

2013-2014 Course Catalog



A Division of American Indian OIC, Inc., Minneapolis, MN

Member, NCA Commission on Accreditation and School Improvement

DIRECTORY OF SERVICES

General Information

612 341-3358

Fax

612-341-3766

Email

info@aioic.org

Website

takoda.aioic.edu

Adult Basic Education and GED

Ext. 112

Financial Aid

Ext. 146

Placement Service staff

Ext. 132

Minneapolis Employment and Training Program

Ext. 117

Minnesota Family Investment Program Information

Ext. 108

Workforce Investment Program

Ext. 113, 115

Takoda Prep (High School)

Ext. 149

Takoda Institute of Higher Education

Ext. 148

Coliseum Site

612-455-0595

Board of Directors of AIOIC

LaMoine LaPointe, Chairman; Trisha Lee Cook, Vice Chairman; Carl B. Fransen, Secretary; Mike Anderson, Treasurer; Clyde Bellecourt, member; David Isham, member; Maggie Lorenz, member; Connie Norman, member; Jacqueline Wilson, member; Dr. Lee Antell, President & CEO

Staff Members

A list of current Takoda Institute staff is found in the *Student Handbook*.

Contents

Subject	Starting on page
Admission	4
Cost of Attendance / Refund Policy	27
Course Descriptions	14
Financial Aid	29
Programs of Study	6
Student Activities	29
Student Progress and Completion	30
Testing	4

Policies concerning Add, Drop, Withdraw, Credit Transfer, Student Rights and Responsibilities, Attendance, Tardiness and Make-up Hours, Grade Point Averages, Leave of Absence, Code of Conduct, Privacy and Release of Information, Appeals and Grievances and Violence, Weapons and Security are in the *Student Handbook*.

Takoda Institute of Higher Education was formerly known as the AIOIC School of Business and Office Technology.

The 2013-2014 Takoda Institute Calendar with Holidays:

Summer Quarter	May 28, 2013 – August 16, 2013. (<i>Independence Day, July 4</i>)
Fall Quarter:	September 3 – November 21, 2013. (<i>Veterans Day, November 11</i>)
Winter Quarter	December 2, 2013 – February 27, 2014. (<i>Holiday break, December 23, 2013–January 1, 2014; Martin Luther King Day, January 20; Wounded Knee Day, February 17</i>)
Spring Quarter	March 3, 2014 – May 29, 2014. (<i>Spring break, March 31–April 5; Break II, April-19-20; Memorial Day, May 26</i>)

One-day orientations are held each quarter for new and returning students during the first week. Start dates indicate the first day of the quarter. Students may start a program at the beginning of each quarter. Part-time enrollment and per course enrollment are available. Some programs require a minimum number of students to begin. Contact a Student Service Representative at **612-341-3358 Ext. 148** for most programs and financial aid information. **Call Ext. 176 for Specialist programs.**

2013-2014 Catalog of the Takoda Institute of Higher Education

An Overview

Statement of Ownership and Purpose

The American Indian OIC is a non-profit corporation, incorporated in 1979 to train and retrain the unemployed and underemployed in preparation for employment in business, industry, and government; to secure placement of trainees in jobs, and to promote other educational and developmental purposes. (Articles of Incorporation, Article II). In 2012, American Indian OIC formally changed the name of its Post-Secondary school to the Takoda Institute of Higher Education (A Division of American Indian OIC).

The bylaws (revised in 2008) state that our mission shall be the training and development of skills of American Indians, but the resources and programs of the corporation shall be available to all persons, regardless of race, creed, color or sex.

It is the Vision of the Takoda Institute of Higher Education that the Institute is successfully training unemployed and underemployed people. Alumni of the Institute are employed in business, human service organizations, health care facilities, industry and government. To accomplish this, we will provide:

- Quality instruction to achieve academic, technical and personal enhancement, giving students the tools they need to keep pace with a changing world in fast-growing occupational areas. These include green industries, health care in

hospitals, clinics and nursing homes or home health care, and any setting where personal health services, human services or administrative support services are needed.

- A learning environment that will instill self-respect and self-esteem and will inspire students to strive for excellence in a competitive world.
- Individual attention and encouragement to allow students to master marketable skills, exceed their expectations and achieve their visions.
- An atmosphere that supports the values and beliefs of American Indian students, and all others, while building on the individual strengths of each student.

Officers

The officers of the corporation are: LeMoine LaPointe, Chairman; Trisha Lee Cook, Vice Chairman; Carl B. Fransen, Secretary; and Mike Anderson, Treasurer. Lee Antell is the President & CEO. See inside cover for the complete list of board members.

Information given here is current for August 2013 and until further notice. Interested persons may reach the Institute by calling (612) 341-3358, or writing to the Vice President and Chief Operating Officer, D. Peer Nyberg, or to the Education Director, Joe Hobot, AIOIC, 1845 East Franklin Avenue, Minneapolis, MN 55404. The Web site is takoda.aioic.edu and the general e-mail is info@aioic.org. The fax number is (612) 341-3766.

History

The American Indian OIC began an Office Skills Training Program in May of 1981. The program grew to include full-time and part-time programs, delivered by numerous staff. This technical emphasis continues in our programs, which now include various certificates in fields leading to employment in offices, stores, hospitals and other health-care facilities, government, and non-profit organizations.

Placement Rate

American Indian OIC has trained over 12,000 individuals in vocational areas, over 3,000 in the Institute. In the latest survey (2012-2013), students completing Institute programs found employment at an average starting salary of \$12.28 per hour and the known placement rate was 42.5%. The graduation rate on our recent Federal report was 43% (of first-time students who completed) and the retention rate (continuing students) was 62%.

Facilities

Our main campus is centrally located at the corner of Franklin and Cedar Avenues, with access to many bus routes and to the Franklin Avenue Light Rail Station. Our campus offers free parking for students and guests. The Coliseum site at 2700-2708 East Lake Street Street (Suite 3100) in Minneapolis is on a bus route and only 2 blocks from the Lake Street Light Rail Station.

The Institute building includes class areas, library, and computer rooms. Equipment includes networked, CD-ROM or DVD-equipped computers with Internet access and USB ports, laser and color ink-jet printers, photocopy equipment, FAX and scanners. WIFI service is available.

Internet access is available to all students for use in their coursework and for general awareness of this technology. The curriculum includes textbooks, a selection of current software, and supplemental materials including

learning modules and various resources including relevant events and speakers.

Description of Programs

The Institute has six- and nine-month programs leading to certificates. A professional-level certificate is available in the Human Services program.

Programs and the Course Syllabus: Each program has some requirements common to the other programs, as well as a special focus relevant to the individual employment fields. All of the courses listed in each program are required and must be passed for the student to complete the program. Each course has a comprehensive syllabus which is provided to the student listing textbooks, requirements and testing.

Student Portfolio: In addition, depending on the program, some full-time students are required to build a portfolio of information, including a resume, sample cover letters, class work samples, reference letters, and externship materials, to be kept on file at Takoda Institute during the period of enrollment - in order to receive the certificate of completion. Various courses include assignments that build this valuable resource for the students' future employment or education. Students present this material to their Academic Program Advisor for approval and will take the originals with them.

Service Learning Experience: In several programs, full-time student are required to complete a work experience called a "Service Learning Experience" (SLE) in order to complete the program. This experience lets the student use the skills learned in the classroom, and brings that student in contact with potential employers in a setting that helps the student practice job-hunting skills, learn specific procedures at a workplace, and refine his or her perception of this type of employment. The SLE should be started during their last quarter or sooner. Current employment may count but must be related

to the student's program, approved by his or her advisor, and follow the guidelines and procedures of SLEs.

Admissions and Enrollment

Full-time students will apply through the Student Service/Financial Aid Office, which has established the following procedure for becoming a fully enrolled student. Each student will:

- Complete the Takoda Institute application
- Take and successfully complete the AIOIC placement test (Tuesdays at 8:30 a.m.)
- Apply for financial aid if eligible
- Complete an interview with a Student Service Representative
- Provide a copy of your high school diploma or GED (U.S. conversion may be required)
- Provide immunization record if you were born after 1956
- Request official transcripts from previously attended postsecondary institutions

Once a potential student has completed all the necessary steps outlined and decided which program he or she is seeking admission to, he or she may be formally admitted to the Institute. An Enrollment Agreement will be signed by all parties.

All students must complete a registration form. All students pay a one-time \$50 registration fee and a \$50 lab fee quarterly.

Individual Course Prerequisites: Courses may have testing requirements and/or prerequisites. Keyboarding II, for example, requires basic keyboarding skills, as shown by testing or by completion of Keyboarding I.

Keyboarding I, of course, has no skill requirements to enter. See the individual course listings on 14-26 for details of the course prerequisites listed just below the course titles.

PSEO: The Minnesota Postsecondary Enrollment Options Act allows 11th and 12th grade high school students to seek enrollment in eligible postsecondary institutions, such as AIOIC, while earning high school credits. Applicants must meet all Takoda Institute requirements, except for financial aid and high school diploma or GED. Additional requirements for admission can be obtained from the Financial Aid Officer, and the courses taken must fit within the general intent of the Act and the schedule of the student.

Testing: Testing is required for long-term, short-term, including Nursing Assistant students, adult basic education and GED students. However, students may take three courses in total before being required to test, unless the courses have specific testing requirements. Minimum scores and criteria designed to measure the applicants' ability to benefit from training are established. Applicants with satisfactory test scores are formally admitted to a program of study. Testing starts Tuesdays at 1:30 p.m.; however, call the ABE/GED program at Ext. 112 for information on their testing procedures.

Readmission Process: Former students who wish to reenter active status after withdrawing for any reason will need to start a readmission process with a Student Service Representative. For these students, as is the case with other students, all financial aid must be approved or arrangements made for payment before registering for classes.

Adult Basic Education: Adult Basic Education students are those who are willing to engage in a learning contract for the purpose of skills improvement for Adult Basic Education or for GED preparation. Students testing for the full-time Institute may be referred to ABE to

increase scores before being accepted by the Institute. Others who do not wish to enroll in the Institute may also attend these classes. ABE/GED classes are available free of charge, and are supported by the State of Minnesota.

General Requirements: Students who are fully enrolled in Takoda Institute programs must have a high school diploma or GED, and if born after 1956 must provide immunization records. They must meet the relevant testing requirements, meet financial aid requirements or make arrangements to pay for the courses. See pages 11-13 for information on the admission requirements for courses in the Health Support programs.

Choosing a Program: During registration students choose a course of study. At that time, they must decide if they wish to be enrolled in one of the certificate programs or to register for individual courses only. Students must request in writing to change their program of study before the start of the next quarter. There are consequences in how the credits apply for the various programs as well as in the availability of some student financial aid, to these kinds of changes. Please confer with the Financial Aid Officer and/or a Student Service Representative before requesting a program change.

Students with Disabilities: Admission requirements are the same for all students. Students with disabilities are encouraged to apply and to meet with a Student Service Representative and/or a Rehabilitation Services Counselor at a nearby site for an individual planning session for academic support services.

Orientation: New students in the six- and nine-month programs may enroll at the beginning of the quarter. New students will

participate in several activities that serve as an orientation. These sessions are designed to provide concise orientation to the overall requirements, services and facilities and to enhance student success through a series of activities. (See the quarter start dates on page 1.)

Transferring Credits into Takoda Institute: Credits earned at other schools may be considered toward completing a program at Takoda Institute if they meet the following criteria:

1. These credits will be documented on an official postsecondary transcript from an accredited institution.
2. The course material of the class credits being transferred in must be similar to the class being replaced.

All credit transfers are to be evaluated by the Office of the Registrar in consultation with the Education Director's Office as well as with all relevant instructional staff. If a transfer of credits is allowed, those credits in effect supplant the required program credits and fulfill those credit requirements for program completion. (The full Credit Transfer Policy is found on pages 30-32 of the *Student Handbook*.)

Transfers to Other Schools: Takoda credits may transfer to other schools, depending on the other school's determination of the relevance to their curriculum in the areas of study the student chooses there. Takoda Institute will provide copies of transcripts of courses enrolled in and completed and of the syllabuses as requested to facilitate this process. There is no charge for Takoda Institute transcripts. Any Takoda Institute course a student enrolled in will appear on the transcript.

Programs of Study

Human Services Technician (Six Months)

This six-month program prepares the student with a working knowledge necessary to assist caseworkers and human services providers. These entry-level workers assist with programs that aim at preventing and resolving problems in human relationships and assist individuals to overcome personal, professional and social barriers in a broad variety of fields. This program includes an externship. In addition, current Human Service workers are encouraged to take classes to update their counseling skills and can earn a professional certificate. **This program takes 690 hours to complete plus out of classroom assignments of about 75 hours.**

Requirements		Credits	
KOP 4	Office Procedures	3	Block I
PCD 5	Human Relations	3	
CA 1	Introduction to Computers *	3	
HS 2	Life Span Development *	3	
KOP 1	Keyboarding I	3	
<hr/>			
HS 3	Counseling Skills *	3	Block II
HS 6	Introduction to Chemical Dependency *	3	
BMA 1	Business Math	3	
HS 5	Case Management Skills *	3	
SPT 6	Service Learning Experience	3	
<hr/>			
Total		30	

(Note: The five courses marked with an asterisk (*) make up the core of a Professional Certificate, usually taken by workers in that field. These can be taken over two or more quarters.)

Placement and Career Path

Job requirements in this field usually include communication skills, good problem-solving skills, and understanding of community resources, and look for diverse people who enjoy working with and helping others to solve and overcome problems. The Human Services graduate can seek employment in government and non-profit sectors of the economy. Two categories of employees, Social and Human Service Assistants, and Other Counselors, Social and Religious Workers were projected at over 700 openings a year in the Twin Cities. These jobs may include employment counselors, chemical health technicians, food shelf workers, case aides, and intake specialists, to name a few of the many possibilities. On the latest data for Occupations most in demand, there was a listing for "Social and Human Services Assistants."

Takoda Institute reserves the right to cancel classes which do not meet minimum required enrollment numbers (usually 5 students).

Administrative Assistant (Nine Months)

This nine-month program provides the students with a working knowledge of office and computer, scheduling and record-keeping practices to meet the requirements of administrative assistant, secretary, or word processor positions. This program includes an externship. **Program length is 1002 hours plus out of classroom assignments of about 138 hours.**

Requirements	Credits	
KOP 4 Office Procedures	3	Block I
PCD 5 Human Relations	3	
CA 1 Introduction to Computers	3	
BMA 1 Business Math	3	
KOP 1 Keyboarding I	3	
<hr/>		
CA 2 Integrated Software	3	Block II
COM 3 Technical Communication	3	
COM 2 Business Communication	3	
BMA 6 Computerized Accounting	3	
KOP 3 Keyboarding II	3	
<hr/>		
CA 5 Database	3	Block III
CA 3/4 Word Processing or Spreadsheet Choice	3	
CA 7 Internet Programs	3	
Elective	3	
SPT 6 Service Learning Experience	3	
<hr/>		
Total	45	

Placement and Career Path

Persons in these positions can, with effort or training, advance to technical or management positions. Job requirements usually include keyboarding of 40 wpm or more, written and spoken communication skills, and knowledge of office software, including spreadsheets, word processing, presentation, scheduling, and communication software. People in this field should like working with others, be able to concentrate on details, and be willing to learn new procedures.

Clerical and Administrative Support workers are currently the second largest category of workers in the Twin Cities. About 300,000 such employees are located in the seven-county area, making up about one in five workers. The State Department of Employment and Economic Development estimated that about 318,000 workers in the Twin Cities area will be within this category, with total openings in the Twin Cities area projected at 8,560 per year. Executive Secretaries and Administrative Assistants alone were projected at 500 openings per year. Secretaries are on the current list of most sought after Occupations in Minnesota. These workers are employed in all sectors of the economy. Graduates of these programs can expect to find openings in finance, insurance, real estate, non-profit social services, government, transportation, communication, utilities, manufacturing, public relations and other occupational areas.

*** Small Business Management (Nine Months)**

This nine-month program provides the students with a working knowledge of managing a business. The program is for those students seeking employment as first-line supervisors and/or a position as an entry-level manager. The program should also be of interest for those students already employed as first-line supervisors who are interested in improving their managerial skill sets to better ensure their own job retention. Classes are intended to prepare the student to manage employees, market a product or service, analyze and report on sales, and assist employees in providing good customer service. **Program length is 1002 hours plus out-of classroom assignments of about 138 hours.**

Requirements		Credits	
KOP 4	Office Procedures	3	Block I
SBM 1	Principles of Management	3	
CA 1	Introduction to Computers	3	
COM 2	Business Communication	3	
KOP 1	Keyboarding I	3	
<hr/>			
CA 2	Integrated Software	3	Block II
COM 3	Technical Communication	3	
BMA 1	Business Math	3	
BMA 6	Computerized Accounting	3	
SBO 2	Marketing	3	
<hr/>			
SBM 2	Personnel Administration	3	Block III
SPT 6	Service Learning Experience	3	
CA 7	Internet Programs	3	
PCD 5	Human Relations	3	
COM 1	Customer Service	3	
<hr/>			
Total		45	Minimum Credits

Placement and Career Path

According to a 2011 report from the Minnesota Department of Employment and Economic Development (MN DEED), first-line supervisors/business managers are ranked 80th in terms of occupations currently in demand in Minnesota’s seven county metropolitan area out of 312 occupations. There are 1,140 positions openings expected and the growth projection is ranked as “well above average.” The median salary for this position is \$37,337.

Employment information for all of the program descriptions is taken from the projections of the Minnesota State Department of Employment and Economic Development. Various Outlooks by Occupations are found on the Web at www.positivelyminnesota.com. Select the “Publications” button.

****Not being offered currently.***

Computer Support Specialist (Nine Months)

The Computer Support Specialist program is a sequence of courses designed to provide students with an understanding and technical proficiency related to the concepts, principles, and techniques required in computer design and information processing. Program graduates are competent in the technical areas of computer terminology and concepts, program design and development, computer networking, and computer architecture. Upon completion, students are qualified for employment as a Computer Support Specialist. In addition, graduates are also qualified to pursue advanced certification in other various computer programs – such as A+ and N+ software. **Program length is 954 hours plus out-of-class computerized projects, math projects and writing assignments of about 186 hours.**

Requirements	Credits	
COA 10 College Mathematics	3	Block I
COM 3 Technical Communications)	3	
CA 1 Introduction to Computers)	3	
COA 11 Information Technology in Today’s World	3	
COA 12 PC Architecture I	3	
<hr/>		
COA 16 Desktop Operating Systems	3	Block II
COA 14 Network Essentials I	3	
COA 13 PC Architecture II	3	
CA 4 Spreadsheets	3	
COA 17 Client-Server Relationship	3	
<hr/>		
CA 5 Database	3	Block III
COA 18 Application Support	3	
COA 15 Network Essentials II	3	
COA 19 Network and Data Security	3	
SPT 6 Service Learning Experience	3	
<hr/>		
Total	45	Minimum Credits

Placement and Career Path

The High Demand Careers program at Takoda Institute is focused on training in two high-growth areas, one of which is the Computer Support Specialist in health care and business sectors. According to a study by Robert Half International, 51% of employers plan to add IT staff over the coming year, many of which will be help-desk jobs. According to the U.S. Bureau of Labor Statistics, there is estimated to be a 14% increase in job openings for Computer Support Specialists nationwide.. This is also considered by the Minnesota Department of Employment and Economic Development to be a high-pay area as well.

Takoda Institute reserves the right to cancel classes which do not meet minimum required enrollment numbers (usually 5 students).

Public Relations Specialist (Nine Months)

Public relations professionals work to establish and maintain mutually beneficial relationships between an organization/client and its constituents. They work in a variety of settings: corporate, small business, PR counseling firms, government agencies, political campaigns, and nonprofit organizations. The Public Relations Specialist program emphasizes research and measurement; strategic planning; fundraising; professionally designed, written, and targeted tactics; and ethical practice. This nine-month program will prepare students for immediate employment - possessing vital skills in critical thinking, writing, research, program planning and management, creative problem solving, and relationship building typical to the Public Relations career pathways. **Program length is 966 hours plus out-of-class projects and writing assignments of about 174 hours.**

Requirements	Credits	
COM 15 Writing Fundamentals	3	Block I
CA 1 Introduction to Computers	3	
COM 5 Principles of Public Relations	3	
COM 6 Introduction to Public Speaking	3	
SBO 2 Marketing	3	
<hr/>		
COM 7 Advanced Writing	3	Block II
CA 7 Internet Programs	3	
COM 8 Fundamentals of Fundraising	3	
COM 9 Introduction to Graphic Design	3	
COM 11 Mass Communications	3	
<hr/>		
COM 12 Marketing II	3	Block III
COM 13 Social Media	3	
COM 14 Event Planning	3	
COM 10 Graphic Design II	3	
SPT 6 Service Learning Experience (TBD)	3	
<hr/>		
Total	45	Minimum Credits

Placement and Career Path

According to the U.S. Bureau of Labor Statistics, “Employment of public relations specialists is expected to grow 24% from 2008 to 2018, much faster than the average for all occupations.” Also from that source, many such employees have college degrees, but others are hired for “demonstrated communication skills and training or experience in a field related to the firm’s business—information technology, healthcare, etc.” And, according to the Minnesota Department of Employment and Economic Development, 23% of current public relations specialists have an associate degree or less. This is also considered by DEED to be a high-pay area as well. Financial Aid is available according to the program and student eligibility.

Health Occupations Careers – Direct Care (Six Months)

This six-month program prepares the students for the skills necessary to work as a nursing assistant and/or as a home health aide. Students are prepared for work in long-term care, assisted-living, and home health care settings. Additional classes are intended to enhance job performance, employability credentials, and employment retention. This program includes an off-site clinical experience as part of the HOC 1 course. Students taking Option 1 in Block II will have a clinical experience at a local hospital facility. This will increase the potential employment settings to include hospitals. **Program length is 656 to 658 hours, depending on the option in Block II, plus outside-of-classroom assignments requiring an estimated 92 to 94 hours.**

Because of employment requirements, a background check is required to enroll in this program.

Requirements	Credits	
HOC 27 Health Occupations Training	12	Block I
<div style="display: inline-block; vertical-align: middle; font-size: 4em; line-height: 1;">{</div> <div style="display: inline-block; vertical-align: middle; padding-left: 10px;"> HOC 1 Nursing Assistant – Registered (NAR) HOC 18 Home Health Aide HOC 2 First Aid/CPR HOC 17 Trained Medication Aide HOC 3 Career Development for the Health Care Professional </div>	5	}
	1	
	1	
	3	
	2	
KOP 3 Keyboarding I	3	
<hr/>		
BMA 9 Math for Health Occupations	3	Block II
HOC 28 Medical Terminology	6	
OPTION 1		
HOC 21 Acute Care Nursing Assistant	6	
OPTION 2		
Electives Choose 2 of the following 3):	6	
PCD 5 Human Relations	3	
CA 1 Introduction to Computers	3	
HOC 24 Electronic Health Records	3	
<hr/>		
Total	30	Minimum Credits

Health Occupations Careers Program (Six Months):

This six-month program prepares the students for a range of positions within the health care industry. These could include Personal Care Assistant (PCA); Intake Coordinator at Hospitals; Nutrition Aides for either Hospitals or in Elderly Care; and Medical Office Generalist. In addition, people taking this program may have the goal of becoming a practical nurse, a program offered at other schools, for which we could expand our articulation agreements with those schools. **Program length is 638 hours plus outside-of-classroom assignments requiring an estimated 112 hours.**

Because of employment requirements, a background check is required to enroll in this program.

Requirements		Credits	
HOC 2	First Aid and CPR	1	Block I
HOC 29	Nutrition for the Health Professions	2	
HOC 31	Health Care Ethics	3	
HOC 28	Medical Terminology	6	
HOC 9	Anatomy and Physiology I	3	
<hr/>			
HOC 32	Introduction to Chemistry	3	Block II
HOC 10	Anatomy and Physiology II	3	
COM 16	English Composition	3	
PCD 5	Human Relations	3	
HS 2	Lifespan Development	3	
<hr/>			
Total		30 Minimum Credits	

Placement and Career Path

Persons in these positions can, with effort and training, advance in a variety of directions, including Licensed Practical Nurse (LPN) and Registered Nurse (RN) positions or to medical office support positions. In the general area of Health Care Support occupations, about 45,000 people are working, it is estimated, in the Twin Cities area. Job requirements usually include written and spoken communication skills, good problem-solving abilities, and look for diverse people who enjoy working with and helping others. People in this field should be able to concentrate on details, and be willing to follow and to learn new procedures.

Health Information Technology Specialist (Six Months)

This six-month program prepares the students for a range of positions within the health care industry. These could include Medical Records and Health Information Technology jobs. **Program length is 648 hours, plus outside-of-classroom assignments requiring an estimate 102 hours.**

Because of employment requirements, a background check is required to enroll in this program.

Requirements	Credits	
COM 2 Business Communication	3	Block I
HOC 28 Medical Terminology	6	
CA 1 Introduction to Computers	3	
KOP I Keyboarding I	3	
<hr/>		
HOC 33 Medical Billing & Coding	3	Block II
CA 3 Integrated Software	3	
HOC 24 Electronic Health Records	3	
HOC 14 Medical Office Procedures	3	
KOP 3 Keyboarding II	3	
<hr/>		
Total	30	Minimum Credits

Placement and Career Path

In the general area of Health Care Support occupations, about 45,000 people are working, it is estimated, in the Twin Cities area. Job requirements usually include written and spoken communication skills, good problem-solving abilities. Medical Records and Health Information Technicians are projected to increase at about 22 percent over the next decade, which doesn't yet reflect the changes likely to come about as a result of the Affordable Health Care Act.

List of Takoda Institute Courses Offered in 2013-2014

- Business Math and Accounting (this page)
- Communication (this page—page 17)
- Computer Applications and Computer Applications—CSS (pages 17—20)
- Health Occupations (pages 20—24)
- Human Services (page 24)
- Keyboarding and Office Procedures (pages 24—25)
- Personal and Career Development (page 25)
- Small Business Management (page 25)
- Special Topics and Service Learning Experience (Where Offered) (pages 25—26)

Earning Credits

One-quarter credit is earned for 20 to 24 clock hours of classroom training (see each syllabus for hours). Students can also expect to spend additional time preparing for classes. One externship credit is earned for 30 hours of externship (30 clock hours).

See the Academic Progress Policy on pages 30-31 for information on how grades are determined.

Business Math and Accounting

BMA 1 Business Math 3 credits
75 hours *60 Contact Hours, 15 Hours out-of-class assignments*

This course provides a practical application of mathematics in business. Fundamental mathematical operations including whole numbers, fractions, decimals, percents, ratios and proportions are addressed through problem solving. Mathematical concepts related to accounting, banking, marketing, and payroll focus on helping students learn to apply the concepts as well as develop computation skills.

BMA 6 Computerized Accounting 3 credits,
75 hours *60 Contact Hours, 15 Hours out-of-class assignments*

This course utilizes computerized accounting system, such as Peachtree &/or QuickBooks, to record and analyze the financial information of a business. Topics include preparing sales and cash receipts, processing purchases and cash payments, computing payroll, reconciling bank accounts, and preparing financial reports.

BMA 9 Math for Health Occupations

3 credits 75 hours- 72 Contact Hours, 3 Hours out-of-class assignments

This course provides a practical application of mathematics in medical offices and clinics. Students use fundamental mathematical operations including whole numbers, fractions, decimals, percents, ratios and proportions to solve problems. Mathematical concepts related to record keeping, billing, measurement, conversion of units, dosages focus on helping students learn to apply the concepts as well as develop computation skills (including knowledge of relevant vocabulary).

Communication

COM 1 Customer Service 3 credits 75 hours
72 Contact Hours, 3 Hours out-of-class
computerized projects

This course covers the concept and practice of providing satisfaction to customers in service and sales. Students practice and demonstrate interpersonal listening and responding skills, practice telephone basics and develop their people skills for the sales and service fields.

COM 2 Business Communication 3 credits
75 hours 60 Contact Hours, 15 Hours out-of-class
writing assignments

This course prepares the student to communicate orally and in writing at an acceptable standard for entry-level employment in offices or at human/social service agencies. The student prepares for communication with co-workers or customers through preparation of memos and letters in various formats. It includes grammar and language mechanics, and it requires the student to

practice group skills in a cooperative learning setting, to discuss the topics, to apply vocabulary, to give oral presentations, and to use the Internet and other sources.

COM 3 Technical Communication 3 credits
75 hours *Sections vary: 60 Contact Hours, 15 Hours out-of-class writing assignments; or 72 Contact Hours, 3 Hours out-of-class writing assignments*

This course prepares the student to write at the paragraph and report level for business and technical writing, and to present orally. It requires the students to demonstrate these skills, to practice group skills by critiquing drafts of writing in a cooperative learning setting, and to discuss the topics. Internet and other sources are used and students must locate, analyze and present information.

COM 5 Principles of Public Relations 3 credits
75 hours *60 Contact Hours, 15 Hours out-of-class writing assignments*

A survey course covering basic Public Relations principles including definitions, management models, and current procedures that are standard for the profession are studied. Career pathways, industry practices, and the day-to-day functions of PR professionals within several fields are examined - including those who work within corporate settings, government agencies, community associations, and not-for-profit organizations as well. Through a series of written analysis, students will evaluate the effectiveness of common practices within Public Relations – including targeting audiences, business planning, media relations and research techniques. Emphasis is placed on applied management functions and the development of effective public relations strategies in today’s market.

COM 6 Introduction to Public Speaking 3 credits
75 hours *60 Contact Hours, 15 Hours out-of-class writing assignments*

This course introduces students to the conceptual knowledge and practical skills needed for effective public speaking. The coursework will prepare students for professional pathways that will lead them on into today’s high demand careers. Students will research, prepare, and present a series of speeches within this class in order to further develop the skill sets needed to become

proficient public speakers. Through the successful completion of this course students will be well prepared to operate within a professional setting that requires them to combine research, critical thinking, and speaking skills into an effective overall presentation. This class will also equip students to engage in public speaking situations beyond the classroom – such as in a professional or political setting.

COM 7 Advanced Writing 3 credits
75 hours, *72 Contact Hours, 3 Hours out-of-class writing assignments*

This is a writing intensive course designed to build upon the Writing Fundamentals* course in Block I. This second course will further improve the student’s critical thinking, reading, and writing skills. Student will develop strategies for turning their experience, observations, educational training, and analyses into evidence suitable for developing written communication tools to be used within the career pathways related to Public Relations. Students will learn to prepare and write press releases, biographies, fact sheets, speeches, brochures, newsletters and press kits. Prerequisite: Enrollment requires the successful passage of Writing Fundamentals.

COM 8 Fundamentals of Fundraising 3 credits
75 hours *60 Contact Hours, 15 Hours out-of-class projects*

Effective fundraising requires sophisticated methods of identifying, cultivating and soliciting potential donors. This course provides an overview of the techniques needed in developing an inventory of skills to meet the challenges of the fundraising profession. This course provides the fundamentals of fundraising across a spectrum of industries - including nonprofit organizations, community-based agencies, political campaigns, and corporations - with special emphasis on the challenges faced by small to mid-sized community organizations. Students will develop viable written strategies for attracting diverse and sustained financial support for nonprofits; develop written strategies for dealing with key constituents, trustees, legislators, the press, as well as other important stakeholders. This course will also provide practical, hands-on exploration of the skills and knowledge needed to equip managers of

nonprofits to position their organizations effectively in the community.

COM 9 Introduction to Graphic Design 3 credits
75 hours *60 Contact Hours, 15 Hours out-of-class projects*

This course is an introduction to the fundamental principles of graphic communication. Instruction will incorporate traditional hand-rendering methods as well as use of computer programs (including Photoshop, In Design, and Illustrator). The class will integrate various materials, visual principles, and design processes to create strong graphic communication that appropriately conveys messages. Students will develop fluency in the visual language to form a basis of aesthetic judgment – in addition to developing methods of analysis and inquiry which underlie creative thinking. Students will apply their skill during studio lab assignments - combining with class critiques to create a holistic approach to graphic design that encompasses both theory and application through direct student practice. Students will be introduced to branding and brand management techniques.

COM 10 Graphic Design II* 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class projects

This course covers advanced concepts and processes of graphic design and portfolio preparation. Students explore the creative process by combining bitmap, vector graphic, and page layout software, as well as traditional art and design media, toward original design solutions. Projects involve advanced digital imaging and typography, packaging and multi-page documents, pre-press and internet preparation. Emphasis is placed on the relationship between individual creative and critical thinking skills and the designer's role within professional, cultural and historical contexts. A continued examination of brand management is also a focus. Prerequisite: Enrollment requires the successful passage of Introduction of Graphic Design.

COM 11 Mass Communications 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class projects

This course focuses on the understanding of how media operates with emphasis on contemporary social, economic, political, cultural and ethical issues as influenced by mass media (film,

television, radio, print, and e-media). In addition, emphasis will be placed upon areas of specialization, media relations, and simultaneous multi-public messages. This course will also demonstrate the importance of advertising in the promotion of a product, service, and/or idea. Students will be provided with the opportunity to work through the strategic communication planning process from written situation analysis through to the development of communication objectives while participating in the creation of advertising copy and layout. Students will also analyze consumer and product appeals.

COM 12 Marketing II* 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class projects

In this course, students will learn how to identify, monitor, and use key performance indicators (KPIs) to plan, execute, and assess the performance of marketing activities regarding a particular industry. Emphasis will be on the managerial aspects of marketing plans, including analysis of the external environment. Another key element of the course will include the relationship of the "marketing mix" to overall strategic planning. Armed with these metrics, students will then be able to improve the effectiveness of a firm's marketing efforts through the development and implementation of their very own Marketing Plan. Prerequisite: Enrollment requires the successful passage of Introduction of Marketing.

COM 13 Social Media 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class projects

This course is grounded in the practice and direct application of social networking and social media technologies in the context of advertising and brand management within a marketing campaign. Students will be required to participate in social networks, forums, blogs, wikis, micro-blogs, and more. In addition, students will construct e-newsletters, e-blasts, and e-security / e-brand management activities. Class discussions, presentations by students, readings, and examples of emerging technologies and media will bring greater understanding of the issues, evolution, and practice of the emerging field of social media. We will also learn from case studies, invited speakers, and our own learning journals, new effective strategies and applications of these platforms.

Students will examine how the creators of content – corporations, non-profits, and media organizations – can best maintain their marketing message in the face of new challenges in terms of privacy, identity, and the maintenance of virtual relationships.

COM 14 Event Planning 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class projects

This course focuses on how to coordinate and manage educational, outreach, and fundraising events. Students will focus on project management by guiding a planned event from start to finish. Students will define the scope, create well-defined requirements, and develop work breakdown structures for an event. Task and precedence diagramming will be taught to develop the event schedule and master task list. Students will also learn to construct an event project communications plan for the purpose of communicating with internal and external stakeholders. The final portion of the course is designed to teach students to close out the function and evaluate the return on investment regarding the effectiveness of the event. Students are also prepared to evaluate the contractual needs based on goals and objectives of the meetings and conventions. Other issues to be examined include the proper staffing of events, volunteer engagement and coordination, and data tracking regarding participants. Potential risks of events and event types are assessed, and considerations for a corresponding contingency plan are outlined. Students are encouraged to attend or participate in an event with a report on effective activities and recommendations for improvement.

COM 15 Writing Fundamentals 3 credits 75 hours
72 Contact Hours, 3 Hours out-of-class writing assignments

This course focuses on the core competencies required for skilled writing utilized within today's professional environment. Students will complete assignments practicing sentence and basic paragraph structure, general improvement of grammar, usage, and punctuation skills. In addition, students will employ critical thinking strategies and the writing process to respond to a wide variety of writing situations. The class will also involve an examination of the more formal

writing elements such as paragraph structure and development and the introduction the formal and persuasive essay.

COM 16 English Composition - 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class projects

This course is a writing intensive class designed to improve critical thinking, reading, and writing skills at the collegiate level. Students progress from personal expressive writing to text-based expository essays appropriate for an academic audience. Students develop strategies for turning their experience, observations, and analyses into evidence suitable for writing in a variety of academic disciplines

Computer Applications

CA 1 Introduction to Computers 3 credits
75 hours *Various Sections have various Class Hours and Hours of out-of-class assignments. See the syllabi.*

This course prepares the student to use computers and peripheral equipment and to conduct the fundamental opening of files, saving of changes, copying of files, and other utilities. The student uses a selection of common software applications to practice these skills, including presentation programs, word processing, Internet browsers, database and spreadsheet. It requires the student to demonstrate these skills individually and in a group, and to discuss the topics. Students will complete tasks related to their program or area of interest.

CA 2 Integrated Software 3 credits 75 hours
72 Contact Hours, 3 Hours out-of-class assignments

This course requires the student to use several commonly used software applications including word processing, database, on-line services, spreadsheet and presentation software at an intermediate level. It requires the student to demonstrate these skills, to practice group skills in a cooperative learning setting, and to discuss the topics. Keyboarding knowledge is recommended, as is Introduction to Computers.

CA 3 Word Processing 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class assignments

This course prepares the student to use a commonly-used word processing application at an advanced level, focusing on Microsoft Word, with an introduction and a brief introduction to desktop publishing (Publisher), and to understand the concepts of word processing for office support. It requires the students to demonstrate these skills, to practice group skills in cooperative learning settings, and to discuss the topics. Keyboard knowledge is recommended, as is Introduction to Computers.

CA 4 Spreadsheets 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class assignments

This course prepares the student to use a commonly used spreadsheet at a production level. The student learns to create, use, and monitor worksheets and files, and to use their features appropriately to the task at hand. It requires the student to demonstrate these skills, to practice group skills, and to discuss the topics. A second spreadsheet program is practiced, as well as a database program. Introduction to Computers is recommended.

CA 5 Database 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class assignments

This course introduces basic relational concepts and processes involved in the creation of a database. The student performs tasks includes designing and implementing database using tables, entering and manipulating data, creating and analyzing table relationships, creating and editing forms, building and modifying queries, and designing and generating reports.

CA 6 Software Management Programs and Hardware 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class assignments

This course prepares the student to use common tasking software such as Windows 2000 and Norton Utilities, as an introduction to PC and Network monitoring tools. Students will also learn hardware terminology, replacement and manipulation.

CA 7 Internet Programs 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class assignments

This course prepares the student to use common E-mail and communication programs and to make effective use of browsers, search engines and FTP. Students will evaluate Web sites and assist in a student-based Web site project, using HTML and Web page development software.

CA 8 Photoshop 2 credits 50 hours
47 Contact Hours, 3 Hours out-of-class assignments

This course introduces the basic concepts, features, and commands of Adobe Photoshop. Students will learn how to edit and retouch images to make collages and photomontages, work with layers and channels, manage different file formats, and create original artwork.

Computer Applications—CSS

COA 10 College Mathematics 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class math project

This course has been designed to help students develop proficiency in fundamental mathematical skills. Studies will includes: arithmetic operations on whole numbers, fractions and decimals, percentages, ratios and proportions. In addition, algebra will be covered as well as an introduction to more advanced topics including solving first degree equations, simplifying polynomials, factoring, solving literal equations, the rectangular coordinate system and graphing lines, solving simultaneous equations, solving and graphing linear inequalities, and solving quadratic equations.

COA 11 Information Technology in Today's World 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class writing assignments

This course provides an introduction to information and communications technology in the 21st Century workplace. Utilizing examples of real-world problems, this course investigates service-oriented aspects in different domains including computer and network functionality, computer security and administration, web technology and

multimedia, mobile computing, and a comparison of open source and proprietary IT solutions.

COA 12 PC Architecture I 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class
computerized projects

This course provides an introduction to the installation, configuration, maintenance, and troubleshooting of PC hardware. In addition, this course provides a glimpse into the relationship between computer hardware and software, computer networks and peripherals, virus protection, disaster recovery and maintenance planning. Students who successfully complete this course will be able to proceed to PC Architecture II as they continue along the established pathway to the A+ certification.

COA 13 PC Architecture II 3 credits 75 hours
72 Contact Hours, 3 Hours out-of-class project

This course is a continuation of the PC Architecture course. This second course within the series will examine such issues as design concepts used in hardware organizations, and how computer architectures can improve the performance of computations. Performance improvement techniques employed at instruction set, addressing, gate, register transfer, processor data path, pipelining, memory, I/O and multiprocessor design levels will be explored to achieve the objectives of the class. To reinforce the materials in this course, students are assigned hands-on projects to be performed in a lab environment. Students who successfully complete this course will be able to continue along the established pathway to the A+ certification. Prerequisite: Enrollment requires the successful passage of PC Architecture I.

COA 14 Network Essentials I 3 credits 75 hours
72 Contact Hours, 3 Hours out-of-class
computerized projects

This course is designed to cover the foundations of networking including Local Area Networks (LAN) and Wide Area Networks (WAN) technology, and how communications are accomplished in those environments. Students learn the different protocols used in networking. The course covers designing both cabled and wireless networks. Students who successfully complete this course will be able to proceed to Network Essentials II as

they continue along the established pathway to the N+ certification.

COA 15 Network Essentials II 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class projects

This course is a continuation of the Network Essentials course and includes data communications, error prevention, detection and correction. To reinforce the materials in this course, students are assigned direct hands-on projects to be performed in a lab environment. Further, students who successfully complete this course will be able to continue along the established pathway to the N+ certification

COA 16 Desktop Operating Systems 3 credits
75 hours 60 Contact Hours, 15 Hours out-of-class
computerized projects

This course covers the various operating systems including Windows, Mac and Linux. The main emphasis of the course is to familiarize the student with installing, configuring, administering and managing workstations in a Windows platform. Prerequisite: Enrollment requires the successful passage of Writing Fundamentals.

COA 17 Client-Server Relationship 3 credits
75 hours 60 Contact Hours, 15 Hours out-of-class
projects

This course covers topics related to the setup and configuration of installing operating systems on workstations in a networked client-server environment. Topics include user account management, network file systems, and network access. Compatibility with other operating systems will also be addressed. Course format will include a mixture of lecture and lab.

COA 18 Application Support 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class projects

This course familiarizes the student with non-Microsoft applications including computer protection, desktop and web publishing, disk utilities and related software applications. Course format will be a mixture of lecture and lab.

COA 19 Network Data and Security 3 credits
75 hours *60 Contact Hours, 15 Hours out-of-class projects*

This course covers the fundamental issues associated with information assets protection. Included within the class are issues related to defining response levels to security incidents, determining appropriate intrusion detection, and various reporting features. Other topics will include techniques for proper network monitoring and analysis - including techniques for studying the Internet; estimating the number and severity of attacks; network-based attacks such as probes and denial of service attacks; host-based attacks such as buffer overflows and race conditions; malicious code such as viruses and worms. An inclusion of statistical pattern recognition methods will be briefly examined for the purposes of enhancing overall detection and classification of potential attacks. Various techniques for the visualization of network data will also be discussed.

Health Occupations

HOC 1 Nursing Assistant 5 credits 125 hours
110 Contact Hours, 15 Hours out-of-class assignments

This course introduces concepts of basic human needs, health/illness continuum and basic nursing skills in long term care and/or home care environments. Skills necessary to provide care for individuals are taught in a simulated laboratory setting. Upon successful completion of classroom studies, the student will participate in a supervised clinical experience in a long-term care facility. This course meets the objectives of the Federal OBRA and Minnesota Department of Health requirements as detailed for educating the nursing assistant. Students who meet attendance requirements, and pass all written tests with at least 80% and all skills as noted in the curriculum (and complete the clinical experience) are eligible to take the Minnesota Nursing Assistant Competency Evaluation.

HOC 2 First Aid and CPR 1 credit 25 hours
20 Contact Hours, 5 Hours out-of-class assignments

This course includes the Standard First Aid with AED plus Infant and Child CPR, and additional emphasis to qualify under the CPR/AED Professional Rescuer of the American Heart

Association. The course provides information and skills necessary to recognize and provide basic care for injuries and sudden illnesses, to perform CPR, and to use an automated external defibrillator (AED) for victims of sudden cardiac arrest, until advanced medical personnel arrive. This will also include a unit on bloodborne pathogens. Students will utilize the curriculum, workbooks, skill cards, videos, equipment and written examinations required by the American Heart Association. Certificates for this course are awarded in accordance with the American Heart Association standards.

HOC 3 Career Development for Health Care Providers 2 credits, 50 hours *40 Contact Hours, 10 Hours out-of-class assignments*

This course covers career preparation for the health care field by preparing students for making the transition from students to employees. Students will explore historical events of health care and the major changes in health care now and expected in the future. Students prepare for the interview with emphasis on developing a professional portfolio including resume, references and recommendation letters, awards and certificates, and samples of newly acquired skills. Students practice different interview formats, phone follow-ups, professional thank-you notes, second interviews, rejections and self-analysis of personal performance. Students practice responding to a variety of frequently asked interview questions and the appropriate answers interviewers are looking for. Students learn to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques.

HOC 5 Medical Terminology I 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class assignments

This course is designed for students wanting an understanding of how medical terms are created, pronounced, spelled and used in a medical setting. Classes will include a study of medical word roots, prefixes and suffixes common to the medical field.

HOC 9 Anatomy and Physiology for Nursing I
3 credits 75 hours 60 Contact Hours, 15 Hours out-of-class assignments

Prerequisite is Medical Terminology I

Anatomy and Physiology for Nursing I includes a study of the human body and about half of the body systems combined with beginning physiology, the functioning of those living systems. This course examines these systems from cellular to organismal levels, emphasizing correlations between structure and function. Students will learn in an integrated laboratory and through computer simulations to include the study of normal, dysfunctional, and diseased body parts. There will be both theory and application through lecture, practice and laboratory study as related to nursing.

HOC 10 Anatomy and Physiology for Nursing II
3 credits 75 hours 72 Contact Hours, 3 Hours out-of-class assignments

Prerequisite is Medical Terminology I

Anatomy and Physiology for Nursing II is an advanced study of the human body and all body systems not covered in Anatomy and Physiology for Nursing I. Students will learn in an integrated laboratory and through computer simulations to include the study of normal, dysfunctional, and diseased body parts. There will be both theory and application through lecture, practice and laboratory study as related to nursing. Delivery will be by lecture, laboratory, discussion, and practice activities. Prerequisite is HOC 10.

HOC 14 Medical Office Procedures 3 credits
75 hours 60 Contact Hours, 15 Hours out-of-class assignments

This course provides students with a basic understanding of their duties and responsibilities in the administrative front office. It develops skills in communication, instruction, filing, financial administration, duties as a receptionist, processing of mail, care of the facilities and medical equipment. It also includes developing a professional image, good interpersonal relationships with other office personnel and the right attitude for the professional medical office. Medisofts, a widely used medical administrative software, simulates administrative situations commonly found in health care practices. The

students will learn to input patient information, schedule appointments and handle billing.

HOC 15 Medical Terminology II 3 credits
75 hours 60 Contact Hours, 15 Hours out-of-class assignments

This course serves as an extension of Medical Terminology I (HOC 5). Classes focus on system, disease and specialty terminology. Students learn terminology related to clinical, surgical and laboratory procedures, and medical abbreviations. Prerequisite is HOC 5.

HOC 16 Emergency Medical Technician 6 credits
120 hours

This course will prepare the student with the procedures and supplies necessary to gain knowledge and skills in this field, as well as prepare him or her to take the National Registry exam. This course includes 120 hours of EMT basics, including vital signs, trauma, medical, legal and ethical issues, lifting and moving the patient, general pharmacology, respiratory and cardiac emergencies, ambulance operation, access and rescue operations, and others. During the 10 clinical hours, students will be guided in various settings which could include serving at large public events in the Twin Cities, ambulance ride-alongs or emergency department shadowing. Prerequisites: See page 14

HOC 17 Trained Medication Aide 3 credits
75 hours 60 Contact Hours, 15 Hours out-of-class assignments

This course will prepare the student to work as an unlicensed trained medication aide in a variety of health care settings. The curriculum is designed to meet the initial training curriculum and program standards set by the Minnesota Board of Nursing for this position. Through classroom (48 hours) and laboratory instruction and competency evaluation (12 hours), the student successfully completing the course will qualify to administer medications under the supervision of a professional nurse. Topics include general information relevant to the administration of medications (including governmental regulations), terminology, forms and routes of medications, and procedures. Body systems, categories of medications, and functions of the medication aide are also included. Unit tests require 90% score on

each, and competency testing requires a 100% score. Prerequisite, listing on state registry—see HOC 1

HOC 18 Home Health Aide 1 credits 25 hours
20 Contact Hours, 5 Hours out-of-class assignments

This course introduces the student to the skills and goals of home care, the home care system and authority, and the ethics and etiquette of home care. Students must have passed a Nursing Assistant course.

HOC 19 Nursing Assistant/ Home Health Aide Extended Course 8 credits 170 hours

This course introduces concepts of basic human needs, health/illness continuum and basic nursing skills in long term care and/or home care environments. Skills necessary to provide care for individuals are taught in a simulated laboratory setting. Upon successful completion of classroom studies, the student will participate in a supervised clinical experience in a long-term care facility. This course is recommended for students wishing or needing significant study time, review and learning assistance. This course meets the objectives of the Federal OBRA and Minnesota Department of Health requirements as detailed for educating the nursing assistant. Students who meet attendance requirements, and pass all written tests with at least 80% and all skills as noted in the curriculum (and complete the clinical experience) are eligible to take the Minnesota Nursing Assistant/Home Health Aide Competency Evaluation.

HOC 21 Acute Care Nursing Assistant 6 credits
 150 hours *130 Contact Hours, 20 Hours out-of-class assignments*

This course reviews the concepts and skills learned in the Nursing Assistant course, introduces advanced academic knowledge and concepts, and teaches additional Acute Care skills required for patient care in various departments within a hospital setting. Upon successful completion of five weeks of classroom instruction, the student will participate in one week of supervised clinical experience within several departments of a local hospital. Acute Care Nursing Assistant curriculum is formulated to Minnesota Health Care Core Skills, the Minnesota Academic Standards, and National Health Care Skill Standards. Upon meeting

attendance requirements, passing all written tests with at least 80%, successfully mastering all skills as outlined in the curriculum, and completing the required clinical experience, the student will be eligible for our Acute Care Nursing Assistant Certificate. Prerequisites: NAR on Current registry, Current Mantoux/TBS, Current BCA; Referral-based. Electives (one or more to be completed prior to enrollment in Acute Care): TMA; CPR, EAD, First Aid; First Responder; Medical Terminology

HOC 23 Personal Care Assistant 4 credits
 80 hours

This entry-level course is designed to teach the student basic knowledge and skills necessary for employment as a Personal Care Assistant (PCA), in the rewarding field of Home Health Care. This includes skills for all ages and ability such as: assisting the client with bathing, dressing and exercise as well as learning safety and infection control in the client's home. Methods of instruction include viewing videos, lecture, skill demonstration and class discussion. Upon meeting attendance requirements, passing written tests with at least 80% correct on test items, students will receive a Personal Care Assistant (PCA) certificate. Students will register with the Department of Human Services (DHS) and take a short on-line test, passing score of at least 80%, for their DHS certificate for Personal Care Assistant.

HOC 24 Electronic Health Records 3 credits
 75 hours *60 Contact Hours, 15 Hours out-of-class assignments*

This course is designed to prepare students to perform administrative duties in a variety of medical settings. The exercises introduced during this course will give students an opportunity to use their decision making, critical thinking, and independent action taking skills, and show their ability to cope with the various challenges they will face in the medical environment. The course will cover today's environment in the health care field, medical ethics, medical law and telecommunications & HIPPA. You will learn how to communicate with patients, families, and coworkers, handling the telephone in a medical facility, and what we need to know about patient education. The Electronic Health Record will be emphasized in large part through projects accessed online.

HOC 25 Medical Insurance Billing I 3 credits
75 hours *60 Contact Hours, 15 Hours out-of-class assignments*

This course is designed to give individuals an understanding of the ever-changing health care environment as it relates to cost controls and reimbursement systems. Individuals who will be working in medical facilities will need to be aware of processes of patient financial management and payment methods for professional services. Topics covered include: HIPAA and legal medical records, billing and reimbursement cycle, overview of ICD9-CM and CPT and HCPCS coding, Coding linkage and compliance provider charges and payment methods. Health Care claim preparation and transmission as well as claims adjudication. Student will learn about private insurance, government-sponsored health care programs, Medicare and Medicaid, and practice preparing correct claims.

HOC 26 Medical Insurance Billing II 3 credits
75 hours *60 Contact Hours, 15 Hours out-of-class assignments*

This course is designed to give individuals an understanding of the ever-changing health care environment as it relates to cost controls and reimbursement systems. Individuals who will be working in medical facilities will need to be aware of processes of patient financial management and payment methods for professional services. Topics covered include: Coding linkage and compliance provider charges and payment methods. Health Care claim preparation and transmission as well as claims adjudication. Student will learn about private insurance, government-sponsored health care programs, Medicare and Medicaid.

HOC 27 Health Occupations Training (Health Certificates) 12 credits 300 hours
250 Contact Hours, 50 Hours out-of-class assignments

Health Occupations trainings for the HOC 6 and HOC 9 programs. See the program descriptions for exact combination of courses. Additional out-of-class assignments to bring the total hours to 25 per credit.

HOC 28 Medical Terminology 6 credits 150 hours
132 Contact Hours, 18 Hours out-of-class assignments

This course is designed for students wanting an understanding of how medical terms are created, pronounced, spelled and used in a medical setting. Classes will include a study of medical word roots, prefixes and suffixes common to the medical field. Also, classes focus on system, disease and specialty terminology. Students learn terminology related to clinical, surgical and laboratory procedures, and medical abbreviations.

HOC 29 Nutrition for the Health Professions 2 credits
50 hours *42 Contact Hours, 8 Hours out-of-class assignments*

This course emphasizes general issues in the nutritional care and assessment of patients utilized by healthcare professionals in healthcare facilities. Topics will include: Introduction to Nutrients, Digestion, Absorption and Metabolism of Nutrients, Life Cycles, Nutritional Assessment of Patients, Introduction to Diet Therapy and Nutrition Support Practices.

HOC 31 Health Care Ethics 3 Credits 75 hours
60 Contact Hours, 15 Hours out-of-class assignments

The practical application of ethics to clinical situations is much more than following standards of practice. This course will provide the opportunity to apply foundational concepts of ethics to a variety of health care settings. Additionally, the use of deliberative methods to think through and discuss the unique features presented by different health care settings and professional conduct will be an integral component of the course. The typical charges of institutional ethics committees will be examined: consultation, education, and policy review/development.

HOC 32 Introduction to Chemistry 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class assignments

This course is a broad introduction to Chemistry. It will include lectures, demonstrations, and experiments designed to prepare students to understand lab work they may encounter on the job. Topics covered include the scientific method, atomic structure, the periodic table, bonding, acids and bases, nomenclature, equations, gas laws, oxidation and reduction, and the characteristics of hazardous wastes and its safe handling, storage, and disposal.

HOC 33 Medical Billing and Coding - 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class assignments

Individuals who will be working in medical facilities will need to be aware of processes of patient financial management and payment methods for professional services. Topics covered include: HIPAA and legal medical records, billing and reimbursement cycle, overview of ICD10-CM, CPT, and HCPCS coding, coding linkage and compliance provider charges and payment methods, health care claim preparation and transmission, as well as claims adjudication. Students will learn about private insurance, government-sponsored health care programs, Medicare and Medicaid, and practice preparing correct claims.

Human Services

HS 2 Life Span Development 3 credits
75 hours 60 Contact Hours, 15 Hours out-of-class assignments

In this course students will become familiar with human physical, cognitive, social and personality development throughout the lifespan. Theorists such as Piaget, Erickson, Freud and Kohlberg will be discussed and critiqued. Students will also discuss how culture, ethnicity, race and poverty influence human development. The class will consist of small group discussions and a project that focuses on one stage of human development.

HS 3 Counseling Skills 3 credits 75 hours
72 Contact Hours, 3 Hours out-of-class assignments

This course will highlight theories and techniques of counseling. Students will study the process of counseling by practicing in role-plays, listening skills, paraphrasing, using I statements, problem solving, goal setting and dealing with feelings. Students will also learn to differentiate different personality styles, learn suicide prevention strategies and how to deal with difficult clients, and practice interpersonal communication styles.

HS 5 Case Management Skills 3 credits
75 hours 60 Contact Hours, 15 Hours out-of-class assignments

In this course students are introduced to ethical and legal concerns when working in the helping profession. Topics such as multicultural counseling, competence, informed consent,

confidentiality and dealing with difficult clients are addressed. Students will become familiar with ethical codes and state laws that govern human services. In addition, students will learn interviewing techniques, goal planning, referral strategies, case presentations, record keeping and report writing.

HS 6 Introduction to Chemical Dependency
3 credits 75 hours 72 Contact Hours, 3 Hours out-of-class assignments

This course provides an introduction to the psychological and physiological features of addiction, with an emphasis on alcoholism. The course provides an overview of the historical and cultural aspect of alcohol/drug use and current research. The students will visit local community based chemical treatment facilities and share their experience with other students. They will complete assignments, keep a journal and write a case study.

Keyboarding and Office Procedures

KOP 1 Keyboarding I 3 credits 75 hours
72 Contact Hours, 3 Hours out-of-class assignments

This course is on an introductory level. The main focus is on operating a standard keyboard with reasonable speed and accuracy. The students will achieve a sense of direction and achievement so they can set goals for themselves that are attainable. Students will be providing a combination of materials, information, and training procedures to ensure good typing habits and basic skills of keyboarding. At the end of the course, students will have attained required words a minute and completed all assigned activities and lessons. Exit speed is 20 wam.

KOP 3 Keyboarding II 3 credits 75 hours
72 Contact Hours, 3 Hours out-of-class assignments

This course will serve as a basic review of the material presented in a typical beginning typing course and advance to an intermediate level. Students will have the opportunity to work with familiar business materials and established work routines and procedures. This group of students must have had previous keyboarding instructions. Exit speed is 30 wam. The prerequisite is Keyboarding I.

KOP 4 Office Procedures (Filing and Records Management) 3 credits 75 hours
72 Contact Hours, 3 Hours out-of-class assignments

This course will help students to have a broad understanding of record management. They will become aware of the importance of accurate filing and record keeping. Students will be provided basic principles of information for establishing and maintaining filing systems (alphabetic, subject, digit and geographic) methods of managing, storing and retrieving records.

KOP 5 Keyboarding III 3 credits 75 hours
72 Contact Hours, 3 Hours out-of-class assignments

Prerequisite: KOP II

This course will emphasize speed building and to bringing the student's speed up to the level of business or industry expectations. Exit speed is a minimum of 40 wpm. Prerequisites are Keyboarding I and II.

Personal and Career Development

PCD 5 Human Relations 3 credits
75 hours 72 Contact Hours, 3 Hours out-of-class assignments

This course covers self-image, motivation, goal setting, team building, improvement of interpersonal and critical thinking skills through experiences in effective research and communication. In addition, each student will create a working portfolio highlighting career research, effective job search, resume and interview development, phone etiquette and appropriate workplace behavior.

Small Business Management

SBM 1 Principles of Management 3 credits
75 hours 60 Contact Hours, 15 Hours out-of-class assignments

This course includes the foundations and fundamentals of management as it relates to careers in retail, industry, hospitality and entrepreneurship; through the study of philosophies, practices and approaches relating to planning, organizing, leading and controlling resources in organizations. The understanding of these is developed through reading, discussion and

case studies contributing to the development and improvement of managerial skills and expertise.

SBM 2 Personnel Administration 3 credits
75 hours 60 Contact Hours, 15 Hours out-of-class assignments

This course includes the policies and practices of those in management and human resources. Administrative management functions such as staff selection, training, motivation, conflict management, ethics and diversity in the workplace, and employment law as it relates to compensation and benefits are discussed and role played in group settings. The student will complete a report related to personnel management.

SBO 2 Marketing 3 credits 75 hours
60 Contact Hours, 15 Hours out-of-class assignments

This course provides an overview of the marketing process, the marketing environment and consumer behavior. Students will learn to develop and implement an effective marketing plan which includes identification of customer or client and the appropriate mix of product, price, promotion, production and distribution.

Special Topics and Service Learning Experience

SPT 1 Special Topics * 1-4 credits
25-100 hours

This course presents current topics in a field of study or in an industry through reading, discussion and guest speakers.

SPT 3 Contemporary American Indian Issues I *
1 credit 25 hours

This course will focus on historical and current issues of interest for American Indian Nations of Minnesota and the Upper Midwest. The content of this course will provide students the opportunity to gain a greater understanding of American Indian people, their tribal groups, cultural traditions, values and contemporary living conditions. This section includes the historical migrations of American Indian people in Minnesota, effects of settlement and the resulting reservation system on American Indians, 19th and early 20th century federal policies, and the beginning of the

urbanization process for American Indians. Students will learn through reading select legal acts and descriptions of federal policies, watch videos that pertain to important historical events and take a field trip to study the historical aspects of American Indians in the Midwest.

SPT 4 Contemporary American Indian Issues II *
1 credit 25 hours

This course will focus on historical and current issues of interest for American Indian Nations of Minnesota and the Upper Midwest. The content of this course will provide students the opportunity to gain a greater understanding of American Indian people, their tribal groups, cultural traditions, values and contemporary living conditions. This section includes the federal policies of the last half of the 20th century, American Indian activism, hunting and fishing rights, environmental racism and the impacts of gaming for American Indians. Students will learn through reading select legal acts and descriptions of federal policies, watch videos that pertain to important historical events and interact with American Indians that are leaders in their respective fields.

SPT 5 Contemporary American Indian Issues III *
1 credit 25 hours

This course will focus on historical and current issues of interest for American Indian Nations of Minnesota and the Upper Midwest. The content of this course will provide students the opportunity to gain a greater understanding of American Indian people, their tribal groups, cultural traditions, values and contemporary living conditions. This

section will look at the state of American Indians in the 21st century, study the migrations off of reservations, and look at cultural revitalization efforts and the formation of the National Museum of the American Indian, as well as examine reservation and urban organizations that are working to improve conditions in “Indian Country”. Students will learn through lectures and selected readings, as well as do research and report on different organizations that are serving American Indians and experience an American Indian cultural event.

****These courses are not offered every quarter – appearing only periodically based on demand.***

SPT 6 Service Learning Experience
3 credits 90 hours

Class Meeting Time dependent upon student placement.

This course provides occupational experience relevant to the student’s program. A training plan is developed for each student in cooperation with a supervisor at the training site and with our Employment Service Counselors. The students will apply skills and knowledge acquired during the completion of their coursework to an actual work setting. Additional hours may be completed by mutual agreement between the student, AIOIC Employment Counselor, and employer.

Tuition and Other Costs for a full-time student, nine months				
	First Qtr	Second Qtr	Third Qtr	Total
Tuition	\$1650	\$1650	\$1650	\$4950
Registration Fee	\$ 50			\$ 50
Quarterly Lab Fee	\$ 50	\$ 50	\$ 50	\$ 150
Estimated books	\$ 200	\$ 200	\$ 200	\$ 600
Estimated Total	\$1950	\$1900	\$1900	\$5750

Cost of Attendance

The above costs reflect those of a full-time student enrolled in a 9-month program. Students enrolled for less than 15 credits will be charged based on the total number of credits enrolled for, the one-time registration and quarterly fees, and the actual cost of the books for those courses. Additional fees for specific courses are shown on short-term course lists.

If a student gives a written notice of cancellation after five business days of the execution of the contract or day on which the student is accepted, but before the start of the program by the school, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed \$50.00) shall be refunded to the student.

Other Costs

Full-time students can expect to spend about \$40 to \$70 for items such as pens, pocket calculator, and similar items per quarter. Any costs not covered by financial aid are the responsibility of the student. All students are responsible for the full payment of tuition, books and fees.

If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges based on the number of days in the term plus 25 percent of the total program cost (25 percent not to exceed \$100.00.)

BUYER'S RIGHT TO CANCEL (REFUND POLICY)

Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.

Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice.

Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract or day on which the student is accepted, then a complete refund is given regardless of whether the program has started.

This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course.

Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance: and if delivered by mail, the postmark date of the letter of acceptance.

Short-term programs. Licensed schools conducting programs not exceeding 40 hours in length shall not be required to make a full refund once a program has commenced and shall be allowed to prorate any refund based on the actual length of the program as stated in the school catalog or advertisements and the number of hours attended by the student.

ADDITIONAL TERMS

Additionally, students that have never been on campus may withdraw orally or in writing from their program with a full refund up to three days after having been on campus to tour the facilities.

Takoda Institute of Higher Education (A Division of American Indian OIC) conforms with all state and federal guidelines.

The effective date of termination for refund purposes will be the last day of attendance. Written notification of withdrawal from the student shall not be required for refund.

RETURN OF FEDERAL TITLE IV AID:

In compliance with Federal regulations, Takoda Institute of Higher Education (A Division of American Indian OIC) will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from school.

Takoda Institute of Higher Education (A Division of American Indian OIC) will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term or session. If the student has completed more than 60 percent of the term, the

student earns 100 percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, Takoda Institute of Higher Education (A Division of American Indian OIC) will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five or more days, it will reduce the term length and if the scheduled break is before the student's last day of attendance (LDA), it will also reduce the calendar days completed.

If the students received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Pell Grant, Supplemental Educational Opportunity Grant. Funds will be returned to the aid source within 45 days of the date that Takoda Institute of Higher Education (A Division of American Indian OIC) determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. Takoda Institute of Higher Education (A Division of American Indian OIC) will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half

of the grant funds received. Takoda Institute of Higher Education (A Division of American Indian OIC) will notify the student as to the amount owed and how and where it should be returned.

Examples of the calculations are available in Student Financial Services.

NON FEDERAL REFUND POLICY:

Refunds for state aid programs and non-state aid programs are calculated on a proportional basis using the state mandated or institutional refund policy.

Charges are adjusted proportionately up to the 75% point in the quarter. After the 75% point, Takoda Institute of Higher Education (A Division of American Indian OIC) will retain 100% of the charges.

To calculate the minimum refund due to the Minnesota State Grant program and other Aid Programs the Minnesota Office of Higher Education Refund Calculation Worksheet, Appendix 14, of the Minnesota State Grant manual is used.

Withdrawals

(More details of the procedure for withdrawal from courses are found in the *Student Handbook*.)

Financial Aid

Student financial aid is available in eligible programs for students who qualify. The Institute participates in the Pell Grant program, Minnesota State Grant (MHESO), Minnesota Indian Scholarship Assistance Program, and various other grant programs. Supplemental Educational Opportunity Grants (SEOG) and Work-Study may also be available to qualifying students. Students can be admitted when the financial aid application package is completed. Students eligible for funding in more than one consecutive fiscal year (July 1 through June 30) will be required to apply for both years.

As the financial aid is received, it is applied first to cover tuition, registration fee, quarterly fees, books and lab and supply fees. Any amounts received above and beyond the cost of tuition, books and fees will be disbursed to the students. Disbursement of financial aid depends upon satisfactory progress and attendance, as defined by the Institute. Unmet costs are the responsibility of the student.

Student Status Based on Credits

A half-time student is defined as a student who is enrolled for 6 to 8 credits per quarter. A three-quarter-time student is defined as a student enrolled for 9 to 11 credits. A full-time student is enrolled for 12 or more credits. Credit enrollment defines the student's financial aid eligibility. To receive a full Minnesota State Grant Program award, students must be enrolled in 15 or more credits and that award is recalculated downward at each enrollment level from 15 credits to 3 credits of enrollment.

Student Activities

The Institute sponsors monthly talking circles with students to discuss concerns and to plan activities such as student showcases or fund-raising events on behalf of their programs and/or Takoda Institute itself.

A newsletter, the *SPIRIT*, is published quarterly by students and staff to describe their experiences at the Institute, their motivations and their career plans, and to provide a record of AIOIC and community events.

The Website takoda.aioic.edu also provides a window into the Institute and the entire AIOIC organization.

How to Apply for Financial Aid

Application Procedures:

Complete the *Free Application for Federal Student Aid (FAFSA)*

Students can go online and complete this step on their own at www.fafsa.ed.gov (add our school code: **016346**, so your results will be sent here automatically) or students can attend a FAFSA workshop on Wednesday mornings at 10:30 a.m. here at AIOIC.

To complete the FAFSA students will need: their federal tax return from the previous year (if they filed) and documentation of any monies received from public assistance, social security, etc.

Dependent students will need to work with their parents to gather their information to complete the FAFSA.

If you complete the FAFSA on your own—please call the financial aid office @ 612-341-3358 Ext. 146 to let them know that you have this step completed and to set up your one-on-one appointment for step 2.

Once the school received the electronic copy of the FAFSA, a one-on-one appointment is scheduled with the financial aid office to go over results and eligibility. You may be asked for additional documentation if anything is required.

Attendance, Student Progress and Completion, and Students Rights and Responsibilities

The Takoda Institute of Higher Education has established policies on these areas which are found in the *Student Handbook* available to all students at the front desk and presented to them at student Orientation. Sections on Attendance, Add/Drop/ Withdrawal Policy, Rights and Responsibilities, Tardiness and Make-up Hours, Privacy and Release of Information, Code of Conduct, violence and weapons, and Security are included.

Student Progress

All full-time students are expected to complete in the scheduled time, but extensions beyond the program length may be requested and granted,

provided satisfactory attendance and progress is maintained. These extensions shall not exceed 150% of the length of the vocational programs. However, persons starting over entirely to complete the course will be assessed full tuition for that course. In addition, repeating coursework will affect the students' financial aid and may affect their academic standing.

Internal Changes to Program: In the event that a student changes programs, only those courses whose content are applicable to the new program are accepted into the program and count toward the maximum length of the new program. Credits and grades of those courses are included in the Grade Point Average. See the Satisfactory Academic Progress statement on page 31.

Additional policies on maintaining satisfactory academic and financial aid progress and minimum Grade Point Averages are found in the *Student Handbook*.

Completing Requirements

Students must satisfactorily complete each required program course in order to complete their program. Also, students must complete their program with a Cumulative Grade Point Average of 2.0 to receive a certificate of completion, and must also meet all other graduation requirements below.

Successful graduation or completion of a course or program requires that all enrollment criteria have been met, all required assignments and/or testing out have been completed, and all tuition and registration fees have been paid in full. (See page 3 for description of required portfolio and Service Learning Experience.)

Certificates

The student will receive a certificate for completion in one or more of the programs, as well as transcripts of courses completed and credits earned. Students starting, but not completing, a program may request a transcript of all coursework enrolled for.

Leave of Absence Policy

A leave of absence policy is found in the *Student Handbook*.

Academic Progress Policy

Grades

Grades are determined on the basis of testing and performance, including the successful completion of activities. The minimum attendance described on the syllabus is also necessary for a passing grade. The grading system is based on the following:

- 90%-100%: **A**—Excellent
- 80%-89%: **B**—Good – Well Above Average
- 70%-79%: **C**—Average
- 60%-69%: **D**—Below Average - Passing
- Below 60%: **F**—Failing
- Withdrawal (after Add/Drop Period): **WD**—Withdrawn
- Withdrew Prior To Start of Quarter (During Add/Drop Period or prior): **WF**—Withdrew – First Two Weeks / Never Enrolled
- Pass / Fail (P/F): **P or F**—P = Pass / F = Fail
- Incomplete: **I**—An Interim Grade for 30 Days

Grades are determined on the basis of testing and performance, including the successful completion of activities. The minimum attendance described on the syllabus is also necessary for a passing grade. Records are kept and grades are reviewed with each student at regular intervals, and grades are assigned each quarter.

Incompletes

Occasionally, students may be unable to finish all their assignments for a class. Students can take the grades they have earned at that point or they can request an incomplete for the class, which is not automatically granted. Moreover, some rules govern the use of “I”s. Incompletes must be approved by the instructor and the student’s advisor, and filed with the Office of the Register. No more than two incompletes will be approved in a quarter. Additional policies on Incompletes are found in the *Student Handbook*.

Grade Points

Records are kept and grades are reviewed with each student at regular intervals, and grades are assigned each quarter.

Points Assigned to Letter Grades

A	A-	Earns 4 points	
B+	B	B-	Earns 3 points
C+	C	C-	Earns 2 points
D+	D	D-	Earns 1 point
F	I or P	Earns 0 points	
NE	WD	Earns 0 points	

Grade Point Averages

The calculations of Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA) are found in the *Student Handbook*.

Academic and Financial Aid Satisfactory Progress

A 2.0 Grade Point Average (GPA) for any program (6 or 9 month) is the minimum standard for satisfactory academic and financial aid progress and completion of the program. The full-time student must also complete 67% of the total enrolled credits (those enrolled for and not dropped), in order to maintain Satisfactory Academic Progress. A 2.0 Cumulative Grade Point Average (CGPA) is required for continued enrollment and for graduation. If a student repeats a course, only the highest grade received is included in the calculation of the CGPA.

Process of Warnings and Probations

If a student’s Grade Point Average (GPA) falls below 2.0, the student will be placed on academic warning for their returning quarter. If after returning from Academic Warning status the student fails to reach or maintain a minimum of a 2.0 Cumulative Grade Point Average (CGPA) and met the 67% minimum completion rate, he or she will be placed on Academic Probation and will not be eligible for federal or state financial aid. The student is still eligible to continue the coursework, but will be responsible for securing his or her own funding. An Appeals Process for each of these two statuses are detailed within the *Student Handbook*.

In the event of a flagrant violation of AIOIC policies, the Education Director and/or the Academic Affairs Council reserves the right to “fast track” any and all formal proceedings in order to bring about a resolution in an expedited fashion – possibly including and/or leading up to the immediate termination of services and the permanent removal of the student(s) in question from campus.

The Academic Affairs Council and additional warnings (Academic, Behavioral, and Financial Aid), as well as Minimum Requirements for Enrollment and Student Corrective Action Plans, are found in the *Student Handbook*.

Appeals and Grievances and Sexual Harassment Policy

Academic and Financial Aid Petition Process, Appeals, Quarterly Grade Resolution, General Grievance Procedures, and Sexual Harassment and Sexual Violence Policy are found in the *Student Handbook*.

Incoming students complete the one-day orientation to the Takoda Institute of Higher Education.

Goals of the Agency and the Student

Staff of the Takoda Institute of Higher Education wants to help each student to achieve the goal of obtaining marketable job skills and employment, as well as further developing an awareness of the need for ongoing education. We intend to assist each student in breaking down the barriers which might keep a student from achieving these goals.

Students should feel free to discuss problems that might interfere with attending classes, or with getting and keeping a job, with the staff.

Takoda Institute of Higher Education staff will make every effort possible to help students solve these problems. In addition, at least one staff member (the Academic Advisor) will be assigned to discuss the academic expectations and overall progress for that student, and to act mutually with the student in finding support structures and resources needs for completing school and moving into initial employment.

The success of each individual student is the success of the Takoda Institute of Higher Education. The students are its most important resource and product.

Assistance Toward Placement

Upon completion of their program, students are assisted in job skills development, employment searches and placement through their ongoing work with the Takoda Group – our employment services area which works specifically with graduates. In addition, the following agencies also assist students in job placement: WIP, MFIP, METP and a variety of local services that focus on employment placement.

The Takoda Group specializes in placing graduates in employment. They have partnerships with healthcare, IT, business and other employers to place graduates in fields related to their training.

WIP is the Workforce Investment Program, a program which seeks to empower its clients to become employable and economically self-sustaining individuals, and addresses other

barriers, such as child care, which can hold a person back from full-time employment. There is a WIP program located in the AIOIC building. This particular WIP at AIOIC serves unemployed and underemployed American Indians living in Hennepin County. (A WIA program located at the Minneapolis American Indian Center serves American Indians living outside of Hennepin County.)

MFIP is the Minnesota Family Investment Program. MFIP is a comprehensive state, county and city welfare reform effort to help families become self-sufficient. The AIOIC MFIP program offers case management, career counseling, support services, and more.

METP is the Minneapolis Employment and Training Program. This program assists Minneapolis residents to gain employment towards economic self-sufficiency. Supportive services such as providing bus cards, work clothes or tools can also be gained through enrollment in this program. Like most of these services, the METP participant must first be tested and must attend an orientation to be enrolled in METP. AIOIC is an METP service provider, so there are staff in our building who provide those services.

As part of these services, an Opportunities Center which has access to various services is located in the main AIOIC building. In that center, students and clients can receive assistance in finding part-time employment while enrolled, externship placements and employment upon graduation.

The Website takoda.aioic.edu also provides a window into the Institute and the entire AIOIC organization.

Our Membership in AdvancED/ North Central Association

North Central Association Commission on Accreditation and School Improvement is a nonprofit organization which serves as our accrediting association, which has now joined into AdvancED. We are therefore a Postsecondary school in AdvancED, which has 23,000 member schools in 30 states and 65 countries, and is the world's largest education community.

The Institute participates in a process of continuous school improvement which serves to enhance student learning. We began a new cycle in May of 2010 and we invite the participation of students, their families, and others affected by our programs in improving our Institute.

Minnesota Office of Higher Education

American Indian OIC's Takoda Institute of Higher Education is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 141.21 to 141.32. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The MOHE is located at 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227. Their phone number is 651-259-3975.



American Indian OIC
Providing Opportunities. Changing Lives.



OFFERING THE FOLLOWING TRAINING:

HUMAN SERVICES TECHNICIAN

ADMINISTRATIVE ASSISTANT

SMALL BUSINESS MANAGEMENT

COMPUTER SUPPORT SPECIALIST

PUBLIC RELATIONS SPECIALIST

HEALTH INFORMATION TECHNOLOGY SPECIALIST

HEALTH OCCUPATIONS CAREERS—DIRECT CARE

HEALTH OCCUPATIONS CAREERS

PROVIDING OPPORTUNITIES. CHANGING LIVES.

1845 East Franklin Avenue, Minneapolis, MN 55404

612) 341-3358 Ext. 148 or 176—FAX 341-3766

takoda.aioc.edu —Also at 2700 E. Lake Street, Suite 3100



TAKODA
INSTITUTE

— OF HIGHER EDUCATION —
A DIVISION OF AMERICAN INDIAN OIC