefits
This course covers basic information about the various types of benefits that are typically offered by employers. The course looks at employment compensation from the perspective of both the employee and the employer. The course also includes topics relating to mandatory government and voluntary benefits.
Prerequisites: HUMR.100 and HUMR.120

HUMR.150  4 credit hours
Principles of Supervision
This course covers the fundamentals of supervision, including the primary responsibilities of the supervisor. It introduces factors relating to the work of supervisors and subordinates. The course covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/manager relationships.
Prerequisite: HUMR.100

HUMR.205  4 credit hours
Employee Training and Development
This course introduces the basic concepts and principles of the training and development function within an organization and its role in creating and sustaining an effective workforce. Topics include learning effective training techniques, developing lesson plans, preparing training materials, and developing presentation styles. Students will demonstrate learned training skills in a project.
Prerequisites: HUMR.100 and COMM.100

HUMR.215  4 credit hours
Labor Relations
This course is an overview of labor relations in organizations. The course begins with a historical perspective of the rise of labor unions and continues through modern labor relations issues that supervisors need to deal with on a daily basis when working in a union environment. Topics include labor relations, contract negotiations, administration, collective bargaining and grievance arbitration.
Prerequisite: HUMR.120
HUMR.250  4 credit hours
Strategic Issues in Human Resources
This course is a capstone course designed to review and reinforce principles covered in previous human resource courses and to provide perspective through applications and simulated activities.
Prerequisites: HUMR.100, BUSN.120, and ENGL.120

Massage Therapy

MASG.101  2 credit hours
Massage Therapy I
An introduction to general and relaxation massages. Students learn about the ethical principles, scope of massage practice and professional boundaries guiding the massage field. The importance of medical documentation, clinical reasoning, and universal precautions are covered with massage foundations.
Corequisite: MASG.102

MASG.102  2 credit hours
Massage Therapy I Lab
Massage therapy in the clinic focuses on Swedish massage protocols. Students make use of beginning soft-tissue manipulations, self-care tactics and body mechanics. They also practice safety in the clinic, body positioning and diaper draping.
Corequisite: MASG.101

MASG.110  4 credit hours
Therapeutic Massage I
This course develops an understanding of therapeutic massage practices and procedures. An emphasis is placed on the theory behind massage treatments to the upper body. Functional anatomy and structural kinesiology are studied along with the indications for therapeutic massage.
Prerequisite: MASG.101
Corequisite: MASG.115 and MASG.201

MASG.115  2 credit hours
Therapeutic Massage I Lab
The development of massage therapy skills in therapeutic procedures and practices includes conducting physical assessments, developing treatment plans, and performing therapeutic massage therapies. Complementary therapies are introduced for their therapeutic effects in massage sessions.
Prerequisite: MASG.102
Corequisite: MASG.110 and MASG.202

MASG.120  4 credit hours
Therapeutic Massage II
The physiology of the human body plays an integral role in therapeutic massage. Functional anatomies of soft tissues associated with the trunk, lower back, hips and legs are examined. Students learn how to develop procedures for comprehensive therapeutic massage sessions. The theory of reflexology is explored for its benefits with therapeutic massage practice.
Prerequisite: MASG.110 and MASG.201
Corequisite: MASG.125

MASG.125  2 credit hours
Therapeutic Massage II Lab
The study of therapeutic massage refines the ability to perform comprehensive massage sessions. Proficiency is demonstrated at intake, assessment and treatment plan development. Therapeutic massage methods are applied to the muscle groups of the trunk and spinal column, hip joint and pelvic girdle, knee joint, and ankle and foot joints.
Prerequisite: MASG.115 and MASG.202
Corequisite: MASG.120

MASG.160  4 credit hours
Business of Massage
All legal, professional, and business aspects of this course concentrate on the practice of massage therapy. Topics include creating a business plan, marketing a practice, writing business policies and procedures, organizational styles of managing and customer service delivery methods. Understanding professional practices, the expenses of operating them, developing fee structures and budgetary methods are all studied in respect to the business of massage therapy.
Prerequisite: ENGL.100

MASG.190  4 credit hours
Pathology
A survey of illnesses and conditions which cause disruption to the normal physiologic processes of the human body with an emphasis placed on the indications and contraindications for soft tissue and manual therapies.
Prerequisite: HLTH.150

MASG.201  2 credit hours
Massage Therapy II
An introduction to advanced massage therapy procedures and practices including methodological reasoning and highly developed massage manipulations.
Prerequisite: MASG.101
Corequisite: MASG.110 and MASG.202
Course Descriptions

MASG.202  2 credit hours
Massage Therapy II Lab
The practice of particular massage therapies will identify specific population targets for advanced massage examinations. Deep tissue, neuromuscular, myofascial, acupressure, and sports massage techniques may be part of holistic bodywork protocols.
Prerequisite: MASG.102
Corequisite: MASG.115 and MASG.201

MASG.220  4 credit hours
Ethics for Massage
An in depth analysis of moral and ethical principles of human conduct in the field of massage therapy. The nature of codes of ethics, standards of practices, and rules and regulations will be applied to evaluate choices made. Ethical topics include professionalism, boundaries, clients, legal issues, sexual conduct, confidentiality and business practices.
Prerequisite or Corequisite: MASG.101 and MASG.102

MASG.251  3 credit hours
Massage Therapy Internship
This course provides experience working in a supervised massage setting on campus. The student experiences all aspects of massage therapy operations and is evaluated by instructors who are licensed in massage therapy. The business aspects of massage therapy practice replicate real life settings. Topics include marketing, maintaining client files and client satisfaction surveys. There is no remuneration for clinical time. The student must complete 120 hours and has the opportunity to conduct hands-on massage therapy applications.
Prerequisite: MASG.120 and MASG.125

MASG.252  1 credit hour
Massage Therapy Externship
Students participate in a minimum of 40 hours of massage supervision during which they experience all aspects of massage therapy functions in the field. There is no remuneration and students are expected to adjust their personal schedules to meet the externship hours of practice.
Prerequisite: MASG.120, MASG.125 and consent of the program director

MASG.255  1 credit hour
Massage Therapy Examination
A review and preparatory course for the examination required to become a licensed massage therapist in the state of Illinois. Subject matter on the exam is reviewed, practice exams are administered, and effective study skills are covered. The state of Illinois license application is filled out. Students are required to complete the exam application and sit for the exam to pass the course.
Prerequisite: MASG.120, MASG.125, MASG.190, HLTH.160 and Final quarter status and consent of the program director

MASG.260  4 credit hours
Clinical Massage
Students learn about the competencies that are required to perform clinical massage therapy in the wellness and clinical massage fields. Clinical research accompanies the study of clinical massage techniques and procedures. The theory of clinical massage therapy connects systematic assessment plans of massage treatments specifically to clinical conditions.
Prerequisites: MASG.190, MASG.251 and HLTH.170
Corequisite: MASG.265

MASG.265  2 credit hours
Clinical Massage Lab
The practice of clinical massage develops the particular skills and techniques required to be a clinical massage therapist. A clinical approach is undertaken with the applications of massage. Clinical massages are performed with an understanding of movement therapies, kinesiology, and clinical reasoning.
Prerequisites: MASG.190, MASG.251 and HLTH.170
Corequisite: MASG.260

MASG.281  2 credit hours
Medical Massage
The study and development of medical massage includes current medical research and the connection of medical conditions to massage.
Prerequisite: MASG.190, MASG.251 and HLTH.170
Corequisite: MASG.281

MASG.282  2 credit hours
Medical Massage Lab
Massage techniques are studied for their wellness requirements in the medical field. Performing geriatric massage, lymphatic drainage and other medical massages offers a comprehensive understanding of medical massage therapy.
Prerequisite: MASG.190, MASG.251 and HLTH.170
Corequisite: MASG.281

Mathematics

MATH.090  3 credit hours
Foundations of College Mathematics I
Students develop essential arithmetic skills by reviewing and practicing strategies for adding, subtracting, multiplying, and dividing whole numbers, fractions, decimals, and percentages. Special emphasis is placed on solving word problems requiring application of these functions in real-life contexts. This course may not be used to satisfy graduation requirements.
Prerequisite: Placement examination
Course Descriptions

MATH.091   1 credit hour
Foundations Math Sills Lab
Students develop skills necessary for successful completion of math courses within their major courses of study. Course content and instruction is Web-based, allowing for individualized learning pathways identified through initial diagnostic testing. Students also receive instructor support through regularly scheduled class sessions. Cohort students enroll in this Pass / Fail course during their first cohort quarter and complete this course by the end of their second cohort quarter.
Prerequisite: Placement examination

MATH.095  3 credit hours
Foundations of College Mathematics II
Students develop skills necessary for successful completion of mathematics courses within their major courses of study. This course begins with a brief overview of fractions, mixed numbers, decimals and percentages. Ratios and proportions will also be covered. Additional topics include signed numbers, absolute value of numbers, solving mathematical equations, exponents, powers and square roots, and measurements. Special emphasis is placed on solving word problems requiring application to real-life contexts. Students will use graphs to solve various problems.
Prerequisite: Placement examination or successful completion of MATH.090

MATH.096  3 credit hours
Foundational Mathematics
Students strengthen their understanding and ability to apply arithmetic principles, as well as processes and applications essential for success when learning college level mathematics. This course may not be used to satisfy graduation requirements.

MATH.112  4 credit hours
College Mathematics
Students develop their ability to use mathematical reasoning to solve real-life problems by engaging in the following topics: algebra, set theory and number theory, units of measurement and geometry, probability and statistics, ratios and proportions. The objective of this course is to prepare students for the sort of math necessary for success in their chosen area of study and to provide preparation for successfully completing a course in college algebra.
Prerequisite: Placement examination or successful completion of MATH.095

Medical Science

MEDS.120  2 credit hours
Clinical Assisting Skills
A lecture/laboratory class in which students learn and practice patient positioning, vision screening, vital signs, and other skills related to assisting the physician. Scheduled laboratory time is a requirement of this course.
Prerequisites: HLTH.160 and HLTH.240

MEDS.170  2 credit hours
Diagnostic and Specialized Procedures
Students will gain proficiency in applying and interpreting a 12-lead EKG machine, perform stress tests, and pulmonary function testing. In addition, students will learn how to assist the physician in a variety of specialized clinical procedures and situations to include pediatrics, geriatrics, obstetrics, and gynecology, minor surgical procedures, alternative medicine, nutritional concerns, and other specialty exams and procedures.
Prerequisite: MEDS.120

MEDS.210  2 credit hours
Clinical Laboratory Procedures I
As with all classes in this series, lectures deal with the theory behind the procedures learned in the lab. In hematology, students explore blood cell formation and function. Various ways to analyze a CBC are taught as well as slide preparation and staining. Miscellaneous hematology tests are also investigated. Venipuncture skills are stressed in this class and strict attention is given to standardization, quality control, and CDC and OSHA guidelines. Urinalysis is taught by use of the urine dipstick and microscopic analysis.
Prerequisites: MEDS.120 and HLTH.150

MEDS.220  2 credit hours
Clinical Laboratory Procedures II
Students become familiar with the use of an automated chemistry analyzer. Selected chemistries ordered by physicians are taught and performed. Strict attention to standardization and quality control is stressed. Correlation of abnormal chemistries with disease states is taught. Students also learn to recognize types of organisms in direct smears by using the Gram Stain. Specimen collection and culturing and plating techniques are taught, and normal vs. pathogenic micro-organisms are discussed. Students also learn blood groups, basic blood typing, and pregnancy testing. Venipuncture skills are again stressed.
Prerequisite: MEDS.210

MEDS.235  2 credit hours
Pharmacology Laboratory
This lab is taken concurrently with HLTH.235 and covers the skills necessary to safely administer medications, including
Course Descriptions

techniques for oral, topical, and parenteral administration. Pharmacology mathematics, including conversions between systems and dosage calculations are studied in depth. Safety and precision are stressed. This class is for medical assisting students only.
Prerequisites: MEDS.120 and MATH.112
Corequisite: HLTH.235

MEDS.240  1 credit hour
CMA Preparation
This course will prepare students to take and successfully pass the CMA, certified medical assistant, exam. Students will review and take mock exams in class and will register to take the CMA exam. Effective study skills are covered.
Prerequisite: Final quarter status or consent of the program director
Corequisite: MEDS.251

MEDS.242  2 credit hour
CMA Preparation
This course will prepare students to take and successfully pass the CMA, certified medical assistant, exam. Students will review and take mock exams in class and will register to take the CMA exam. Effective study skills are covered.
Prerequisite: Final quarter status or consent of the program director
Corequisite: MEDS.251

MEDS.251  4 credit hours
Medical Assisting Externship
Students complete a minimum of 160 hours in a selected physician’s office or health care facility supervised and evaluated by qualified medical personnel. The externship contains a balance of administrative and clinical experiences. There is no remuneration for this externship.
Prerequisites: Final quarter status and consent of the program director
Corequisite: MEDS.240

Nursing

NURS.102  2 credit hours
Pharmacology I
This course introduces the student to medication administration. Topics include classifications of drugs, action/physiological effect, drug/food interactions, side effects, contraindications, dosage, routes of administration and nursing practice implications. Also included is discussion of and demonstration of safe administration methods for patients of various age groups, including infants and children. Emphasis is placed on interpretation of the medication order, identifying the right drug, calculating the dosage, site selection, proper administration of the drug, and evaluating patient response. This course focuses on the administration of drugs via oral, topical, subcutaneous, intradermal, and intramuscular routes.
Prerequisite: NURS.110/110C, SCIE.110

NURS.103  2 credit hours
Pharmacology II
The course deals with more complicated medication administration and calculations. Emphasis is placed on medications administered via intravenous routes, including intravenous fluid administration and infusion therapies. Topics include calculation of drug dosages based on weight, titration of drugs, determination of safe dosage ranges in children and infants, and calculation of fluid requirements in adults and children. The proper use of and programming of drug administration devices and equipment is discussed and demonstrated. Other topics include administration of blood and blood products and the administration of chemotherapeutic agents.
Prerequisite: NURS.110/110C

NURS.110  6 credit hours
Fundamental Concepts in Nursing
This course covers concepts basic to the practice of nursing. Topics include patient safety, asepsis, infection control, legal/ethical issues in nursing, healthcare delivery systems, developmental theories, the nursing process, client assessment, documentation of care, teaching/learning theory, therapeutic communication and historical, political and social influences on the practice of nursing. The student learns to deliver basic nursing care to an adult client. Students begin to understand and incorporate the nursing process into their nursing care.
Prerequisite: ENGL.100, MATH.112, SOCS.200
Corequisite: NURS.110C, SCIE.110

NURS.110C  4 credit hours
Fundamental Concepts in Nursing/Clinical
Principles and concepts discussed in NUR 110 are reinforced and practiced in a clinical setting consisting of skills lab, simulation lab, and patient care in a health care facility.
Prerequisite: ENGL.100, MATH.112, SOCS.200
Corequisite: NURS.110, SCIE.110

NURS.120  4 credit hours
Psychiatric/Mental Health Nursing
This course focuses on the nursing care of clients with mental and emotional illness and/or problems. Topics include psychopharmacology, advanced therapeutic communication techniques, assessment of mentally ill clients, treatment modalities, and personal safety in the clinical setting. This course includes community mental health topics, as well as inpatient psychiatric care topics. The nursing care of mental and emotional illness/problems in clients of all ages is discussed. Psychotropic drugs and their
various side effects are covered in detail. The nursing process is employed in the analysis of client problems and in the plan of care for clients with psychiatric illness and/or mental health problems.

Prerequisites: NURS.110/110C
Corequisite: NURS.120C, NURS.102, SCIE.120

NURS.120C  
Psychiatric/Mental Health Nursing/Clinical
Principles and concepts discussed in NURS 120 are reinforced and practiced in a clinical setting consisting of skills lab, simulation lab and patient care in a health care facility and community sites.

Prerequisites: NURS.110/110C
Corequisite: NURS.120, NURS.102, SCIE.120

NURS.130  
Maternity/Women’s Health Nursing
This course covers current topics in maternity nursing and women's health. It encompasses health and illness in women of all ages. The care of women during pregnancy and childbearing comprises a major portion of this course, and includes disease states/problems and other deviations from the norm during pregnancy. It includes the antepartal, intrapartal and postpartal periods, as well as the nursing assessment and care of the newborn. Other topics covered in this course are health promotion, disease prevention, and menopause. The nursing care of women with various gynecological disease states/problems is also included. The nursing process is employed in the analysis of client problems and in the plan of care for women in all developmental stages.

Prerequisites: NURS.110/110C, SCIE.120/121
Corequisite: NURS.130C, SCIE.130

NURS.130C  
Maternity/Women’s Health Nursing/Clinical
Principles and concepts discussed in NURS.130 are reinforced and practiced in a clinical setting consisting of skills lab, simulation lab and patient care in a health care facility.

Prerequisites: NURS.110/110C, SCIE.120/121
Corequisite: NURS.130, SCIE.130

NURS.140  
Medical Surgical Nursing
This course focuses on the nursing care of the adult clients with medical and/or surgical problems. It covers both acute and chronic illness states in the adult. This course includes aspects of both health promotion and disease prevention. The student utilizes laboratory and diagnostic test results data in analyzing client problems and in the formulation of a plan of care. The nursing process is used in all aspects of client care including assessment, analysis, planning, implementation, and evaluation. The student plans care that meets the psychological, social, educational, and physical needs of the client.

Prerequisite: NURS.110/110C, SCIE.120
Corequisite: NURS.140C

NURS.140C  
Medical Surgical Nursing/Clinical
Principles and concepts discussed in NURS.140 are reinforced and practiced in a clinical setting consisting of skills lab, simulation lab, and patient care in a health care facility.

Prerequisites: NURS.110/110C, SCIE.120
Corequisite: NURS.140

NURS.150  
Pediatric Nursing
This course focuses on the nursing care of infants, children, and adolescents. The topics covered include health promotion and disease prevention, acute illnesses in children, chronic illnesses in children, pediatric emergencies, growth and development, developmental theories, congenital health problems, and the hospitalized child. Nursing care of the entire family unit is emphasized in this course. Techniques of infant, child, and adolescent assessment are covered in detail. Pediatric medication dosages and administration techniques are reviewed. The nursing process is utilized in the analysis of client/family problems and in the formulation of a plan of care.

Prerequisites: NURS.140/140C
Corequisite: NURS.150C

NURS.150C  
Pediatric Nursing/Clinical
Principles and concepts discussed in NURS.150 are reinforced and practiced in a clinical setting consisting of skills lab, simulation lab, and patient care in a health care facility.

Prerequisites: NURS.140/140C
Corequisite: NURS.150

NURS.261  
Medical Surgical Nursing II
This course deals with advanced medical surgical and critical care nursing concepts. It provides the student with state-of-the-art knowledge and skill in the management of adult clients with acute and life-threatening health events. Both medical and surgical problems are covered. The student gains experience with and knowledge of sophisticated monitoring techniques and devices. The student utilizes laboratory and diagnostic test results, client history, physical examination and data from a variety of client monitoring devices in analyzing and managing client problems. The student consults with other disciplines and utilizes
community resources in developing a plan of care. An in-depth use of the nursing process is employed in all aspects of client care.

Prerequisites: NURS.103, NURS.130/130C, NURS.150/150C
Corequisite: NURS.261C

NURS.261C 2 credit hours
Medical Surgical Nursing II/Clinical
Principles and concepts discussed in NURS.261 are reinforced and practiced in the clinical environment consisting of skills lab, simulation lab, and patient care in a health care facility.

Prerequisites: NURS.103, NURS.130/130C, NURS.150/150C
Corequisite: NURS.261

NURS.262 6 credit hours
Nursing Care of Diverse Groups
This course deals with family and group concepts in nursing practice. The learning goal of this course is to develop and/or enhance the student’s nursing competencies across care settings. Theories that apply to the nursing care of families and at risk groups are examined and incorporated into plans of care. Assessment skills of families and groups are developed. The nursing process is used in the formulation of plans of care for families and groups.

Prerequisites: NURS.261/261C
Corequisite: COLL.296

NURS.262C 4 credit hours
Nursing Care of Diverse Groups/Clinical
Principles and concepts discussed in NURS.262 are reinforced and practiced in the clinical environment consisting of skills lab, simulation lab, and patient care settings.

Prerequisites: NURS.261/261C
Corequisite: COLL.296

NURS.277 2 credit hours
Leadership Seminar
This course is designed to develop the student’s supervision and management skills, as applied to the health care setting. Topics include effective communication, organizational skills, appropriate delegation of nursing tasks, professional responsibility and accountability, and leadership behaviors. Practical case studies are presented for group discussion and problem solving. The student learns to utilize critical thinking skills in the problem solving process.

Current political, social and professional nursing issues are also presented in this course. Included is a discussion of legal and ethical issues that pose challenges for nursing students and practicing professional nurses. State and federal laws that impact the practice of nursing, regulatory agencies, their jurisdictions, rules and regulations, the Nurse Practice Act of the state of Illinois and licensing issues are among the other topics discussed. Practical ethical dilemmas are presented for group discussion and problem solving.

Prerequisites: NURS.150/150C

Office Technology

OFTC.090 2 credit hours
Basic Keyboarding
This course is for students who wish to improve their keyboarding skills. Correct techniques to develop speed and accuracy are emphasized. This course does not satisfy graduation requirements. Students may not enroll for both OFTC.090 and OFTC.091.

OFTC.091 2 credit hours
Basic Keyboarding
An introduction to keyboarding and basic formatting techniques for students who do not have skills at the level needed for the first keyboarding/document formatting course required in their major. Correct techniques to develop speed and accuracy are emphasized. This course does not satisfy graduation requirements. Students may not enroll for both OFTC.090 and OFTC.091.

OFTC.100 2 credit hours
Keyboarding Skills/Formatting
This course focuses on developing and improving the accuracy and speed of keyboarding skills. Students also learn to format simple business documents including letters, memoranda, reports, and simple tables.

Prerequisite: OFTC.091 or keyboarding proficiency

OFTC.133 2 credit hours
Microsoft Word
This course is designed for students who wish to learn word processing using Microsoft Word software. Theory and concepts of word processing are reviewed. Emphasis is on creating, formatting, filing, checking, editing, retrieving, merging, and printing documents. Students are expected to apply the principles of correct grammar and punctuation.

Prerequisite: CPTR.100

OFTC.134 2 credit hours
Microsoft Word Applications
Students expand their knowledge of Microsoft Word using practical exercises to produce letters, memoranda, reports, and tables. Out-of-class laboratory time is required.

Prerequisite: CPTR.100
Paralegal

**PLGL.100  4 credit hours**
Introduction to Law and the Legal System
The goal of this course is to provide a basic understanding of the American legal system from a variety of perspectives. The course focuses on essential history, the working structure of government, procedural issues in the courts, specific concepts of law, the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. This course provides paralegal students with a solid foundation for advanced paralegal curriculum courses and provides students of other disciplines with a functional appreciation of the impact of the legal system on their major courses of study. In this course, students will prepare a resume.

**PLGL.110  4 credit hours**
Introduction to Legal Research
This course provides an introduction to the legal research and writing process for paralegals. Combining classroom lectures, library demonstrations, and supervised in-class practice sessions, students will develop an overview of legal source materials and how and when they are incorporated in the legal research process.  
*Prerequisite: PLGL.100 (for Degree students only)*

**PLGL.121  4 credit hours**
Civil Litigation and Procedure I
Students will examine the roles of lawyers and paralegals in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.  
*Prerequisite: PLGL.100*

**PLGL.122  4 credit hours**
Civil Litigation and Procedure II
Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.  
*Prerequisite: PLGL.121*

**PLGL.140  4 credit hours**
Contracts
This course will provide students with a practical approach to the law of contracts. The class discussions will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.  
*Prerequisite: PLGL.100*

**PLGL.211  4 credit hours**
Legal Research and Writing I
After examining the sources of law and the structure of the federal and state court systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They learn how to analyze and synthesize written opinions and complete three significant writing projects.  
*Prerequisites: PLGL.110 and ENGL.120*

**PLGL.212  4 credit hours**
Legal Research and Writing II
Students will continue to develop their writing and research skills. Students will use the results of their research in connection with at least three significant writing projects, including memoranda of law.  
*Prerequisite: PLGL.211*

**PLGL.215  4 credit hours**
Real Estate Law
This course provides the basic concepts of the law of real property, enabling the student to perform connected duties in a law office, title company, or financial institution. Upon completion of the course, the student will be able to prepare purchase and sales agreements, deeds, mortgages, closing statements with prorations, and other real estate related documents. The student will develop a working knowledge of title searches and a thorough understanding of closing procedures, as well as a familiarity with mortgage foreclosures, landlord/tenant law, and zoning regulations.  
*Prerequisite: PLGL.100*

**PLGL.219  4 credit hours**
Law Office Technology
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law oriented computer software applications. Students will be exposed to exercises designed to provide the skills utilized by paralegals in file management, time and docket management, and computer-based legal research and document movement.  
*Prerequisites: PLGL.100 and CPTR.100*

**PLGL.225  4 credit hours**
Torts
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom lectures, discussions, presentations, and supervised library research, students will develop an overview of causes of actions in torts and their relevance to the paralegal.  
*Prerequisite: PLGL.100*
Course Descriptions

PLGL.290  4 credit hours
Paralegal Externship
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing her/his experiences during the externship. The student is evaluated by her/his supervisor at the conclusion of the externship. There is no remuneration for this externship.
Prerequisites: Final quarter status and consent of the program director or program coordinator

Radiologic Technology

RADS.100  3 credit hours
Fundamentals of Radiography
This course introduces the beginning radiography student to the following: organization of medical centers/hospitals, diagnostic imaging departments and the radiography program. Policies, protocols, and administrative procedures of the College and program are reviewed. There is a thorough review of the program's student handbook. Basic information regarding health and safety procedures within the clinical area, radiation protection, X-ray production, image formation, patient care guidelines, professional ethics, and medical law are reviewed.
Prerequisite: Admission into the Radiography Program

RADS.101  3 credit hours
Radiographic Exposure I
This course introduces the beginning radiography student to the nature and properties of X-rays. Areas of focus include: radiographic image quality and the influencing factors of recorded detail, distortion, contrast and density, the construction of the X-ray tube and production of X-rays, basic X-ray equipment, primary and secondary radiations, filtration, and an analysis of the radiographic image.
Prerequisite: Admission into the Radiography Program

RADS.102  3 credit hours
Radiographic Exposure II
A continuation of RADS.101, students further develop their knowledge of x-radiation and how it interacts with matter. The control of primary and secondary radiations using grids, filtration, and beam restricting devices is studied. Fixed and variable kilo voltage exposure systems are reviewed. The properties of attenuation and the absorption of radiation and how it is influenced by pathology are also studied. Using information learned in this course, the students continue their analysis of the radiographic image.
Prerequisite: RADS.101 with a grade of C or better

RADS.103  3 credit hours
Radiographic Exposure III
As a continuation of RADS.102, students will study the construction, principles, and characteristics of radiographic screens and image receptors (film, computed and digital imaging plates). Students will also be provided with an in-depth study of sensitometry.
Prerequisite: RADS.102 with a grade of C or better

RADS.104  3 credit hours
Patient Care in Radiography
This course focuses on nursing procedures and techniques used by radiographers in the general care of the patient. Areas covered include: factors influencing relationships with patients and professional peers, medical ethics, communication techniques, patient care and assessment, infection control, medications and medication administration, contrast media administration, and responses to emergency medical situations, including contrast media reactions. Human diversity/cultural differences, communication styles, socioeconomic influences, health risks, and life stages are also discussed in this course.
Prerequisite: Admission into the Radiography Program

RADS.105  3 credit hours
Radiation Protection
Students are introduced to the principles of, and the reasons for, radiation protection. The responsibilities of the radiographer and protective measures for patients, personnel, and the public are studied. Also covered is discussion of the sources of radiation, the units of radiation measurement, and federal and state radiation health and safety regulations.
Prerequisites: RADS.100 and RADS.101 with a grade of C or better

RADS.108  3 credit hours
Imaging Systems I
Covered in this course are the principles of image intensification, automatic exposure control, and the magnification technique. Also covered are an introduction to body section (linear and computed) tomography and digital radiography.
Prerequisite: RADS.101

RADS.110  3 credit hours
Radiographic Procedures I
This course introduces the beginning student to the anatomical planes of the body and positioning terminology. Radiographic anatomy, the principles of radiographic positioning, procedural steps, and radiographic image evaluation for the following anatomical areas are covered: visceral thorax, abdomen, and upper extremities. Mobile,
pediatric, and geriatric radiography are also topics that are covered in this course. 
Prerequisite: Admission into the Radiography Program

RADS.111  1 credit hour
Radiographic Procedures I Lab
This course is comprised of discussion, demonstration, practice, and evaluation of students’ simulated performance of radiographic examinations, which correspond to those studied in RADS.110. Radiographic images of the studied anatomy are also analyzed.
Prerequisite: Admission into the Radiography Program

RADS.112C  2 credit hours
Clinical I
In this beginning course of clinical instruction, the student is oriented to the clinical education sites/centers. Varied clinical assignments, including portable (mobile) and surgical radiography, introduce the students to the department's work flow and radiographic equipment. The student also learns how to operate various picture archiving and communication systems (PACS). Students learn by observing and progress to minimal assistance, leading to their radiographic performance under the direct supervision of qualified radiographers. Students will participate and perform radiographic examinations of the visceral thorax, abdomen, and upper extremities. Clinical learning is supported by correlated laboratory and classroom instruction.
Prerequisite: Admission into the Radiography Program

RADS.114  1 credit hour
Image Analysis I
In this course, student performed radiographic examinations are evaluated and critiqued. The course challenges the students' knowledge of exposure and positioning principles, anatomy, and pathology. A continued development of the student's problem solving skills and critical thinking based on principles of analysis, formulation of hypotheses, and the testing of theories is stressed.
Prerequisites: RADS.130, RADS.131, and RADS.122C with a grade of C or better

RADS.120  3 credit hours
Radiographic Procedures II
In this course, radiographic anatomy, the principles of radiographic positioning, procedural steps, and radiographic image evaluation for the following anatomical areas are covered: the lower extremities, the gastrointestinal system, biliary and urinary systems. Contrast media, its classifications, precautions, selection, and adverse patient reactions as it relates to the studied procedures, is discussed.
Prerequisite: RADS.110 with a grade of C or better

RADS.121  1 credit hour
Radiographic Procedures II Lab
This course is comprised of discussion, demonstration, practice, and evaluation of students' simulated performance of radiographic examinations, which correspond to those studied in RADS.120. Radiographic images of the studied anatomy are also analyzed.
Prerequisite: RADS.111 with a grade of C or better

RADS.122C  2 credit hours
Clinical II
This clinical course continues the integration of classroom learning with the clinical curriculum. The clinical assignments reinforce previous knowledge and application of newly introduced classroom and laboratory information. Following classroom and laboratory instruction, the students observe, assist, and perform radiographic examinations on lower extremities and the digestive, biliary, and urinary systems.
Prerequisite: RADS.112C with a grade of C or better

RADS.130  3 credit hours
Radiographic Procedures III
This course covers radiographic anatomy, the principles of radiographic positioning, procedural steps, and radiographic image evaluation for the vertebral column and bony thorax. An introduction to venipuncture is also taught in this course.
Prerequisite: RADS.120 with a grade of C or better

RADS.131  1 credit hour
Radiographic Procedures III Lab
This course is comprised of discussion, demonstration, practice, and evaluation of students' simulated performance of radiographic examinations, which correspond to those studied in RADS.130. Radiographic images of the studied anatomy are also analyzed. Venipuncture is also demonstrated and practiced in this course. The student's simulated performance of venipuncture is evaluated.
Prerequisite: RADS.121 with a grade of C or better

RADS.140  3 credit hours
Radiographic Procedures IV
This course includes radiographic anatomy, the principles of radiographic positioning, procedural steps, and radiographic image evaluation of the skull.
Prerequisite: RADS.130 with a grade of C or better

RADS.141  1 credit hour
Radiographic Procedures IV Lab
This course is comprised of discussion, demonstration, practice, and evaluation of students' simulated performance of radiographic examinations, which correspond to those studied in RADS.140. Radiographic images of the studied anatomy are also analyzed.
Prerequisite: RADS.131 with a grade of C or better
RADS.152C  3 credit hours  
Clinical III  
This clinical course continues the integration of classroom learning with the clinical curriculum. Following classroom and laboratory instruction, the students observe, assist, and perform radiographic examinations of the vertebral column and bony thorax. The application of venipuncture may be included. There is continued development of competency and instructional content from previous clinical courses. 
Prerequisite: RADS.122C with a grade of C or better

RADS.142C  3 credit hours  
Clinical IV  
This clinical course continues the integration of classroom learning with the clinical curriculum. Following classroom and laboratory instruction, the students observe, assist, and perform radiographic examinations of the vertebral column, bony thorax, and skull. There is continued development of competency and instructional content from previous clinical courses. The application of venipuncture may be included in this course. 
Prerequisite: RADS.132C with a grade of C or better

RADS.201  3 credit hours  
Radiation Physics I  
This course introduces the student to basic x-radiation physics. Areas covered in this course include: units of radiation measurement, the physical concepts of energy, the structure of matter, and the basic principles and nature of electricity and magnetism. 
Prerequisite: RADS.208 with a grade of C or better

RADS.202  3 credit hours  
Radiation Physics II  
This course is a continuation of Radiation Physics I. In this course, there is in-depth discussion on the following topics: the nature and production of X-rays, X-ray tube construction and factors which govern tube life, X-ray circuitry, the interaction of radiation and matter, and a survey of radiographic equipment evaluation methods and tools. 
Prerequisite: RADS.201 with a grade of C or better

RADS.203  3 credit hours  
Radiographic Pathology  
Students will study the classification, origin, symptoms, and radiographic manifestation of diseases. There is an emphasis on body conditions as they relate to radiographic examination of the patient and the selection of appropriate exposure factors. This course requires the development and presentation of a research paper. 
Prerequisites: SCIE.110, RADS.210, RADS.211, and RADS.212C with a grade of C or better

RADS.205  3 credit hours  
Radiation Biology  
This course focuses on the effects of radiation on the human body at the cellular, tissue, organ, and systemic levels. 
Prerequisites: SCIE.110 and RADS.105 with a grade of C or better

RADS.208  3 credit hours  
Imaging Systems II  
The principles of computed tomography, digital radiography, and PACS are covered in this course. Students focus on cross-sectional anatomy as it relates to the use of advanced imaging modalities. The course also includes an introduction into magnetic resonance imaging, sonography, and positron emission tomography (PET). 
Prerequisite: RADS.108 with a grade of C or better

RADS.210  3 credit hours  
Radiographic Procedures V  
This course focuses on specific interests and needs of students, with an emphasis on developing critical thinking and problem solving skills. There is discussion of specialized radiographic exams/views and positions. The course content varies and may include guest lecturers. 
Prerequisite: RADS.140 with a grade of C or better

RADS.211  1 credit hour  
Radiographic Procedures V Lab  
This course is comprised of discussion, demonstration, practice, and evaluation of students' simulated performance of radiographic examinations, which correspond to those studied in RADS.210. Radiographic images are analyzed. 
Prerequisite: RADS.141 with a grade of C or better

RADS.212C  3 credit hours  
Clinical V  
This clinical course continues the integration of classroom learning with the clinical curriculum. The clinical assignments reinforce previous knowledge and application of introduced classroom and laboratory information from the previous four clinical courses. The student is introduced to other imaging modalities, i.e., sonography, invasive cardiology, nuclear medicine. Indirect supervision of students is stressed to promote independent problem solving and overall confidence in clinical abilities. The student will focus on developing basic scanning knowledge and skills to achieve limited clinical competencies in CT. The application of venipuncture may be included. 
Prerequisite: RADS.142C with a grade of C or better

RADS.214  1 credit hour  
Image Analysis II  
Student performed radiographic examinations, with an emphasis on second year clinical course content, are evaluated. The course challenges the students' knowledge of...
Course Descriptions

exposure and positioning principles, anatomy, and pathology. A continued development of the student's problem solving skills and critical thinking based on principles of analysis, formulation of hypotheses, and the testing of theories is stressed.

Prerequisite: RADS.114 with a grade of C or better

RADS.215  4 credit hours
Registry Review
This course provides the soon-to-be graduating student with a comprehensive review of curriculum content as preparation for the national certifying examination. Methods of studying and test taking strategies are discussed. Several simulated registry examinations are conducted throughout the course.

Prerequisites: RADS.202, RADS.205, and RADS.212C with a grade of C or better

RADS.222C  3 credit hours
Clinical VI
In this course, students continue elective assignments to other imaging modalities, i.e., sonography, invasive cardiology, nuclear medicine. The clinical assignments reinforce previous knowledge and application of introduced classroom and laboratory information from the previous five clinical courses. Indirect supervision of students is stressed to promote independent problem solving and overall confidence in clinical abilities. The student will focus on developing basic scanning knowledge and skills to achieve limited clinical competencies in CT.

Prerequisite: RADS.212C with a grade of C or better

Sciences

SCIE.100  4 credit hours
Introduction to Biology
A study of basic concepts of living organisms including cell structure and function, metabolism, growth and differentiation, reproduction, genetics, behavior, adaptations, and evolution.

SCIE.101  2 credit hours
Introduction to Biology Lab
This is a hands-on laboratory component required for student enrolled in SCIE.100 in which students apply their knowledge.

SCIE.104  4 credit hours
Introduction to Chemistry
Introduces fundamental of chemistry emphasizing problem solving. Topics include chemical measurements, properties of atoms and molecules, chemical reactions, chemical calculations, atomic and molecular structures, states of matter, stoichiometry, solutions, acids/bases/salts and energy.

SCIE.105  2 credit hours
Introduction to Chemistry Lab
This is a hands-on laboratory component required for student enrolled in SCIE.104 in which students apply their knowledge.

SCIE.110  5 credit hours
Anatomy & Physiology I
This is the first course in a two-course sequence providing an in-depth introduction to the structures and functioning of the human body. Emphasis is placed on mastering knowledge of anatomy and understanding physiological regulatory processes that maintain homeostasis. Course lecture material introduces concepts of chemistry, cell biology, biochemistry and basic tissues, and then proceeds with a discussion of organ systems. Organ systems studied in this course include the integumentary, skeletal, muscular, nervous, and sensory systems. This course includes a laboratory component.

Prerequisite: Completion of or exemption from all foundations courses.
Corequisite: SCIE.111

SCIE.111  1 credit hour
Anatomy & Physiology I Lab
This is a hands-on laboratory component required for student enrolled in SCIE.110 in which students apply their knowledge.

Prerequisite: Completion of or exemption from all foundations courses
Corequisite: SCIE.110

SCIE.120  5 credit hours
Anatomy & Physiology II
This is the second course in a two-course sequence providing an in-depth introduction to the structures and functioning of the human body. Course lectures will continue the study of the structure and function of various organ systems including the endocrine, cardiovascular, immune, digestive, respiratory, renal, and reproductive systems. The topics of fluid, electrolyte, and acid base balance as well as genetics and heredity will be discussed. This course includes a laboratory component.

Prerequisite: SCIE.110
Corequisite: SCIE.101
Course Descriptions

**SCIE.121**  
Anatomy & Physiology II Lab  
1 credit hours  
This is a hands-on laboratory component required for student enrolled in SCIE.120 in which students apply their knowledge.  
Prerequisite: SCIE.110  
Corequisite: SCIE.120

**SCIE.130**  
Microbiology  
5 credit hours  
This course is an introduction to the principles and applications of microbiology as they relate to the study of health and disease in humans. Emphasis is placed on mastery of the major groups of microorganisms, host-parasite relationships, the epidemiology of infectious diseases, infectious diseases in humans, and the control of microorganisms. Also included is a discussion of the role of microbes in the environment and their impact on the ecosystem.  
Prerequisite: Completion of or exemption from all foundations courses.  
Corequisite: SCIE.131, NURS.130/130C

**SCIE.131**  
Microbiology Lab  
1 credit hours  
This is a hands-on laboratory component required for student enrolled in SCIE.130. This course is open to Radiologic Technology and Nursing student only.  
Prerequisite: Completion of or exemption from all foundations courses.  
Corequisite: SCIE.130

**Social Sciences**

**SOCS.200**  
Introduction to Psychology  
4 credit hours  
An exploration of different methods, principles, and theories of psychology as applied to the study of human behavior, motivation, emotions, personality and adjustment, and psychological disorders. A research project is required.  
Prerequisite: ENGL.100 and COLL.100

**SOCS.210**  
Introduction to Sociology  
4 credit hours  
A general introduction to the study of society and concepts involved in understanding human societies. Social institutions, social interaction, social conflict, social stratification, and diversity are among the topics covered. A research project is required.  
Prerequisite: ENGL.100 and COLL.100

**SOCS.220**  
Cultural Diversity  
4 credit hours  
The social organization and customs of various cultures and groups will be explored. The richness and diversity of Chicago and surrounding areas are experienced through music, literature, video/film, and field trips to historical and cultural sites and neighborhoods. A research project is required.  
Prerequisite: ENGL.100 and COLL.100

**Sonography**

**SONO.100**  
Fundamentals of Sonography  
1 credit hour  
This course introduces the beginning sonography student to the following: organization of medical centers/hospitals and diagnostic imaging departments and the Sonography program. Policies, protocols, and administrative procedures of the College and program are reviewed. There is a thorough review of the program’s student handbook. Basic information regarding health and safety procedures within the clinical area, image formation, patient care guidelines, professional ethics, and medical law are reviewed.  
Prerequisite: Admission into the Sonography Program

**SONO.105**  
Patient Care and Safety in Sonography  
4 credit hours  
This course focuses on nursing procedures and techniques used by Sonographers in the general care of the patient. Areas covered include: factors influencing relationships with patients and professional peers, medical ethics, communication techniques, patient care and assessment, infection control, medications and medication administration, contrast media administration, and responses to emergency medical situations, including contrast media reactions. Human diversity/cultural differences, communication styles, socio-economic influences, health risks, and life stages are also discussed in this course.  
Prerequisite: Admission into the Sonography program

**SONO.110**  
Sonography Positioning and Procedures I  
5 credit hours  
This course introduces the student to the anatomical planes of the body and positioning terminology. Anatomy, the principles of positioning, procedural steps, and image evaluation for abdominal sonography is covered in this course. Pediatric and geriatric radiology are also covered.  
Prerequisite: RADS.201

**SONO.111**  
Sonography Positioning and Procedures I LAB  
1 credit hour  
This course comprises discussion, demonstration, practice, and evaluation of students’ simulated performance of
ultrasound (US) examinations, which correspond to those studied in SONO.110. US images of the studied anatomy are also analyzed.

**Prerequisite:** RADS.201

**SONO.120** 5 credit hours  
**Sonography Positioning and Procedures II**  
Continued study of anatomy, the principles of positioning, procedural steps, and image evaluation for abdominal sonography is covered in this course in addition to gynecological sonography.  
**Prerequisite:** SONO.110

**SONO.121** 1 credit hour  
**Sonography Positioning and Procedures II LAB**  
This course comprises discussion, demonstration, practice, and evaluation of students' simulated performance of ultrasound examinations, which correspond to those studied in SONO.120. US images of the studied anatomy are also analyzed.  
**Prerequisite:** SONO.111

**SONO.122C** 2 credit hours  
**Sonography Clinical I**  
In this initial course of clinical instruction, the student is oriented to the clinical education sites/centers. Students are introduced to the work flow of the department and equipment. The student also learns how to operate various picture archiving and communication systems (PACS). Students progress from observing Sonography procedures to assisting technologists to performing procedures under the direct supervision of qualified Sonography technologists. Students will participate in and perform examinations of the abdomen. Clinical learning is supported by correlated laboratory and classroom instruction.  
**Prerequisite:** RADS.201

**SONO.130** 5 credit hours  
**Sonography Positioning and Procedures III**  
Anatomy, the principles of positioning, procedural steps, and image evaluation for obstetrical sonography is covered in this course as well as review of abdominal and gynecological sonography.  
**Prerequisite:** SONO.120

**SONO.131** 1 credit hour  
**Sonography Positioning and Procedures III LAB**  
This course comprises discussion, demonstration, practice, and evaluation of students' simulated performance of ultrasound examinations, which correspond to those studied in SONO.130. US images of the studied anatomy are also analyzed.  
**Prerequisite:** SONO.121

**SONO.132C** 2 credit hours  
**Sonography Clinical II**  
This clinical course continues the integration of classroom learning with the clinical curriculum. The clinical assignments reinforce previous knowledge and application of newly introduced classroom and laboratory information. Following classroom and laboratory instruction, the students observe, assist, and perform abdominal, gynecological, and obstetrical examinations.  
**Prerequisite:** SONO.122C

**SONO.140** 5 credit hours  
**Sonography Positioning and Procedures IV**  
Anatomy, the principles of positioning, procedural steps, and image evaluation for superficial parts sonography and additional exams are covered in this course.  
**Prerequisite:** SONO.130

**SONO.141** 1 credit hour  
**Sonography Positioning and Procedures IV LAB**  
This course comprises discussion, demonstration, practice, and evaluation of students' simulated performance of ultrasound examinations, which correspond to those studied in SONO.130. US images of the studied anatomy are also analyzed.  
**Prerequisite:** SONO.131

**SONO.210** 4 credit hours  
**Sonography Physics and Instrumentation I**  
This course introduces the student to basic US physics and instrumentation. Areas covered in this course include: the physical concepts of energy, the structure of matter, and the basic principles and nature of electricity and sound.  
**Prerequisite:** RADS.201

**SONO.215** 4 credit hours  
**Sonography Sectional Anatomy and Pathology I**  
This course introduces students to cross-sectional anatomy and pathology. There is an emphasis on the reproductive, urinary, and digestive systems. Trauma, obstetrical, and gynecological imaging of these systems is also presented.  
**Prerequisite:** SCIE.120 and SCIE.121

**SONO.212C** 2 credit hours  
**Sonography Clinical III**  
This clinical course continues the integration of classroom learning with the clinical curriculum. Following classroom and laboratory instruction, the students observe, assist, and perform ultrasound examinations. There is continued development of competency and instructional content from previous clinical courses.  
**Prerequisite:** SONO.132C
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisite(s)</th>
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</thead>
<tbody>
<tr>
<td>SONO.220</td>
<td>4</td>
<td>Sonography Physics and Instrumentation II</td>
<td>This course is a continuation of Sonography Physics and Instrumentation. In this course, there is in-depth discussion on the following topics: the nature and production of electromagnetic energy, US, the US probe, construction and factors which affect US equipment life, US equipment circuitry, the interaction of ultrasound energy and matter, and a survey of sonography equipment evaluation methods and tools.</td>
<td>SONO.210</td>
</tr>
<tr>
<td>SONO.222C</td>
<td>3</td>
<td>Sonography Clinical IV</td>
<td>This clinical course continues the integration of classroom learning with the clinical curriculum. Following classroom and laboratory instruction, the students observe, assist, and perform US examinations. There is continued development of competency and instructional content from previous clinical courses.</td>
<td>SONO.212C</td>
</tr>
<tr>
<td>SONO.225</td>
<td>4</td>
<td>Sonography Sectional Anatomy and Pathology II</td>
<td>This course is continues cross sectional anatomy and pathology. Emphasis is on cross-sectional anatomy and pathology of the pelvis, respiratory, vertebral column/spinal cord, musculoskeletal, and cardiovascular/systemic vascular systems. Trauma imaging and pediatric imaging are also presented. There is a comprehensive review of all systemic anatomy and pathology.</td>
<td>SONO.215</td>
</tr>
<tr>
<td>SONO.232C</td>
<td>3</td>
<td>Sonography Clinical V</td>
<td>This clinical course continues the integration of classroom learning with the clinical curriculum. The clinical assignments reinforce previous knowledge and application of classroom and laboratory concepts from the previous four clinical courses. Indirect supervision of students is stressed to promote independent problem solving and overall confidence in clinical abilities.</td>
<td>SONO.222C</td>
</tr>
<tr>
<td>SONO.242C</td>
<td>3</td>
<td>Sonography Clinical VI</td>
<td>This clinical course continues the integration of classroom learning with the clinical curriculum. The clinical assignments reinforce previous knowledge and application of classroom and laboratory concepts from the previous four clinical courses. Indirect supervision of students is stressed to promote independent problem solving and overall confidence in clinical abilities.</td>
<td>SONO.232C</td>
</tr>
<tr>
<td>SONO.290</td>
<td>6</td>
<td>US Registry Review</td>
<td>This course provides the soon-to-be graduating student with a comprehensive review of curriculum content as preparation for the national certifying examination. Methods of studying and test taking strategies are discussed. Several simulated registry examinations are conducted throughout the course.</td>
<td>SONO.141 and SONO.225</td>
</tr>
</tbody>
</table>

**SONO.290**

US Registry Review

This course provides the soon-to-be graduating student with a comprehensive review of curriculum content as preparation for the national certifying examination. Methods of studying and test taking strategies are discussed. Several simulated registry examinations are conducted throughout the course.

Prerequisites: SONO.141 and SONO.225
Glossary of Terms
Glossary of Terms

**Academic Advising.** Collaborative educational process between students and their advisors in which students are provided assistance with developing an educational plan and the skills needed for academic success, and accessing the variety of resources and services available to them at NC.

**Academic Advisor.** A faculty or staff member assigned to help students select courses and plan programs.

**Academic Year.** The fall, winter, and spring quarters constitute an academic year.

**Accreditation.** Official certification by an external academic organization that a college meets all requirements for academic achievement, curriculum, facilities, and educational integrity.

**Advanced Placement.** A term used when students demonstrate through transfer credit or examinations sufficient knowledge enabling them to enroll in courses beyond the entry level.

**Assessment of Student Learning.** Ongoing evaluation of students’ academic achievement to ensure that the College continues to meet its mission. Assessment takes place in a variety of ways and settings. Reports which describe assessment activities, results, and conclusions are published annually and distributed to students, faculty, staff, the College’s Board of Directors, and the Advisory Board.

**Associate Degree.** Awarded after successful completion of the required courses within a program and a minimum of 90 quarter credit hours. Typically completed by a full-time student within two years.

**Audited Courses.** Registering for and attending class(es) regularly without being held responsible for the work required for credit. No credit hours are earned, and full tuition applies. The grade N appears on the record.

**Classification.** A term used to classify a student at the freshman or sophomore level based on the number of credit hours earned.

**Commencement.** Ceremony honoring students who have fulfilled requirements for graduation.

**Completion Rate.** The rate at which a student is completing credit hours in his/her program which is calculated by dividing earned credit hours by attempted credit hours. Minimum completion rate for satisfactory progress is 67%.

**Concurrent Enrollment.** Enrollment in a course and its corequisite course at the same time.

**Continuing Education Unit.** Recognition for participation in a non-credit program or workshop.

**Corequisite.** A course that must be taken at the same time as another course. Corequisites are indicated in the course descriptions.

**Counselor.** A professionally trained, licensed person who works with individual students and groups to help identify goals and find solutions to personal or school-related problems. The counselor is also a resource to assist in accommodating disability needs in order to enhance the student’s potential for academic success.

**Course Description.** An explanation of the content of a course. Descriptions for every credit-bearing course offered by the College appear in the Course Descriptions section of this catalog.

**Course Number.** A three-digit number that follows the course prefix.

**Course Prefix.** A letter code that identifies the discipline in which a course is taught; e.g., BUSN – Business Administration, HITC – Health Information Technology, CRMJ – Criminal Justice.

**Course Section Code.** An alphanumeric code used in quarterly class schedules that indicates the location at which a course will be offered followed by the section number. Most courses have more than one section, but students may register for only one.

**Credit by Examination.** Credit granted upon successful completion of a comprehensive test. The grade P appears on the transcript.

**Credit Hour.** A unit of academic credit measured in semester hours or quarter hours. One quarter credit hour usually represents ten hours of lecture class time per quarter.

**Credit Load.** The total number of credits for which a student registers during a given quarter.

**Credit Overload.** Registration for more than 20 credit hours in any one quarter. Permission from the academic dean is required.

**Curriculum.** All the courses of study (educational programs) offered by the College. May also refer to a particular course of study and the courses in that area.

**Deadlines.** Dates by which certain actions must be taken. Deadlines are set to allow students, faculty, and offices to proceed with the business of education in an orderly manner. Refer to the College calendar.
Glossary of Terms

**Degree Requirement.** A specifically identified course or examination that must be satisfied in order to become a candidate for a degree or certificate.

**Departmental Requirements.** Academic departments may have specific requirements in addition to or above and beyond the general institutional requirements. These may be found in the Career Programs section of this catalog.

**Distance Learning.** A method of course delivery that allows students to participate in coursework via the Internet or other media.

**Double Major.** In some cases a student may wish to major in two fields; for example, business administration and accounting. The student seeking such a degree should consult his or her academic advisor.

**Dual Degrees.** Students may seek a second degree after completion of a first degree. Many of the credits earned for the first degree may apply to the second degree; however, the student seeking a second degree must earn a minimum of 16 credits beyond the first degree.

**Elective.** Courses not required by the core curriculum or the major. These are courses students take to satisfy personal interests or for educational enrichment.

**Emphasis.** A term designating the particular focus of a program.

**Externship.** A special activity course for advanced students who wish to gain practical experience while applying concepts they have gained through their coursework. Usually involves coordination between a member of the College faculty and a supervisor in the particular business or medical facility providing the experience.

**FAFSA.** The standard form used by students and families to apply for financial aid. The acronym stands for Free Application for Federal Student Aid.

**Fees.** The expenses payable by the students to the College in order to be officially enrolled. Examples of such fees include the enrollment fee, resource center fee, etc.

**Financial Aid.** Money received from various sources to help students defray college costs. Typically these monies come in the form of grants or loans.

**Full-Time Student.** A student enrolled for a minimum of 12 credit hours each quarter. A typical full-time course load is 12-16 credit hours per quarter.

**Good Standing.** Students are considered to be in good standing unless disciplinary or academic sanctions have been placed against them or they have overdue financial obligations to the College.

**GPA.** This term means grade point average.
- **Quarter GPA.** The average of all grades for courses attempted at NC in a given quarter according to the policies in place when the course was initially attempted.
- **Cumulative GPA.** The combined average of all courses attempted at NC.

**Grade Point.** The numerical value given to letter grades. An A is equivalent to 4 points per quarter hour, a B to 3 points, a C to 2 points, a D to 1 point, and an F to 0 points.

**Graduation Petition.** A required form to be completed by all candidates for graduation. Prospective graduates should refer to the College calendar for specific deadlines.

**Grant.** Financial assistance based on need awarded to students that does not have to be repaid.

**Honors.** Designations indicated on the College degree and transcript to reflect outstanding scholarship.

**Honors Course.** A course which is open exclusively to students with a 3.2 or higher GPA. In an honors course, the subject matter is explored with greater intensity and depth.

**Honors List.** A listing of students who have achieved a specified quarterly grade point average announced at the end of the quarter.

**Incomplete.** The grade I is granted when a student is temporarily unable to complete course requirements such as the final exam because of unusual circumstances.

**Independent Study.** A course of study taken independently by a student under the supervision of a faculty member.

**Laboratory Course.** A course in which class lectures and discussions are supplemented by supervised, practical application.

**Loans.** Financial assistance to students that must be repaid. Low interest loans are available, and financial need may or may not be a factor.

**Major or Program of Study.** A concentration of related courses generally consisting of at least 30 quarter hours of credit.

**Matriculation.** The process of obtaining enrollment at the College.
Glossary of Terms

**Official Copy.** A document that is either: a photocopy of an original document stamped by the NC Registrar’s Office; a photocopy made and attested to by a notary public.

**Official Transcript.** A transcript which contains the embossed seal and an authorized signature and is sent directly from the issuing school or college.

**Online Education.** Another term used to describe distance education.

**Orientation.** Scheduled time for a student to become familiar with the College, its programs, policies, and expectations.

**Part-Time Student.** A student who takes fewer than 12 credit hours during a quarter.

**Placement Test.** A test that measures a student's knowledge of a particular subject and is used as a prerequisite for enrollment in some courses.

**Portfolio.** A collection of work (e.g., paintings, writings, etc.) that may be used to demonstrate competency in an academic area.

**Prerequisite.** A course requirement that must be met prior to enrollment. Students not meeting specific course prerequisites may be dropped from their class by the College.

**Warning Status.** Students who fall below the minimum cumulative GPA and/or completion rate are placed on Warning status and given one quarter to correct or improve the deficiency.

**Quarter Calendar System.** A quarter is a unit of time, 11 weeks long, in the academic calendar. A full academic year consists of three quarters.

**Quarter Hour.** A unit of academic credit.

**Readmission.** The process of allowing former students who have not graduated to re-enroll and continue their study at Northwestern College. The process for readmission begins with the returning student advisor.

**Registrar.** Professional who is responsible for student records, transcripts, and registration procedures.

**Registration.** Process of selecting and enrolling in classes, including payment of fees.

**Registration Hold.** May be placed on a student’s registration as a result of academic standing, an unfulfilled obligation to the College, or a disciplinary action by the College.

**Residency Requirements.** The required number of credit hours of coursework that must be completed at NC in both the major and in the program before a degree will be granted.

**Satisfactory Progress.** Students must maintain satisfactory progress toward their educational objective. Satisfactory progress is measured by both the cumulative GPA and the completion rate of the program.

**Scholarships.** Financial assistance awarded to students on the basis of academic achievement or financial need.

**Section.** An offering of a course at a campus location or online as indicated after the course number. For example ACCT.100.C01 indicates that this is a section of the course ACCT.100, “Essentials of Accounting”, offered at the Chicago campus. ACCT.100.ON01 indicates the same course offered as an online section.

**Student Employment.** Part-time jobs made available to students with financial need through federally funded programs (work-study) and to students without need through individual departments (regular student assistance program).

**Suspension Status.** A designation which may be assigned for either academic or conduct issues. Students in suspension status may not attend for one or more quarters, depending on the reason for the suspension.

**Syllabus or Course Outline.** Written description of course content and requirements distributed to students by instructors.

**Transcript.** An official record of all courses that a student has attempted, all college level credit hours earned, and all grades received at the College.

**Transfer Student.** Students who have previously attended other colleges. All previous college attendance must be reported at the time of application.

**Tuition.** Amount of money charged for classes.
Administration
Administration

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Ethel Arroyo, 1995
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M.Ed., Boston University
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B.A., University of Chicago
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OUR MISSION

Northwestern College is a private, regionally accredited, degree-granting institution of higher education with over a 100-year history. The College’s relevant and future-focused curricula integrate general studies which encourage, prepare, and empower our diverse student body to pursue their professional and educational goals. Our distinctive educational programs, combined with our commitment, integrity, and student-centered learning community, provide a vital human resource for today’s ever-changing society.

OUR VISION

To be the career college of choice in the midwest.