

This catalog is an official publication of Rasmussen College. As such, it is subject to revision at any time. The College reserves the right to add, withdraw, or revise any course, program of study, provision or requirement described within the catalog as may be deemed necessary. The College will not make changes unless such changes are for the benefit of the student and the College receives prior approval from appropriate agencies.

It is advised that you read and fully understand the academic performance and personal conduct guidelines for students. Also outlined are the conditions under which students may be placed on warning, probation, notice, or suspension from the College.

Student Definition

Under Minnesota state law the word student means the student himself if he/she is the party to the contract, or his/her parents or guardian or another person, if the parent, guardian or other person is party to the contract on behalf of the student.

Class Content

The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any classes or programs where enrollment is under 15 students.

College Acceptance or Rejection of Application for Admission

The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:

- Completed application form
- Application fee
- High school diploma or a GED certificate, an attestation of high school graduation or equivalency is acceptable if extenuating circumstances exist based upon approval from the Dean of Instruction, Associate Campus Director or Campus Director.
- Transcripts from all colleges previously attended
- Completed Placement Examinations (taken at Rasmussen College).

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

Assessment

Rasmussen College has an assessment plan which is essential for evaluating and improving the quality of learning and instruction at each campus. The assessment plan evaluates student learning through the use of the COMPASS test to ensure that all students have attained basic literacy in English and math; and through the Graduate Achievement Portfolio (GAP) in which students demonstrate their skills in communication, critical thinking, and information literacy. Submission of a Graduate Achievement Portfolio is a graduation requirement which students fulfill in E 141 Career Skills or in an appropriate capstone course for their program.

Entrance Assessment

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

Subject	Score	Course Placement
English	0-37	B097, Foundations of English I
English	38-69	B098, Foundations of English II
English	70 and above	G124, English Composition
Math	0-49	B099, Foundations of Math
Math	50 and above	G134, Introduction to College Algebra

Developmental Education

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into foundation courses reflects the commitment Rasmussen College has to insuring the success of all students and to providing educational opportunities to those who enroll.

All new students who enroll in a degree, diploma, or certificate are required to take the COMPASS reading, writing, and math placement tests. Re-entering students who have successfully completed B153 Business Communications and B160 Mathematics II are not required to take the placement exam. Coursework in math or English that is numbered below 100 is considered to be developmental. COMPASS scores are used to appropriately place students in English and math courses according to skill level. Placement is determined as follows:

COMPASS Writing score 0 to 37 places into Foundations of English I
COMPASS Writing score 38 to 69 places into Foundations of English II

COMPASS Math score pre-algebra 0 to 49 places into Foundations of Math.

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

COMPASS Retest Policy

The COMPASS entrance exam may not be retaken for initial placement purposes after the start of the course.

Foundation Courses Timeframe

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

Equipment

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

Educational Records Definition

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

Grading System

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

In Speed Building, Foundations of English I, Foundations of English II, and Foundations of Math, Health Information Practicum, and Medical Transcriptionist Practicum, a letter grade of 'S/SA' or 'U/UN' is assigned upon completion.

Effective fall quarter 2001, Court Reporting students who so choose may elect to receive an assigned grade of "A" through "F/FA" for their Court Reporting Labs by signing a waiver of the "S/SA U/UN" requirement.

All grades are to be credits successfully completed with the exception of the 'W/WD' and 'U/UN' which is counted as an attempted course for the propose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. See "Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines" on page 35.

Failed classes may be retaken, but only at regular tuition rates. Students repeating a class may count the credits for that class in a financial aid award calculation only if the original grade earned is a 'F/FA'. If a student elects to repeat a course for which a grade above 'F/FA' was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket. Students may repeat a failed class only once. All grades become part of the student's permanent record, and students must maintain a 2.00 average or better to graduate in a degree, diploma, or certificate program. Students are encouraged to consult with individual instructors at any time concerning progress in class. It is the student's responsibility to make up any work missed due to absences. The credits for all repeated courses will be included in credits attempted for the purpose of determining the satisfactory progress evaluation checkpoint. A student may repeat a failed course once. If a student repeats a failed course (in which he/she received an "F/FA"), the failing grade will be removed from the student's cumulative GPA and replaced with the new course grade from the repeated class. The student's GPA should be recalculated to reflect the new letter grade.

Incomplete Grade Policy

An 'I/N' indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is completed which identifies:
 - a. the work to be completed,
 - b. qualifications for acceptable work,
 - c. the deadline for completing the work (within two weeks of the last day of class),
 - d. the grade to be entered should the student not complete the work by the deadline (the calculated grade).
2. An incomplete form is not valid unless signed by both the instructor and the student prior to the date that final grades are due. If unsigned by the student or instructor, the calculated grade is to be entered as a final grade.
3. The Dean of Instructional Programs must be informed of all incompletes granted, and must sign the form as well. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
 1. The work to be completed must be regularly assigned work, identified in the course syllabus.
 2. The student can reasonably be expected to complete the work by the deadline.
 3. The student's grade will be substantially improved.
 4. The student has demonstrated a commitment to completing work in a timely fashion.
 5. Granting the incomplete is truly in the best interest of the student.
6. By completing the work, one of the following will apply:
 - a. The student will learn substantive information by completing the work.
 - b. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
7. Allowing the student extra time compensates for events or conditions not within the student's control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments seriously.
8. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up "extra credit" work.
9. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an 'FA' (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

Policy for Change of Grade

On occasion it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may authorize its change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:

- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
- Miscalculation of the final grade by the instructor.
- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.

Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.

Grade changes must be submitted in a timely manner—generally within a few weeks after the end of the term and no later than the end of the next term.

Circumstances where a grade change may be authorized by someone other than the original instructor include:

- Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified. In such cases, documentation must be sufficient to clarify any discrepancies caused by the error.
- If the original instructor is no longer available to submit a grade change (for example, adjunct instructor no longer employed at the college), the Dean of Instructional Programs may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic grievances.

Independent Study Policy

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

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

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student's decision to withdraw from the course in an earlier quarter, the student's failure to satisfactorily complete the course in an earlier quarter, or the student's decision to change programs.
4. The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet the standard performance objectives for the class.
5. The Dean of Instructional Programs approves the plan for completing the course work.
6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.
7. At least twice and at regular intervals during the quarter, the Dean will evaluate the student's progress by reviewing work completed.

Independent studies must meet the following guidelines:

Prior to the beginning of the independent study, the student and instructor must meet to define the following:

- a. When and where they will meet each week.
- b. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.
- c. Progress checks to be reviewed by the Dean.
- d. Standards of academic quality for the work to be completed.
- e. Deadline for all work to be completed at the end of the quarter.

Credit by Examination

Some students have life experiences or knowledge from other sources which they feel would be duplicated by a class at Rasmussen College. Enrolled students may request credit by examination for a specific course if the request is made to the Dean of Instructional Programs or Associate Campus Director prior to the end of the first week of that course. To receive credit by examination, a grade of a "B" or higher is required. Industry certification is accepted in lieu of an examination for those eligible "N" designated courses in place of internal exams. The examination grade will be reflected as "TO" (Test-Out) on the students' transcripts and will not count in their grade point average. In addition, these credits will not count as credits

for financial aid purposes. A credit by examination may only be taken once for each course. Students must complete 60% of their program requirements at Rasmussen College, and only 40% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination.

Course Withdrawals

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

Transfer Credit Policy

1. Students who wish to transfer credits to Rasmussen College must first apply for admission to the College. A completed application and application fee must be submitted.
2. Official transcripts must be sent directly to Rasmussen College from every institution the student has attended.
3. As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding courses which transferred and the Rasmussen College courses they will replace. This information is also noted on the Rasmussen College transcript.
4. Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines listed below.
5. Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.25 quarter credits.
6. Students may not transfer in and/or test out of more than a total of 40% of the program credit hour requirements.
7. All credit transfer is evaluated with the following guidelines:
 - A. Transfer credits from accredited colleges, other than Rasmussen College, will be evaluated on course content. Most courses that are comparable in content from other colleges will be accepted. Students must have received a "C" grade or higher to transfer a course to a Rasmussen College program.
 - B. Courses which have been transferred will be listed on the student's transcript with a "TR" designation. However, grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average.
 - C. Courses from accredited degree-granting colleges which are intended to transfer as general education requirements will be considered in the categories listed as "General Education Requirements" in the Rasmussen College catalog.
 - D. Transfer credits from within the Rasmussen College system will be transferred directly from one Rasmussen College campus to another. Grade point averages and grades from courses taken at any of the Rasmussen College campuses will be computed in the student's final grade point average.
 - E. When courses are not accepted for transfer, a student may file an appeal through the following process:
 1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
 2. The information will be reviewed by the Dean of Instructional Programs, Campus Director, or Associate Campus Director, along with appropriate faculty.
 3. The student will receive in writing the outcome of the decision.
 - F. Students who enter at Rasmussen College are required to take the COMPASS placement exam. Should a student test at a level of remediation in English or Math, the College will not accept transfer in Algebra or English Composition. Upon successful completion of the courses and subsequent passing of the placement exams, the College may reconsider transfer of credit in these courses.

Prerequisites

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

General Education Philosophy

The purpose of our general education program is to promote breadth of knowledge and intellectual inquiry as a central part of all programs, each of which is intended to enable graduates to enjoy productive and satisfying careers. Through general education we challenge students to sharpen oral and written communication skills, to understand the breadth of disciplines that support their selected field of study, and to function responsibly and constructively in a rapidly changing world.

All programs at Rasmussen College are designed to prepare students for the challenges of career and community life. Regardless of length, each program will prepare students to:

1. Effectively communicate, orally and in writing, in the workplace, in the community, and interpersonally.
2. Analyze, evaluate, and solve problems that arise in employment and in life.

3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.

General Education Requirements for Rasmussen College AAS degrees

All A.A.S. degree candidates must complete the following general requirements:

- (1) A minimum of thirty (30) of the total credits in the A.A.S. degree program must be in general education coursework.
- (2) The following distribution requirements must be satisfied:
 - Group A:* English Composition - at least three (3) credits.
 - Group B:* Social and Behavioral Sciences - at least five (5) credits from such fields as Anthropology, American Studies, Economics, Geography, History, Human Relations, Law, Political Science, Psychology, Sociology.
 - Group C:* Mathematics and Natural Science - at least five (5) credits from such fields as Biology, Chemistry, Geology, Physics, Mathematics, Computer Science, Statistics.
 - Group D:* Fine Arts/Humanities - at least five (5) credits from such fields as Art, Humanities, Languages, Literature, Music, Philosophy, Religion, Speech, Theatre.
- (3) Additional general education courses selected from two of Groups B, C, or D of the above listed groups to make the total of thirty (30) credits of the coursework required for an A.A.S. degree. Courses that are primarily developmental or remedial in nature and content may not be included in the general education total.

Satisfactory Progress Requirements

See Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines on page 36.

Degrees, Diplomas, and Certificates

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 60% of their program requirements at Rasmussen College, and only 40% of their program requirements may be transfer credits from other post-secondary institutions or credit by examination. Clock hours listed in the synopsis of subjects are estimated hours of classwork necessary to complete the subject. Students must achieve keyboarding speed requirements and have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each subject. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length. All financial obligations to the College must also be met.

Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

Transcripts

Transcripts of credits will be given to students when all tuition obligations have been met.

A fee of \$5.00 is charged for each transcript. This fee is charged to all students requesting an academic transcript with exception to graduates and completors.

The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

Transfer to Other Colleges

Graduates or students who are considering transfer from Rasmussen College to other institutions recognize that Rasmussen College courses and programs focus on career preparation. Some of these courses are not accepted as transfer credit by other institutions. However, many academic credits earned at Rasmussen College are acceptable in transfer by various institutions. An up-to-date list of colleges with which Rasmussen College has transfer agreements is available from the Articulation and Transfer Specialist.

Agreements with other institutions are being developed, and Rasmussen College credits are regularly accepted at other institutions. Rasmussen College students interested in transferring completed programs to other institutions should contact the Articulation and Transfer Specialist for assistance.

If a student is interested in transferring credits to another institution, Rasmussen College will supply the necessary documentation or information that may aid the student in receiving credits for the completed coursework.

It should be noted that in any transfer situation, regardless of the schools involved, the acceptance of credits is at the discretion of the accepting college.

Attendance

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

Faculty determine the grading and attendance standards for their course, but attendance is not used as a method of evaluation for course grades. Faculty are required to keep accurate attendance records which are submitted to the Business Office. Attendance is recorded on student transcripts and Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

Rasmussen College reserves the right to withdraw any student who has excessive absences. The College may withdraw any student who is absent from a class for ten or more class hours.

Consortium Agreement

Course requirements for Rasmussen College programs may be completed at any of the campus locations. As the schools have common ownership and common courses, students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home school (primary attendance location) will have their total tuition and fees charged by their home school. All financial aid will be awarded and dispersed from the home school. The home school monitors satisfactory progress.

A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

Conduct/Dismisal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment. This includes, but is not limited to, conduct:

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

Dress Code

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

Drop Class Policy

A class may be dropped without being recorded on a student's transcript during the first 8 hours of scheduled class time. After that time, students may drop a class and receive a 'WWD' on their transcripts through the sixth Friday of the quarter. This will not affect a student's grade point average. After that, students receive an automatic 'F/FA' for any class dropped. Failure to notify the Dean of Instructional Programs, Campus Director, or Associate Campus Director that a student wishes to withdraw from a course means that a student is still scheduled for class. Therefore, an 'F/FA' would be recorded as the final grade. The credits for all courses in which the last date of attendance was after the drop deadline will be counted in the cumulative credits attempted.

Day/Evening Transfer

A student may transfer between day and evening programs at the start of each quarter. It is required that the student advise the Dean of Instructional Programs or Associate Campus Director of the intention to transfer one week prior to the end of the preceding quarter. It is also required that the student be in satisfactory academic and financial standing before transferring.

Limitations

Although this catalog was prepared on the basis of the best information available at the time, all information (including the academic calendar, admission, and graduation requirements, course offerings, course descriptions, and statements of tuition and fees) is subject to change without notice or obligation. For current calendars students should refer to a copy of the Schedule of Classes for the term in which they enroll.

The courses listed in this catalog are intended as a general indication of Rasmussen College's curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary from time-to-time. The content of a course or program may be altered to meet particular class needs. Rasmussen College reserves the right to cancel any class because of under enrollment or non-availability of selected faculty.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, processes and functions as an educational institution and business.

The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning. Administration's interpretation will be final.

Online Courses

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

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

There are no additional admissions or testing requirements for taking an online course. Students are required to attend an online orientation session upon registration for their first online course. All online students are registered at one of our residential campuses and receive the same student services available to all students.

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

Student Senate

Rasmussen College Student Senate is open to all students. The Student Senate assists the College in providing a successful, positive and rewarding atmosphere by organizing campus events. The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives. The representatives include: President, Vice President, Treasurer, and Secretary.

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

Changes in regulations, programs, tuition, book prices, and faculty are subject to change without notice. The College reserves the right to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Exit Interviews

Any student contemplating the termination of his/her education at Rasmussen College must first see the Dean of Instructional Programs or Associate Campus Director and then the Financial Aid Department. Academic and financial aid files are not complete until both exit interviews have been completed.

All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms.

The Financial Aid Department is available for your assistance for the duration of your student loan.

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

Tuition Structure

Tuition rates are as follows:

	New starts and re-entering students as of 10-4-2004
All courses except those designated "CC" or "N"	\$275 per credit
"CC" designated courses	\$175 per credit
"N" designated courses	\$370 per credit
Child Care Specialist Lab Fee	\$100 per quarter

* Students not enrolled in an eligible program who elect to take courses without earning college credit are charged \$145 per credit effective October 4, 2004. This non-credit option is NOT available for courses designated with a "CC" or "N." Students who elect to complete courses on a non-credit basis are not guaranteed full technology access, however every effort will be made to provide technology resources.

Transcripts denote a "ZP" upon completion of the course. Students may choose to convert the "ZP" to a letter grade and earn credit for an additional cost of \$130 per credit.

* Tuition for the quarter is based on the number of credits for which a student is enrolled at the end of the 2-week drop/add period.

* The College charges interest @ a 9% APR on unpaid balances.

Students who are not in attendance during Summer Quarter 2004 or who have a break in enrollment at Rasmussen College prior to October 4, 2004, will move to the tuition structure as indicated in the column "New starts as of 10-4-04" upon return.

Cancellation, Termination, Refund Policy

If a student is cancelled or terminated, for whatever reason, the following apply:

- A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the notice of cancellation is postmarked, or in the cases where the letter is hand carried, it shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days following written acceptance by the College, all tuition and fees paid will be refunded regardless of whether the coursework has begun.
- When a student has been accepted and gives written notice of cancellation following the fifth business day after the day of acceptance but before the start of the program, all tuition, fees and other charges, except 15 percent of the total cost of the course (not to exceed \$50) shall be refunded. All prepaid tuition is refundable.
- When a student has been accepted by the College and gives written notice of cancellation or termination 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 for which the student has been charged, the amount for tuition, fees and all other charges for the completed portion of the period of instruction for which the student has been charged shall not exceed the pro rata portion of the total charges for tuition, fees and all other charges that the length of the completed portion of the period of instruction for which the student has been charged bears to its total length, plus 25 percent of the total cost of the period of instruction for which the student has been charged but not to exceed \$100. After the completion of the 75 percent of the period of instruction for which the student has been charged, no refunds will be made.
- Students possessing laptop computers at the time of cancellation must return the laptop to the College in the same condition as it was received by them.
- Student refunds are made within 30 days of the date of determination of withdrawal if the student does not officially withdraw.
- The refund policy is not linked to compliance with the College's regulations or rules of conduct.
- Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

Re-Enter Policy

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

Re-enrollment Process for Graduates

Graduates who took courses no longer offered at Rasmussen College can designate these credits as "emphasis/elective" credits for the Business Management AAS Degree. The only exception would be in the technology area. Courses that have been upgraded (like Lotus) due to industry demands would have to be taken. This ensures that the students basic skills are in place for employment purposes. Microcomputers I taken prior to the 2000-01 Catalog will meet our current Microcomputers requirement. Application courses must be taken (Word, Excel, PowerPoint, and Access). Students will have the option to test out. Students who have completed Business Finance can designate these credits as "emphasis/elective" credits. Principles of Business Finance is a new course not similar to Business Finance. Students again have the option of testing out.

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director, Associate Campus Director, or Dean of Instructional Programs to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally by contacting the Campus Director, Associate Campus Director, or Dean of Instructional Programs. This verbal contact will also officially begin the withdrawal process.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student.

The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter. The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student's account, the student may be required to repay some of the federal grants if they withdraw.

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations. A post-withdrawal disbursement occurs when a student who withdraws earned more aid than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 90 days of the school's determination that the student withdrew. Rasmussen College credits the student's account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school's determination that the student withdrew. The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Direct Stafford Loans, Subsidized Direct Stafford Loans, Direct PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs. Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

The student is also eligible to receive a refund of institutional charges from Rasmussen College up to completion of 75% of the quarter. Earned institutional charges are calculated by the day, up to the last day of recorded attendance. A \$100 Administrative Fee is assessed to students withdrawing prior to completion of 75% of the quarter. After completion of 75% of the quarter, all tuition and fees are determined to be earned by Rasmussen College. If any funds are to be returned after the return of Title IV aid, they will be used to repay state funds in proportion to the amount received from each state source.

Federal Distribution of Funds Policy

Once the refund liability for a particular student has been determined, the federal portion of the refund shall be distributed back to the various programs in the following manner:

- All refund monies shall first be applied to reduce the student's Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct Plus loans received on behalf of the student.
- Any remaining refund monies will then be applied to reduce the student's Federal Pell Grant award.
- Any remaining refund monies will then be applied to reduce the student's Federal SEOG award.
- Other Federal SFA Programs authorized by Title IV Higher Education Act.

Non Federal Refund Distribution Policy

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other State Aid Programs (with the exception of the State Work Study Program), the following formula is used:

$$\begin{aligned} & \text{Amount of funds (financial aid and cash) applied to} \\ & \text{institutional charges (including post-withdrawal} \\ & \text{disbursements of Title IV aid applied to institutional charges)} \\ & \text{less:} \\ & \text{Amount of institutional charges that the school can retain} \\ & \text{per our state mandated refund policy} \\ & \text{less:} \\ & \text{Amount of Institutional Share of the Title IV Refund} \\ & = \\ & \text{Remaining refund due to the State Aid Programs(*)} \end{aligned}$$

Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-Title IV financial aid disbursed to the student (for the period during which the student withdrew).

These ratios are then multiplied against the remaining refund due to the State Aid Programs (*) to determine the proportional minimum refund due to both the State Grant and SELF Programs. If the student received funds from other State Aid Programs, those refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

- Any remaining refund monies will then be applied to reduce the student's Minnesota State Grant award and/or Minnesota Self Loan.
- Any remaining refund monies will then be applied to any other sources.

Veterans Refund

In the event a veteran discontinues training for any reason, the College will retain a \$10 registration fee. Any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

Library Fine Policy

Rasmussen College Library/Learning Resources reserves the right to collect late fees for Rasmussen Library materials that are kept out past the due date without renewal. The current late fee is as follows: for all circulating books, videos, audiotapes, and CD-ROMs there is a 5 day grace period; after the grace period the charge is \$.50 a day for 10 days; the maximum fine is \$5.00; a bill will be sent after 25 days at the discretion of the librarian. For reference books and reserved materials there is a 10 hour grace period beyond the 24 hour check-out period; after the grace period the charge is \$1.00 per hour for 5 hours; the maximum fine is \$5.00; a bill will be sent after 5 days at the discretion of the librarian.

In the event of materials lost or damaged, the library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. In the event that nonreplaceable items are lost or damaged, the library will charge up to \$40.00.

Rasmussen College cannot override fines incurred at other libraries. For unpaid fines on materials checked out on Rasmussen ID cards the College receives bills. The patrons incurring these bills should be held accountable for their payment so that the College does not have to cover fees. The College may ensure that students pay their fines at other libraries by withholding the student's grade report, transcript, diploma, degree, or certificate.

There are many instances when campus libraries may check out materials for patrons from other libraries with an institutional card. The College believes that this is an extension of its services and that it benefits the busy patron who is unclear how to navigate a variety of different library databases. When fines are incurred in these instances and the librarian is unable to get the other library to dismiss the fines, either Rasmussen College will pay the fine or the patron will be notified of the amount of the fine owed and may be held accountable by the College.

Housing

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

Wisconsin Residents

- The total charges (fees plus tuition) to a Wisconsin student who withdraws during the first week of classes shall not be more than \$100.
- After the passage of the three business day cancellation period, any valid notice of cancellation will be honored by the College and any amount due the Wisconsin student will be refunded within ten business days after the College receives notice of the student's cancellation.
- A Wisconsin resident who has not attended classes for ten consecutive days without giving the College an explanation about the absences, before or during the period of absence, is regarded as having withdrawn from College.

The following programs are not available to Wisconsin residents at this time: Legal Office Specialist, Medical Administrative Assistant, Business Management A.A.S., Medical Transcriptionist Programs. All other courses are available to Wisconsin residents but may be taken only at the Eagan campus.

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

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

Non-Discrimination Policy

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

Sexual Harassment/Sexual Violence

Statement of Policy

It is the policy of Rasmussen College to prohibit harassment of employees or students on the basis of gender. This policy is related to and is in conformity with the Equal Opportunity Policy of the College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, gender, marital status, pregnancy, sexual orientation, national origin, age, physical disability, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. The President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment.

Definitions

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitutes sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, 2) submission to or rejection of such conduct by an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment, 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third part of the definition often consists of callous insensitivity to the experience of others.

For further information please refer to the EEOC's website at www.eeoc.gov or call the EEOC Publications Distribution Center at 800-669-3362 (voice), 800-800-3302 (TTY).

Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

Romantic/sexual relationships between superior and subordinate:

Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties. The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student's actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee's ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee's ability to make informed choices about the relationship.

Claims of consensual romantic/sexual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor, or staff who will bear the burden of accountability because of his/her special power and responsibility, and it is exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sexual relationship where there is superior/subordinate relationship.

Sexual assault: Under Minnesota law, sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically disabled or helpless constitutes criminal sexual conduct.

By Minnesota law, having a previous relationship of any nature, including prior sexual contact with the victim/survivor is not an accepted defense for sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is not needed to prosecute the case. The relative age of the persons involved, the victim's/survivor's fear of bodily harm to self or another, the use of threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by Minnesota State law on Criminal Sexual Conduct.

Informal and Formal Complaints

Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, Associate Campus Director, or President. Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below. No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as an advisor or advocate for any party in any such complaint. No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the object of such a complaint.

Informal Resolution

Early efforts to control a potentially harassing situation are very important.

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person's supervisor can also be effective.
3. Go to a sexual harassment/violence information center or discuss the matter with a friend.
4. Talk to others who might also be victimized by the harasser, since harassment often involves more than one victim.
5. Any student, staff member, or faculty member is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Associate Campus Director, or President.

A Campus or the President contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem. All information will be kept strictly confidential. No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, without the written permission of the person making the complaint.

Incidents should be reported within 30 days. At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director or President.

Resolutions and Informal Complaints

Any student may discuss an informal complaint with the Campus Director, Associate Campus Director, or President.

1. If the person who discusses an informal complaint with an advisor is willing to be identified to others but not the person against whom the informal complaint is made, the College will make confidential record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.
2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.
3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complainants.

Formal Complaints by Students and Employees

1. A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Campus Director or Associate Campus Director who will then formally investigate the complaint and present the findings and recommendations to the President. The Campus Director and/or Associate Campus Director should report any complaint immediately to the President.
2. The College will investigate formal complaints in the following manner:
 - a. The person who is first contacted, after initial discussions with the complainant and with that person's written consent will deliver the complaint to the College specifying the individuals involved. The College will decide whether the circumstances reported in the complaint warrant an investigation.
 - b. If the circumstances warrant an investigation, the College will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any people other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.
 - c. The College's first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.
 - d. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.
 - e. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.
 - f. If a person making a formal complaint asks not to be identified until a later date (for example, until the end of the course), the College will decide whether or not to hold the complaint without further action until the date requested.
 - g. If a formal complaint has been preceded by an informal investigation, the College will decide whether there are sufficient grounds to warrant a formal investigation.
3. After an investigation of the complaint the College will:
 - a. Resolve the complaint to the satisfaction of the complainant and the person complained against and report its findings and the resolution to the President, or
 - b. Report its findings with appropriate recommendations for corrective action to the President, or
 - c. Report to the President its finding that there is insufficient evidence to support the complaint.

Following receipt of the report the Campus Director or Associate Campus Director will report their findings to the President with appropriate recommendations and may take further action as they deem necessary, including the initiation of disciplinary proceedings.

Recommended Corrective Action

The purpose of any recommended corrective action to resolve a complaint will be to correct or to remedy the injury, if any, to the complainant and to prevent further harassment. Recommended action may include a written or verbal reprimand of the harasser; suspension, dismissal, or transfer of the harasser; a change of grade or other academic record for a student who has been the victim of harassment; or other appropriate action.

Any action to suspend or to dismiss a member of the staff or faculty is solely within the authority of the Campus Director and the President.

False Charges

If it is determined in any way that a complaint was made by an employee or a student with the knowledge that the facts were false, the President will be notified. The President may recommend appropriate disciplinary action.

Sexual Violence

Rasmussen College expects that all employees and students will conduct themselves in a responsible manner that shows respect for others and the community at large. The same behavioral standards apply to all individuals. As part of the larger community we are subject to, abide by, and support Minnesota statutes and local ordinances regarding criminal sexual conduct.

Sexual assault is an act of aggression and coercion, not an expression of sexual intimacy. We will do whatever possible to offer safety, privacy, and support to the victim/survivor of sexual assault. Helping the victim/survivor look at options for reporting the assault and taking care of herself/ himself is the immediate concern of the College. The College will assist the victim/survivor in contacting an appropriate agency if such assistance is desired. If the assault takes place at the College facility, the victim/survivor should immediately contact the Campus Director, Associate Campus Director, or President. Administrators are not to reveal the name of the victim/survivor unless he/she chooses to be identified.

The administrative office at each Campus shall, at all times, have readily available the name(s) of local law enforcement agencies and sexual assault centers that are to be called for immediate help.

If the assault takes place outside the College facility, the victim/survivor should immediately contact, or have a friend contact, the local law enforcement and sexual assault center. Following the incident the victim/survivor should notify the Campus Director or Associate Campus Director of the assault for support and assistance.

Further, in either case, the victim/survivor should do the following:

1. It is helpful to have a written summary of what happened while the memory is still clear.
2. No attempt should be made to bathe, change clothes, or otherwise clean up prior to examination by a medical practitioner qualified to make determinations regarding sexual assault.
3. In most cases it will be helpful to have a friend with you when talking to the local law enforcement officials or sexual assault center personnel.

Victims' Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on property owned by the College the following additional policy applies:

1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration, at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any campus disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and
8. Further information can be obtained from the Minnesota Department of Human Rights, 190 E 5th Street, Suite 700, St. Paul, MN 55101; 1-800-657-3704; (651)296-5663; TTY (651) 296-1283. Website questions: email webmaster@therightsplace.net.
9. The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board. For further information please refer to the Office of the Crime Victim Ombudsman website at www.state.mn.us/ebbranch/ocvo/homepage.htm (651-642-0550) or the Crime Victims Reparations Board website at www.dps.state.mn.us/mccvrs/ (651-282-6256).

Drug Free Campus Policy

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

Family Educational Rights and Privacy Act (FERPA) Amended 10/01 to include the USA Patriot Act

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

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the school Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a "lawfully issued subpoena or course order in three contexts.
 - a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.
 - b. Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements nor recordation requirements apply.
 - c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.
6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger of student or others must be present.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

Directory Information

Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Director of the school within fifteen (15) days after the student starts classes.

Directory Information includes: Student's name, date of birth, address(es); course of study; extracurricular activities; degrees and/or awards received; last school attended; dean's list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended Rasmussen College not to include specific daily records of attendance).

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once filed this becomes a permanent part of the student's record until the student instructs the institution, in writing, to have the request removed.

Grievance Policy

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

An appropriate grievance is defined as a student's expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College's personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms "timely fashion," "reasonable time," and "promptly" will mean ten days.

Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

Grievance Procedure

In the event an applicant, student, graduate, former student, other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.
 2. If the matter is not resolved to the person's satisfaction he/she has the option to follow the appropriate steps:
 - a. Requests for further action on educational issues should be made to the Dean of Instructional Programs. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
 - b. Students who feel they have an appropriate nonacademic grievance should see the Campus Director. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.
- Students or other interested parties may also contact:
- Minnesota Higher Education Services Office
1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227 (651) 642-0567
 - Accrediting Council for Independent Colleges & Schools
750 First Street NE, Suite 980, Washington, DC 20002-4242 (202) 336-6780
 - The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools,
30 North La Salle Street, Suite 2400, Chicago, IL 60602-2504 (312) 263-0456.

Appeal Procedure

Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. When an individual feels he/she has been unjustly treated, he/she can request the Chief Academic Officer and/or President of the College hear his/her grievance.

If an individual wishes to appeal a decision or requests a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Chief Academic Officer and/or President within 15 calendar days of the issue in question. Response will be given within 30 Days.

Arbitration

Any controversy or claim arising out of, or relating to a current or former student's recruitment by, enrollment in, or education at Rasmussen College ("Controversy or Claim"), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the "Student") or Rasmussen College remains dissatisfied, then the Controversy or Claim shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages. The arbitrator also shall have no authority to award attorney's fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator's fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College share bear their own costs and expenses of the arbitration, including attorney's fees. Except as may be required by law, no party to the arbitration nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disclosure Policy

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

Standards of Satisfactory Progress For Institutional and Financial Aid Guidelines

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

Credit Information

A full-time student must be enrolled for and successfully complete a minimum of 12 credit hours per quarter of attendance. A three-quarter time student must be enrolled for and successfully complete a minimum of 9, 10, or 11 credit hours per quarter of attendance. A half-time student must be enrolled for and successfully complete a minimum of 6, 7, or 8 credit hours per quarter of attendance. The exception to this is that as of July 1, 1992, the Minnesota State Grant Program adopted the policy whereby 15 credit hours per quarter constitutes full-time attendance. There are nine additional levels of eligibility below that, to a minimum of 3 credit hours per quarter.

Definition of an Academic Year is a Minimum Of:

36 Quarter Credits
30 Weeks

Standards of Academic Progress

Mid-quarter and final grade reports are distributed to all students. Cumulative grade point averages are monitored quarterly. All grades relate to credits successfully completed with the exception of the "W/WD" and "U/UN" which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. All students must comply with the following elements of satisfactory progress:

A cumulative grade point average of 2.00 is required for graduation. Students must, at a minimum, achieve the following cumulative grade point averages at the listed evaluation points and complete the minimum successful course completion standards (based on the program's maximum time frame) in order to remain enrolled at Rasmussen College.

A cumulative grade point average equal to or greater than 2.00 is required for graduation. If a student cumulative grade point average falls below a 2.00, but above the minimum required grade point average, the student will be placed on academic warning for the subsequent term. In the case of academic warning, the student, after counseling, signs an agreement to the conditions of the warning period. During this warning period, eligibility for financial aid continues. If the student raises their cumulative grade point average to a 2.00 or above at the end of the term of academic warning, they would then be considered to have re-established satisfactory academic progress.

If the student does not raise their cumulative grade point average to a 2.00 after the term of academic warning, the student is not considered to be making satisfactory academic progress and would then be placed on academic probation for the following term. All financial aid is forfeited for the probationary term. Each student on probation, after counseling, signs an agreement to the conditions of academic probation and is expected to make improvements in the areas agreed upon. Students are not eligible to receive any federal, state and/or work study funds while on probation. Students who fail to meet the terms of probation are terminated from Rasmussen College.

Mitigating Circumstances: Loss of financial aid due to a probationary status may be appealed to the Academic Review Committee. This committee is composed of the Dean of Instructional Programs and 2 instructors who will determine if mitigating circumstances apply.

Required Evaluation Points	Minimum Cumulative Required GradePoint Average	Minimum Successful Course Completion of Credit Hours Attempted
Upon completion of the first term	1.50	25%
At 25% of maximum time frame	1.50	55%
At 50% of maximum time frame	1.70	67%
Upon completion of 100% maximum program length	2.00	100%

All appeals must be made in writing addressing the nature of the circumstances that warrant exception to the policy stated above. All appeals will be reviewed and ruled upon within 5 business days. Students will be notified in writing regarding the outcome of the appeal. The ruling of the committee is final and cannot be appealed. Students who reapply for admission to the College can return at the same academic status as when they last attended, (e.g., a student who leaves on academic probation, returns on academic probation). Acceptance includes an academic evaluation and approval from the Dean of Instructional Programs. Student's progress will be reevaluated each term. Satisfactory progress reestablished under such conditions will not carry a retroactive disbursement for forfeited payments.

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

A student cannot exceed one and one-half times the standard time frame. Students who fail a class are allowed to repeat the class. The credits are counted in the financial aid award. Students who wish to repeat a course and earned above a failing grade, are responsible for paying for the class out of pocket in this instance. These credits cannot be included in the students financial aid award.

THE STANDARDS OF SATISFACTORY PROGRESS APPLY TO ALL STUDENTS, NOT JUST THOSE RECEIVING FINANCIAL AID.

Accreditation, Licensing & Approvals

Accredited By:

Rasmussen College is accredited by The Higher Learning Commission, and is a member of The Commission of The North Central Association of Colleges and Schools (NCA) 30 N. La Salle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440 or (312) 263-0456; www.ncahigherlearningcommission.org

Rasmussen College is accredited by the Accrediting Council for Independent colleges and Schools, 750 First Street N.E., suite 980, Washington, DC 20002-4242, (202) 336-6780; to award certificates, diplomas, and associate degrees.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the council for Higher Education Accreditation.

The Rasmussen College Health Information Technician program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the American Health Information Management Association (AHIMA) Council on Accreditation.

- American Health Information Management Association
919 N. Michigan Ave., Suite 1400, Chicago, IL 60611
(312) 787-2672

Licensed By:

- Minnesota Higher Education Services Office
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
(651) 642-0567
- State of Wisconsin Educational Approval Board
310 Price Place, Madison, WI 53707-0567
(608) 266-1996

Approved For:

- Veterans' Benefits by the Minnesota State Approving Agency

Internship/Externship Sites

Allied Health

Mankato Clinic LTD

PO Box 8674
Mankato, MN 56002-8674

North Ridge Family

Medicine Group
Allina Medical Group
1695 LorRay Drive
North Mankato, MN 56003

VA Medical Center

4801 8th St. N.
St. Cloud, MN 56303

CentraCare Clinic

1200 6th Ave. N.
St. Cloud, MN 56303

Veterans Affairs

Medical Center
One Veterans Drive
Minneapolis, MN 55417

Minnesota Lung Center

920 E 28th Street
Suite 700
Minneapolis, MN 55407

Children's Health Care

2525 Chicago Avenue South
Minneapolis, MN 55404

Family Medical Center, P.A.

811 SE 2nd Street
Little Falls, MN 56345

Wilder Health Care Center

512 Humbolt Avenue
St. Paul, MN 55107

Practicum Sites – Twin Cities

Children's Health Care

D/b/a/ Children's Hospital
and Clinics
2525 Chicago Avenue South
Minneapolis, MN 55404

Fairview Southdale Hospital

6401 France Avenue
Edina, MN 55435

Fairview Ridges Hospital

201 Nicollet Boulevard
Burnsville, MN 55337

Fairview Health Services

Multiple Clinic Locations

Hennepin County

Medical Center
701 Park Avenue
Minneapolis, MN 55415

Regions Hospital

640 North Smith Avenue
St. Paul, MN 55102

VA Medical Center

One Veterans Drive
Minneapolis, MN 55125

Child Care

Care Corner

501 Holly Lane
Mankato, MN 56001

Playhouse

205 N. Benton Dr.
Sauk Rapids, MN 56379

M.A.C.S. Child Care

546 Grant Ave.
North Mankato, MN 56003

New Horizon

Child Care Center
10305 6th Ave. N.
Plymouth, MN 55441

Kid's Haven

302 12th Avenue South
Buffalo, MN 55313

Bear Necessities

5280 Main Street East
Maple Plain, MN 55349

Tender Time

11221 96th Avenue North
Maple Grove, MN 55369

Tutor Time

4673 White Bear Parkway
White Bear Lake, MN 55125

Intergenerational

3386 Pilot Knob Road
Eagan, MN 55124

Albert Lea Community

Child Care Center
2200 Riverland Drive
Albert Lea, MN 56007

Kids Corner

100 Freeman Drive
St. Peter, MN 56082

Wee Pals Child Care Center

560 Dunnell Drive
Owatonna, MN 55060

Elm Care Daycare

900 4th Street SW
Waseca, MN 56093

Three Rivers Community

Action (Head Start)
201 South Lyndale Avenue
Faribault, MN 55021

Bright Beginnings

181 West Minnesota Street
LeCenter, MN 56057

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement of skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory has the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship has the credit equivalency of one hour of lecture. The individual student's ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Dean of Instructional Programs or Campus Director.

Credit Definition

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

One quarter credit is awarded for each:

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

Clock Hour - A clock hour or class period is 50 minutes of instruction. The following course descriptions include whether the course is lecture, laboratory, externship, or a mixture.

How to read course descriptions

Course description numbers that fall below 100 are considered developmental courses. Course description numbers that are above 100 are considered college level courses. Course descriptions are organized in alphabetical order by discipline. Letters indicate appropriate program areas as indicated below:

- A - Accounting
- B - Business
- CC - Child Care
- D - Computers
- G - General Education
- HUC - Health Unit Coordinator
- J - Criminal Justice
- M - Medical/Allied Health
- MT - Massage Therapy
- N - Network
- PT - Pharmacy Technician
- R - Retail/Sales
- S - Secretarial/Office Administration

A151 Accounting I - 40 Hours. 4 Credits.

This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of accounting and will be trained in the bookkeeping function of properly recording transactions in journals and posting to ledgers. The trial balance, working papers, financial statements, and closing of books are introduced. Prerequisite: None (Lecture: 100%)

A152 Accounting II - 40 Hours. 4 Credits.

This course emphasizes the classification of accounts, notes, drafts, prepayments, installments, sales, fixed assets, and monthly adjustments. The course also covers accounting of the merchandising enterprise and partnership accounting. Prerequisite: Accounting I. (Lecture: 100%)

A153 Accounting III - 40 Hours. 4 Credits.

This course emphasizes corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash flow analysis, and decision-making. Manufacturing accounting is included. Prerequisite: Accounting II, or equivalent. (Lecture: 100%)

A169 Income Tax - 40 Hours. 4 Credits.

Course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Prerequisite: Accounting II or equivalent. (Lecture: 100%)

A170 Cost Accounting I - 40 Hours. 4 Credits.

The fundamentals of cost accounting, such as materials, labor, and overhead are studied. Included is a study of job order cost accounting. Prerequisite: Accounting II or equivalent. (Lecture: 100%)

A172 Intermediate Accounting I - 40 Hours. 4 Credits.

This course covers a review of accounting procedures, then expands to specialized treatment of financial statements, cash and temporary assets, receivables, inventories (general and estimating procedures), current liabilities, income tax procedures in accounting, and the acquisition, use, and retirement of long-term plant assets. Prerequisite: Accounting III. (Lecture: 100%)

A177 Payroll Accounting - 40 Hours. 4 Credits.

Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records. Prerequisite or co-requisite: Accounting I. (Lecture: 100%)

A280 Accounting Capstone - 20 Hours. 2 Credits.

This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting AAS Degree Program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be discussed. This course focuses on research, case analysis, and inter-personal communication and class presentations. Prerequisite: Students must be enrolled in the Accounting AAS Degree program and in their last or second to last quarter. (Lecture: 100%)

B097 Foundations of English I - 40 Hours. 4 Credits.

This foundation course emphasizes grammar usage, basic punctuation, and sentence structure. Prerequisite: Placement determined by COMPASS assessment score. (Lecture: 100%)

B098 Foundations of English II - 40 Hours. 4 Credits.

This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy. Prerequisite: COMPASS placement score or a grade of 'SA' in Foundations of English I. (Lecture: 100%)

B099 Foundations of Math - 40 Hours. 4 Credits.

A study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages. Prerequisite: Placement determined by COMPASS assessment score. (Lecture: 100%)

B136 Introduction to Business - 40 Hours. 4 Credits.

The purpose of this course is to help the student acquire a good comprehension of how the free enterprise system works. The many aspects of business organization, production, human resources, marketing, finance, and others are studied. Prerequisite: None. (Lecture: 100%)

B138 Management and Supervision - 40 Hours. 4 Credits.

A study of the aspects of the practice of management necessary for the development of managerial skills and insight. Prerequisite: Introduction to Business. (Lecture: 100%)

B139 Marketing - 40 Hours. 4 Credits.

An introductory course in marketing as it operates in American business today. A study of the combination of elements (product, price, systems, channels of distribution, and promotion) which can be used to achieve the most effective marketing mix. Prerequisite: Introduction to Business. (Lecture: 100%)

B140 Sales Techniques - 40 Hours. 4 Credits.

An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today's marketplace. Prerequisite: None. (Lecture: 100%)

B141 Sales Applications - 40 Hours. 4 Credits.

A how-to course designed to provide the opportunity to use professional methods learned in Sales Techniques, with the practical application of product knowledge and sales presentation development. Prerequisite: Sales Techniques. (Lecture: 100%)

B148 Human Resource Management - 40 Hours. 4 Credits.

Leadership and management functions such as those required to establish goals, policies, procedures, and plans are studied. Motivation, planning and control systems of organizations and behavior are studied. Prerequisite: None. (Lecture: 100%)

B149 Risk Management and Insurance - 40 Hours. 4 Credits.

A survey of the general principles of risk management and insurance and their role in business. Topics include the relationship of risk transfer, risk avoidance, and risk retention to risk management and loss control methods as used for decision making in human resources and finance. Emphasis is placed on the risk management process which includes the identification of risks, evaluation of risks, and selection of an appropriate management response, implementation, and review. Prerequisite: Human Resource Management (Lecture: 100%)

**B150 -Training and Development
– 40 Hours. 4 Credits.**

Students will study the basics of training and learn to analyze organizations to determine both training needs and the most appropriate training methodologies, in order to solve common business problems. Learners will develop an understanding of recruiting, retention, and development as an integrated process and will focus first on the characteristics and motivations of people of different backgrounds and the match between their needs and aspirations and the relevant characteristics of the employing enterprise. Special attention will be given to effective performance review processes and its relationship to coaching and mentoring. Prerequisite: Human Resource Management (Lecture: 100%)

**B163 Principles of Advertising
– 40 Hours. 4 Credits.**

Theory, principles, and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio, and television are reviewed as advertising media. Prerequisite: Marketing. (Lecture 100%)

**B167 -Employment Law
– 40 Hours. 4 Credits.**

Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters. Prerequisite: Human Resource Management (Lecture: 100%)

**B168 Compensation and Benefits Management
– 40 Hours. 4 Credits.**

This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design. Prerequisite: Human Resource Management (Lecture: 100%)

**B169 Occupational Health, Safety and Security
– 40 Hours. 4 Credits.**

To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under OSHA; by assisting and encouraging their employer in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety, health and security purposes. Prerequisite: Human Resource Management (Lecture: 100%)

**B171 Professional Communication
– 40 Hours. 4 Credits.**

This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments. Prerequisite: A grade of SA in Foundations of English II or placement determined by COMPASS assessment score (Lecture 100%)

**B193 Business Ethics
– 40 Hours. 4 Credits.**

Ethics is the belief about what is good and bad in actions that affect others. This course will introduce students to philosophical theories of ethics as they relate to business. Current ethical issues in business will be studied with an emphasis on understanding ethical development and the integration of ethical values into business. Prerequisite: None. (Lecture 100%)

**B219 Customer Service
– 40 Hours. 4 Credits.**

This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction. Prerequisite: None. (Lecture 100%)

**B220 Project Planning and Documentation
– 40 Hours. 4 Credits.**

This course will introduce students to the processes of project planning from the early stages of brainstorming through planning including creating timetables, resource management, implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study. Prerequisite: None. (Lecture 100%)

**B230 Principles of Finance
– 40 Hours. 4 Credits.**

A study of financial institutions, investment techniques, and financial management. Topics include the United States Monetary System, banks and other depository institutions, international trade and finance, savings and investment processes, structuring interest rates, stocks and bonds, and financial analysis and long-term financial planning for business applications. Prerequisite: None. (Lecture 100%)

**B280 Business Capstone
– 20 Hours. 2 Credits.**

This course is designed for students to integrate their knowledge and skills obtained during the completion of their 2-year business management program. The purpose of the course is to help students develop a big picture view of how the courses they have completed fit together. Students analyze what they have learned in a portfolio, and apply it through completion of a team simulation project and an individual project. Prerequisite: Students must be enrolled in the Business AAS Degree program and in their last or second to last quarter. (Lecture 100%)

**CC151 Guiding Children's Development
– 50 Hours. 4 Credits.**

This course will explore characteristics of children at different ages, their developmental needs, and the foundation of early childhood education. Students will learn techniques for building self-esteem in children and using interpersonal skills and communication within the classroom and center. Students will study the family including the function, and the cultural, social class, and ethnic variations in the family as a social system. The student will study and practice techniques for guiding children throughout the day, developing routines, and providing structure and consistency. The student will examine methods of handling problems and variations when dealing with special needs children. This course also examines the goals of Multicultural Education. Students will participate in a lab setting one Saturday a quarter. The resources developed will coincide with the course topics and the externship. Prerequisites: None. (Lecture: 75% Lab: 25%)

**CC152 Early Childhood Education
Curriculum and Instruction
– 50 Hours. 4 Credits.**

This course emphasizes the skills that are necessary to guide children through developmentally appropriate art, literature, dramatic play, math, science, sensory, field trips, cooking, music and movement, large and fine motor skills, and computer experiences. This course also examines criteria of planning developmentally appropriate programs for young children. It examines methods for writing behavioral objectives, establishing program and activity goals and writing lesson plans. Evaluation of curriculum, developmentally appropriate thematic ideas, and means of involving parents are demonstrated. Students will participate in a lab setting one Saturday a quarter. The resources developed will coincide with the course topics and the externship. Prerequisites: None. (Lecture: 75% Lab: 25%)

**CC153 Creating a Developmentally Appropriate Environment
– 50 Hours. 4 Credits.**

This course exams the knowledge of working in child care; including staff qualifications, proper diapering, and hand-washing techniques, child abuse reporting, etc. by examining in depth DHS Rule 9503, governing child care programs. This course will provide guidelines for establishing safe environments including selecting equipment, room arrangement, accident prevention procedures, and sanitation guidelines. Students will examine liability issues in child care. The course will provide objectives for developing health policies, controlling disease, establishing proper nutrition, and responding to children's special health concerns. Students will participate in a lab setting one Saturday a quarter. The resources developed will coincide with the course topics and the externship. Prerequisites: None. (Lecture: 75% Lab: 25%)

**CC154A Observing and Promoting
Development in the Early Childhood
Classroom
– 240 Hours. 8 Credits.**

Under the supervision of staff and child care center directors, the student will practice early childhood theory and techniques. Students will implement developmentally appropriate practices in an early childhood setting. Prerequisites: None. (Externship 100%)

**CC155 Creating a Learning Environment
– 300 Hours. 10 Credits.**

Continuation of CC154 with emphasis on creating a learning environment and leadership in the classroom. Prerequisites: CC154A. (Externship 100%)

**CC156 Implementing Curriculum in the
Early Childhood Classroom
– 300 Hours. 10 Credits.**

Continuation of CC154 and CC155 with emphasis on developmentally appropriate practices and leadership in the classroom. Prerequisites: CC155. (Externship 100%)

**CC158 Infant and Toddler Curriculum
– 40 Hours. 4 Credits.**

This course will provide the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings, including brain and attachment research. Establish a foundation for a responsive, relationship-based curriculum for children birth to three who are in group care settings. Introduce the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations. Prerequisites: None (Lecture 100%)

**CC159 Dynamics of the Family
– 40 Hours. 4 Credits.**

This course is designed to introduce the student to the importance of the family as it pertains to the growth and development of children. It will deal with many issues that affect families today including divorce, single-parent homes, racial and ethnic issues, non-traditional families and education. Prerequisites: None (Lecture 100%)

**CC160 Children with Special Needs
– 40 Hours. 4 Credits.**

This course is designed to introduce students to the issues of evaluating and working with children with special needs. Topics to be covered will include an overview of early childhood special education, identifying and assessing young children with special needs, and planning and organizing educational programs. Prerequisites: None (Lecture 100%)

**CC161 Appreciation of Children's Literature
– 40 Hours. 4 Credits.**

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques. Prerequisites: None (Lecture 100%)

**D177 Computer Accounting Applications
– 40 Hours. 3 Credits.**

The student will learn to design and set up an accounting system, maintain, and record transactions of a business. The student will also be introduced to a widely-used computer software system. Prerequisites: Accounting II. (Lecture 100%)

**D181 Excel
– 40 Hours. 3 Credits.**

Microsoft Excel will be used to provide students with experience in manipulating the electronic spreadsheet. Course topics include spreadsheet creation, design, editing, and printing. A variety of specific spreadsheet formulas will be learned including built-in functions. Other Excel features such as charts, macros, lists, integration with other Microsoft Office applications, problem-solving tools (data tables, goal seek, solver, etc.), PivotTables and PivotCharts will also be learned. Students will also analyze various techniques and use them to create business documents. This course is designed to help prepare students for the MOS certification exam. Prerequisites: Microcomputers (Lecture 50%, Lab 50%)

**D182 PowerPoint
– 40 Hours. 3 Credits.**

This course covers the creation of business presentations with Microsoft's PowerPoint. Students will learn to create and present slide shows for speaker presentations including audience handouts and kiosk slide shows. Bulleted slides, text slides, and organizational charts will also be created. Students will learn when to appropriately add clip art, video clips, colors, and various backgrounds to presentations. This course is designed to help prepare students for the MOS certification exam. Prerequisites: Microcomputers (Lecture 50% Lab 50%)

**D183 Access
– 40 Hours. 3 Credits.**

This course introduces students to the techniques of database creation, management, and report generation. The topics covered in this course include creating databases, database modification, viewing, organizing and locating information, defining and refining queries, analyzing data, using forms, creating sub forms, building forms for others to use, report generation, and printing. Additional topics include: building relational databases, utilizing web capability, and maintaining data integrity. Students will be assigned hands-on projects to reinforce learning of the course material. This course is designed to help prepare students for the MOS certification exam. Prerequisites: Microcomputers (Lecture 50%, Lab 50%)

**D183 Access
– 40 Hours. 3 Credits.**

This course introduces student to the techniques of database creation, management, and report generation. The topics covered in this course include creating databases, database modification, viewing, organizing and locating information, defining and refining queries, analyzing data, using forms, creating sub forms, building forms for others to use, report generation, and printing. Additional topics include: building relational databases, utilizing web capability, and maintaining data integrity. Students will be assigned hands-on projects to reinforce learning of the course material. This course is designed to help prepare students for the MOS certification exam. Prerequisites: Microcomputers (Lecture 50% Lab 50%)

**D184 Microcomputers
– 40 Hours. 3 Credits.**

This course is designed to provide the student with an introductory knowledge of the Microsoft Office suite. The focus of this course includes Word, Excel, PowerPoint, and Access. This course will briefly cover email, Internet and Windows file management, as the course prepares students for a computerized work place. Prerequisites: None (Lecture 50%, Lab 50%)

**E141 Career Skills
– 20 Hours. 2 Credits.**

This course is designed to study the personal strengths and professional attributes necessary for a successful career. The student will assemble a complete job-seeking portfolio including resume and references, letters of application and appreciation, application forms, documentation of work and educational history, and demonstration skills through examples of student work. The course includes an in-depth study of self-marketing, business responsibility, and job interviewing techniques, as well as participation in informational and mock interviews. Prerequisites: None. (Lecture: 100%)

**E143 Desktop Publishing
– 40 Hours. 3 Credits.**

Desktop publishing is used in business to combine word processing and graphics to create "typeset" quality publications. Aldus PageMaker will be used to explore the extensive graphics capabilities of the microcomputer. Prerequisite: Microcomputers. (Lecture 50% Lab 50%)

**E150 Success Strategies
– 40 Hours. 4 Credits.**

This course will enable students to develop positive skills that ensure success in the college setting and workplace. Specific topics in learning and study strategies will lead students to develop and utilize appropriate study techniques, ensuring academic success. Topics in life skills will lead to a better understanding of self and others in our diverse world, and encourage the development and utilization of strategies to promote positive relationships, self-management and professionalism. Prerequisite: None. (Lecture: 100%)

**F111 -Introduction to Banking
– 40 Hours. 4 Credits.**

This course is the standard introduction to the banking profession. It touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. Prerequisite: None (Lecture 100%)

**F112 -Fundamentals of Consumer Lending
– 40 Hours. 4 Credits.**

This course provides the basic knowledge about consumer credit. It will cover terminology, basic categories of consumer credit, determining credit worthiness, and the application process. It includes the origin of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit. Prerequisite: Introduction of Banking (Lecture 100%)

**F113 -Introduction to Mortgage Lending
– 40 Hours. 4 Credits.**

This course examines mortgage lending, not only from the aspect of lending to individuals for the purchase of a residence, but also that of providing loans for apartment buildings and loans for real estate developers and builders. It covers construction and permanent financing for residential property; real estate law; documentation; mortgage loan servicing; the secondary mortgage market; the role of government in mortgage lending; and residential real estate as an investment. Prerequisite: Introduction of Banking (Lecture 100%)

**F114 -Marketing of Financial Products
– 40 Hours. 4 Credits.**

This course examines what motivates customers to purchase financial services and demonstrates how to develop a successful marketing plan. Developing a marketing plan, promotion, delivery channels, sales and sales management, product development, research techniques, communications and public relations, and future trends are covered. Prerequisite: Introduction of Banking and Marketing (Lecture 100%)

**F115 -Principles of Banking Law
– 40 Hours. 4 Credits.**

This course will guide students through the legal and regulatory issues. Every part of the banking process, from taking deposits and making loans to operating safe deposit boxes and offering trust services, is governed by laws for the purpose of protecting consumers or maintaining the safety and soundness of the bank. Prerequisite: Introduction of Banking (Lecture 100%)

**G121 Introduction to Statistics
– 40 Hours. 4 Credits.**

This course is an introduction to modern statistics, emphasizing problem solving through statistical decision-making. Topics include organization and presentation of data, summary statistics, sampling, probability, distributions, correlation, regression, estimation and hypothesis testing. The course combines the use of statistics in various disciplines with the need of a consumer to understand the statistical reasoning process. Prerequisite: None. (Lecture 100%)

**G122 World Geography
– 40 Hours. 4 Credits.**

This course provides an introduction to the nature of geographic inquiry; the where and why of people's locations and activities. The interactions of physical, political, economic, and social systems are studied. These themes are illustrated by various examples from regions, areas, and countries of the world. Prerequisite: None. (Lecture 100%)

**G123 Principles of Economics
– 40 Hours. 4 Credits.**

This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course introduces microeconomic and macroeconomic concepts. Prerequisite: None. (Lecture 100%)

**G124 English Composition
– 40 Hours. 4 Credits.**

Through writing, reading and discussion, students will learn to communicate effectively. Emphasis is on the basic principles of academic writing: focus, unity development, and coherence. These principles are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students' grammar, punctuation and usage skills. Students will synthesize reading, writing, and thinking. Prerequisite: A grade of "SA" in Foundations of English II or placement determined by COMPASS assessment score. (Lecture 100%)

**G125 Humanities
– 40 Hours. 4 Credits.**

This course investigates human creative achievement. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy. Prerequisite: None. (Lecture 100%)

**G126 Speech
– 40 Hours. 4 Credits.**

This course covers the basic principles for preparing, researching, and delivering a public speech. Major topics include preparing and organizing informative, persuasive, impromptu, and extemporaneous speeches. In addition, this course will include audience analysis and suggestions for overcoming speech anxiety. Students will analyze and evaluate the arguments and rhetorical methods used in public communication. Prerequisite: None. (Lecture 100%)

**G128 Human Uses of the Environment
– 40 Hours. 4 Credits.**

This course is a study of the fundamental concepts and principles of ecology. Topics include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil, and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival. Prerequisite: None. (Lecture 100%)

**G133 Anatomy and Physiology
– 40 Hours. 4 Credits.**

This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems. Prerequisite: None. (Lecture 100%)

**G134 Introduction to College Algebra
– 40 Hours. 4 Credits.**

This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems. Prerequisites: A grade of 'SA' in Foundations of Math or placement determined by COMPASS assessment score. (Lecture 100%)

**G135 Survey of American Literature
(Mid-Nineteenth Century to the Present)
– 40 Hours. 4 Credits.**

This course is a survey of American Literature from the mid-nineteenth century to the present. The goals are to introduce students to a diverse group of important American literary texts and to teach them criteria for closely examining works that will enable them to become more sophisticated and satisfied readers. We will look at how these works exemplify particular historical genres and how they represent such cultural issues as gender, race, ethnicity, class, region, the nation, the community, the construction of identity, religion and nature. We will concern ourselves with the literary and aesthetic qualities as well as the cultural significance of these works. Prerequisites: None. (Lecture 100%)

**G136 History: Popular Culture and Social
Change in America—Post World War II
– 40 Hours. 4 Credits.**

This course will explore the ways in which popular culture represented and mediated conflicts and tensions following World War II. Issues of gender and family relationships, as well as class and racial politics will be discussed. The role of television in the new suburban family and the role Hollywood films played in popular culture will be examined. Prerequisite: None. (100% Lecture)

**G137 - Introduction to Psychology
– 40 Hours. 4 Credits.**

This course will introduce students to the scientific study of human behavior. Course topics will include the following: heredity and environment, development of the individual, motivation, emotion, perception, personality and abnormal behavior. Prerequisite: None (Lecture 100%)

**G138 Introduction to Film
– 40 Hours. 4 Credits.**

This course is an introduction to the main types of film, to expressiveness of film techniques, and to ways in which students can better understand and appreciate both individual films and the medium as a whole. The goals are to introduce students to a diverse group of important American as well as international films and to teach them the necessary criteria for closely examining the characteristics of the film medium. The course will examine how films exemplify particular genres and analyze the contexts of films as well as the ways in which viewers formulate meanings. The course will explore the aesthetic qualities of given films and genres, and investigate the cultural significance of these works. Prerequisite: None (Lecture 100%)

**G139 Introduction to Astronomy
– 40 Hours. 4 Credits.**

A study of the solar system, the Milky Way and other galaxies, and the universe. Topics include the structure of the celestial bodies, recognizing them and understanding the influence they have on each other. Prerequisite: None. (Lecture 100%)

**G141 Introduction to Communication
– 40 Hours. 4 Credits.**

The course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings. Prerequisite: None. (Lecture 100%)

**G142 Introduction to Sociology
– 40 Hours. 4 Credits.**

This course will introduce students to the fundamental concepts and principles of sociology. Students will learn to think critically about their society by applying sociological concepts to topics including, but not limited to, the family, social interaction, social organization, religion and social change. Students will be encouraged to apply these broader sociological perspectives to their personal lives and current events. Prerequisite: None. (Lecture 100%)

**G143 Contemporary US Government
– 40 Hours. 4 Credits.**

This course provides an introduction to the US system of government, including its parts, institutions, and evolution, and will help students understand how the government works. To explore how the US government affects its citizens and how citizens participate in their government, students will address current problems and issues grounded in legal history, theory, and ethics. Prerequisites: None (Lecture 100%)

**H110 Health Unit Coordinator Fundamentals
– 40 Hours. 4 Credits.**

This course will introduce the student to the health care environment, plus health unit coordinator procedures. The student will become familiar with the ethical and legal standards, nursing unit references, chart forms, graphing vital signs, processing patient chart and beginning transcription procedures. Prerequisite: Completion of or concurrent enrollment in Medical Terminology (Lecture 100%)

**H111 Health Unit Coordinator Lab
– 40 Hours. 4 Credits.**

This course is designed to give the student the skills needed in transcribing physician's orders. It will include transcribing medication and IV orders, admission orders, lab and x-ray orders, treatment orders, diet and activity orders, preoperative orders, and post-operative orders. Computer transcription will also be introduced. In addition, the student will be provided the opportunity to read many variations of hand written physicians orders. This will include reading and transcribing complex gynecology, orthopedic, diabetic, neurology, and respiratory orders. Prerequisite: Concurrent with Health Unit Coordinator Fundamentals (Lab 100%)

**H112 Health Unit Coordinator Practicum
– 90 Hours. 3 Credits.**

This is a cooperative training program between Rasmussen College and a health care facility which allows the student to apply competencies learned in the program to an employment-like work experience. The student will be assigned to a specific nursing unit in a hospital or nursing home and will be expected to perform various HUC duties. Prerequisite: Health Unit Coordinator Fundamentals and Health Unit Coordinator Lab (Internship 100%)

**J100 Introduction to Criminal Justice
– 40 Hours. 4 Credits.**

An introductory course designed to familiarize students with the facets of the criminal justice system, the sub-systems and how they interrelate. Students are introduced to various legal concepts especially the structure and operation of America's court systems. Prerequisite: None. (Lecture: 100%)

**J105 Criminal Law
– 40 Hours. 4 Credits.**

An examination of substantive criminal law, definitions of crime, and principles of criminal responsibility. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility and common law principles are examined. The course will use case studies for application of general principles to the law. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

**J110 Criminal Procedures
– 40 Hours. 4 Credits.**

An examination of the procedural requirements for the judicial processing of criminal offenders. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

**J115 Introduction to Corrections
– 40 Hours. 4 Credits.**

A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

**J120 Policing in America
– 40 Hours. 4 Credits.**

This course utilizes a historical perspective to examine policing from its inception to law enforcement in modern American society. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

**J200 Domestic Violence
– 40 Hours. 4 Credits.**

This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

**J205 Juvenile Justice
– 40 Hours. 4 Credits.**

An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

**J210 Private Security
– 40 Hours. 4 Credits.**

An examination of the organization and management of security in industry, business and government. A review of the methods used to protect personnel, facilities and major assets as well as loss prevention, risk analysis, physical security, safety, accident prevention, and common security problems facing administrators. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

**J215 Ethics in Criminal Justice
– 40 Hours. 4 Credits.**

This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in the criminal justice, but also of how sound moral decisions are made in response to them. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

J220 Contemporary Issues in Criminal Justice – 40 Hours. 4 Credits.

The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. Prerequisites: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice AAS Degree program and in their last or second to last quarter. (Lecture 100%)

**M120 Medical Terminology
– 40 Hours. 4 Credits.**

This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation. Prerequisite: None (Lecture 100%)

*This class is only offered online at the Eagan, Mankato, and Minnetonka campuses.

**M140 Basic ICD-9-CM Coding
– 40 Hours. 4 Credits.**

This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems. Prerequisite: M208 Introduction to Health Information Management, M120 Medical Terminology (Lecture: 100%)

**M141 Ambulatory Care Coding
– 40 Hours. 3 Credits.**

The emphasis in this course is coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT. Prerequisites: Basic ICD-9-CM Coding (Lecture 50%, Lab 50%)

**M200 Medical Office Procedures
– 40 Hours. 4 Credits.**

This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing, and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills. Prerequisite: None. (Lecture 100%)

**M205 Medical Transcription I
– 40 Hours. 3 Credits.**

The student will transcribe medical histories, physical examination and other medical reports from transcription tapes; and will apply knowledge of medical terminology, anatomy, and physiology to the transcription process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms. Prerequisites: Medical Terminology and Keyboarding. (Lecture 50%, Lab 50%)

*This course is only offered online at the Eagan and Minnetonka campus.

**M206 Medical Transcription II
– 40 Hours. 3 Credits.**

A continuation of Medical Transcription I, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastrointestinal, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of health care professionals who are non-native speakers of English. Prerequisite: Medical Transcription I. (Lecture 50%, Lab 50%)
*This course is only offered online at the Eagan and Minnetonka campus.

**M207 Medical Transcription III
– 40 Hours. 3 Credits.**

This course completes the Medical Transcription sequence, integrating the student's knowledge of medical terminology, anatomy, pharmacology, disease process, surgical procedures, diagnostic studies, and laboratory tests with English language and transcription skills to produce an accurate and complete medical record. Emphasis is on career goals and the importance of professional/ethical conduct. Prerequisite: Medical Transcription II. (Lecture 50%, Lab 50%)

*This course is only offered online at the Eagan and Minnetonka campus.

**M208 Introduction to Health Information Management
– 40 Hours. 4 Credits.**

This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of health care facilities, the members of the health care team who contribute to and use health information, and trends in the management of health care records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information. Prerequisite: None. (Lecture 100%)

**M209 Medical Insurance Billing
– 40 Hours. 3 Credits.**

An introduction to medical billing including claim forms preparation and processing, electronic claim submission, and introductory medical coding. It provides an overview of medical office accounting procedures, and introduces the features of a patient billing system. Software is used to simulate a medical office environment. Prerequisite: Medical Terminology (Lecture 50%, Lab 50%)

**M211 Quality Analysis and Management
– 40 Hours. 4 Credits.**

This course covers quality improvement methodologies used in acute and long term care, and the quality issues of health information services. Prerequisite: Introduction to Health Information Management. (Lecture 100%)

M218 Management of Health Information Services – 40 Hours. 4 Credits.

This course is a study of management principles with application to health information service departments in various health care settings. Students will learn how to measure and manage productivity of coding staff and quality of coded documentation. Prerequisite or Co-requisite: Quality Analysis and Management. (Lecture 100%)

**M223 Pathology I
– 40 Hours. 4 Credits.**

Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems. Pre or Co-requisite: Medical Terminology, Anatomy and Physiology. (Lecture 100%)

**M224 Pathology II
– 40 Hours. 4 Credits.**

This course is a continuation of the study of human anatomy and pathophysiology with a focus on structures, functions, and diseases of the remaining human body systems. Prerequisite: Pathology I. (Lecture 100%)

**M225 Medical Office Internship
– 90 Hours. 3 Credits.**

Internship includes a minimum of 90 hours of field experience participating in office procedures under the direction of a practicing medical office specialist. The internship lets the student gain practical experience as a medical office specialist in an actual health care work setting, and is essential to training and certification. Prerequisites: Medical Terminology. (Internship 100%)

**M226A Medical Coding Practicum A
– 30 Hours. 1 Credit.**

This course offers supervised practical experience in health care settings with a minimum of 30 hours of field experience in medical coding under the direction of a practicing medical coding management professional. The field practicum lets the student gain experience as a medical coder in an actual health care work setting, and is essential to training. Prerequisites: Medical Terminology, Basic ICD-9-CM Coding. (Practicum 100%)

**M226B Medical Coding Practicum B
– 30 Hours. 1 Credit.**

This course offers supervised practical experience in health care settings with a minimum of 30 hours of field experience in medical coding under the direction of a practicing medical coding management professional. The field practicum lets the student gain experience as a medical coder in an actual health care work setting, and is essential to training and certification. Prerequisites: Medical Terminology, Basic ICD-9-CM Coding. (Practicum 100%)

**M226C Health Information Practicum
– 60 Hours. 2 Credits.**

This course offers supervised practical experience in health care settings with a minimum of 60 hours of field experience in health information technology under the direction of a practicing health information management professional. The field practicum lets the student gain experience as a health information technician in an actual health care work setting, and is essential to training and certification. Prerequisites: Medical Terminology, Basic ICD-9-CM Coding. (Practicum 100%)

**M228 Medical Legal and Ethical Issues
– 40 Hours. 4 Credits.**

A study of medical information as legal documents, and the legal principles, regulations, and policies governing health information. Prerequisite: M208 Introduction to Health Information Management (Lecture 100%)

**M229 Healthcare Information Technologies
– 40 Hours. 4 Credits.**

This course is a study of health information systems and technologies used in various health care settings, with an emphasis on the electronic health record. Prerequisites: Introduction to Health Information Management and Microcomputers (Lecture 100%)

**M237A Advanced Coding and Reimbursement Issues
– 40 Hours. 3 Credits.**

This course is an advanced study into ICD-9-CM and CPT-4 coding issues with an emphasis placed on case studies and coding from patient records as well as a through study into reimbursement methodologies, third party payors, the relationship between coding and billing, and the financial impact of correct coding. Coding compliance, regulations, and audits will also be discussed. Prerequisites: Medical Terminology, Basic ICD-9-CM Coding. (Lecture 50% Lab 50%)

**M280 Medical Transcription Capstone
– 40 Hours. 3 Credits.**

A supervised experience in medical transcription work settings, simulated lab, and student assignments and presentations that demonstrate competency and understanding of the medical transcription field. Student planned field trips will be required. Students will transcribe actual medical dictation and be evaluated by the instructor on transcription accuracy, productivity, and professional/ethical conduct. The Capstone is intended to integrate course learning through practical experience in a workplace or simulated setting. Prerequisite: Medical Transcription II (Lecture 50%, Lab 50%)

**MT100 Introduction to Massage Therapy
– 40 Hours, 3 Credits**

This course introduces basic massage therapy skills and knowledge necessary to becoming a massage therapist. Students will acquire the knowledge to understand the pathology and its connection to contraindications to massage. An emphasis will be upon developing communication and documentation skills for insurance billing. Prerequisites: None (Lecture 50%, Lab 50%)

**MT105 Deep Tissue Massage
– 40 Hours, 3 Credits**

This course will incorporate and expand upon the techniques learned in the introductory course. An emphasis will be on many other methods of addressing soft tissue dysfunction. Students will gain the knowledge to integrate deep tissue massage into their practice as massage therapists. Prerequisites: None (Lecture 50%, Lab 50%)

**MT110 Human Movement and Physical Structure
– 40 Hours, 4 Credits**

This course provides students with a more detailed understanding of the skeletal and muscular system; in particular, an emphasis is on the fascial system and movement of the body. Students will acquire a basic knowledge of kinesiology. Prerequisites: MT100 Introduction to Massage Therapy and G133 Anatomy and Physiology (Lecture 100%)

**MT115 Sports Massage
– 40 Hours, 3 Credits**

This course provides students with the knowledge of how to apply pre-event, immediate, post-event, and restorative massage. Students will acquire an understanding of various injuries and the physiological effects that the body endures in athletic events. Students will have an understanding of using different stretching applications with a client. Prerequisites: MT100 Introduction to Massage Therapy and G133 Anatomy and Physiology (Lecture 50%, Lab 50%)

**MT120 Techniques for Special Clients
– 40 Hours, 3 Credits**

This is a basic course focusing on clients who have individualized needs. The emphasis in this course is on pregnancy, infant, pediatric, and geriatric massage. Students will also gain an understanding of how to incorporate a massage environment that best serves individuals that have a physical and/or developmental challenge. Prerequisites: MT100 Introduction to Massage Therapy and G133 Anatomy and Physiology (Lecture 50%, Lab 50%)

**MT125 Alternative Modalities
– 40 Hours, 3 Credits**

This course introduces the basic knowledge of Shiatsu, Reflexology, and Aromatherapy. Students will have an understanding of the five element theory, meridians, and chakras. Students will be able to incorporate principles of reflexology and aromatherapy into a massage session. Prerequisites: MT100 Introduction to Massage Therapy and G133 Anatomy and Physiology (Lecture 50%, Lab 50%)

**MT130 Trigger Point Therapy
– 40 Hours, 3 Credits**

This course provides an introduction to Trigger Point Therapy. Students will gain an appreciation and understanding for the scientific data relating to Trigger Point Therapy. Students will apply the knowledge of the physiological symptoms to a Trigger Point. An emphasis will be on the significance of musculoskeletal disorders and how to manage these with Trigger Point Therapy. Prerequisites: MT100 Introduction to Massage Therapy and G133 Anatomy and Physiology (Lecture 50%, Lab 50%)

**MT135 Clinical I
– 40 Hours, 2 Credits**

In this course the student will perform forty full body massage treatments. A Supervisor is present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting. Prerequisites: G133 Anatomy and Physiology, MT100 Introduction to Massage Therapy, and MT105 Deep Tissue Massage (Lab 100%)

**MT136 Clinical II
– 40 Hours, 2 Credits**

In this course the student will perform forty full body massage treatments. A Supervisor is present to evaluate and guide the student's performance. Students are evaluated on hands-on skills and SOAP Charting. Prerequisites: MT135 Clinical I (Lab 100%)
*This course is recommended for a student's last quarter of study

**MT280 Wellness Education
– 40 Hours, 3 Credits**

This course helps the student to recognize an emergency and to learn how to respond to specific injuries. The student will train to acquire First Aid and Cardiopulmonary Resuscitation (CPR) certification through the American Red Cross. A general introduction to nutrition and wellness with an emphasis on health promotion will be taught. After completing this course, students will have the knowledge to take the National Certification Exam from the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). Prerequisites: MT100 Introduction to Massage Therapy and G133 Anatomy and Physiology (Lecture 50%, Lab 50%)

*This course is recommended for the student's last quarter of study

**N108 Linux Administration
– 40 Hours. 3 Credits.**

This class is designed for students that are new users of Linux. The students will learn to install, configure, maintain, administer, and use programming features of Linux operating system. In addition, students will learn about downloading and installing source application from the Internet, running Windows emulation, and the role of Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet based research, and lab work to reinforce the course materials. Prerequisites: Microsoft Windows Workstation or Microsoft Windows Servers. (Lecture 75% Lab 25%)

N112 PC Hardware and Software I (A+) – 40 Hours, 3 Credits.

In this course the students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. The topics covered include the relationship between computer hardware and software, the installation, support, and troubleshooting of system boards, memory, floppy and hard drives, multimedia, and input/output devices. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Each student will assemble a computer using prescribed parts and materials. Prerequisites: None. (Lecture 75%, Lab 25%)

N113 PC Hardware and Software II (A+) – 40 Hours, 3 Credits.

This course is a continuation of PC Hardware and Software I. The topics covered include: review of previously covered topics, telecommunications and networking, the Internet, and printing. Additional topics in this course are virus protection, disaster recovery and maintenance planning. Finally, the students will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course in addition to the first course helps prepare students to take the A+ Certification Core and DOS/Windows Exams. Prerequisites: PC Hardware and Software I (A+). (Lecture 75%, Lab 25%)

N122 Network Topologies and Infrastructure – 40 Hours, 3 Credits

This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols used for LANs. It covers LAN-user concepts and the basic functions of system administration and operation. To reinforce the course material this course uses a combination of lectures, demonstrations, discussions, and hands-on labs. This course helps prepare students to take the CompTIA Net+ Exam. Prerequisites: Microsoft Windows Workstations, and PC Hardware and Software II (A+). (Lecture 75% Lab 25%)

N123 Windows Networking Infrastructure – 40 Hours, 3 Credits

In this course students are given an overview of the history, design, functionality, implementation, and administration of TCP/IP networks. This includes: TCP/IP addressing, subnetting and routing, the design of IP networks, the implementation of DHCP (Dynamic Host Configuration Protocol,) NetBIOS and WINS (Windows Internet Name Server,) DNS (Domain Name System,) and basic concepts in the use and implementation of Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further this course helps prepare students to take the Microsoft Certification Exam #70-216. Prerequisites: Microsoft Windows Workstations. (Lecture 75% Lab 25%)

N126 Windows Active Directory – 40 Hours, 3 Credits

In this course, students study the concepts of utilizing Microsoft Windows Active Directory. They will learn to install, set-up, configure, utilize, maintain and trouble shoot the Windows Active Directory. To reinforce the material in this course, the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certification Exam #70-217. Prerequisite: Microsoft Windows Servers. (Lecture 75% Lab 25%)

N127 Microsoft Windows Workstations – 40 Hours, 3 Credits.

This course introduces students to the implementation, administration and troubleshooting of Windows workstations and networking management. The topics covered are; installation, user management and permissions, file system management, and print services. Also, advanced system configuration and connection, troubleshooting, and network support are covered. To reinforce learning, each student will be assigned hands "on lab projects directly related to the course material. Further, this course helps prepare students to take the Microsoft Professional Certification Exam. Prerequisite: Microcomputers (Lecture 75%, Lab 25%)

N128 Microsoft Windows Server – 40 Hours, 3 Credits.

This course provides students with the knowledge and skills necessary to install and configure Windows server and perform post-installation and day-to-day administrative tasks using active directory services networks. In addition, this course gives the student the background needed to understand Microsoft courses that cover detailed technical support of Windows workstations and servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs. Further, the course helps prepare students to take the Microsoft Professional Certification exam. Prerequisite: Microsoft Windows Workstations (Lecture 75%, Lab 25%)

N134 Microsoft Exchange Server – 40 Hours, 3 Credits.

In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting, and maintenance. It not only introduces a variety of concepts, but also discusses in-depth the most significant aspects of Exchange Server, such as client configuration. In addition to explaining concepts, the course uses a multitude of real world examples of networking and messaging issues from a professional's standpoint, making it a practical preparation for the real world. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further this course helps prepare students to take Microsoft's MCSE Exam #70-224. Prerequisite: Microsoft Windows Servers (Lecture 75%, Lab 25%)

N135 Cisco Networking Fundamentals and Routing – 40 Hours, 3 Credits

In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topic such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further this course helps prepare students to take Cisco CCNA Exam. Prerequisite: Network Topologies and Infrastructure and Windows Networking Infrastructure (Lecture 75%, Lab 25%)

PT105 Introduction to Pharmacy – 40 Hours, 4 Credits

An introduction to the technician's role in pharmacy practice. The student will gain a basic knowledge of chemistry and become knowledgeable in correct use of CPR. Emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors. Prerequisites: None (Lecture 100%)

PT110 Pharmacology – 40 Hours, 4 Credits

The student will identify commonly used drugs, dosages, and drug categories. Included is a discussion of pharmacokinetics, major disease states, and drug toxicology. A basic knowledge of herbal medication will be developed. Prerequisites: Anatomy and Physiology and Introduction to Pharmacy (Lecture 100%)

PT115 Pharmacy Law and Ethics – 40 Hours, 4 Credits

The student will gain an understanding of the laws and regulations which govern pharmacy practice. Included is an overview of the process of the drug development and approval process along with the process of drug withdrawals and recalls. OSHA requirements for blood borne pathogens will be identified. DEA and state board regulations will be emphasized. Student will obtain knowledge of proper handling and recording of controlled substances. Recent HIPAA laws and regulations will be discussed. Prerequisites: Introduction to Pharmacy (Lecture 100%)

PT120 Pharmacy Math and Dosages – 40 Hours, 4 Credits

This course will provide the student with the necessary math skills to effectively work within a pharmacy setting. In addition to ratios and proportions, dosage calculations, and conversions the student will develop knowledge and skills to perform business math functions related to retail pharmacy practice. Prerequisites: Introduction to Pharmacy (Lecture 100%)

PT125 Pharmacy Software/Automation/Insurance Billing – 40 Hours, 4 Credits

Hands-on experience using pharmacy software will be gained via entering patient profiles and prescriptions. The student will learn how to process prescriptions, understand common insurance rejection codes, and gain knowledge of how to solve rejections. Automated ordering, receiving, and maintenance of inventory will be addressed. Student will gain understanding of the various payment methods received by retail pharmacies. The student will explore various automation machines used within pharmacy settings. Prerequisites: Introduction to Pharmacy and Pharmacy Math and Dosages (Lecture 100%)

PT130 Unit Dose/IV Lab – 40 Hours, 4 Credits

The student will apply knowledge of medication charts and pharmacy math to correctly dispense and chart delivery of patient medications within an institutional setting. Emphasis is on correctly filling orders with correct drug, dosage, and frequency. The IV Lab will stress aseptic techniques and the maintenance of sterile conditions. The student will learn to read an IV label, select the appropriate additives, and base solutions, and properly prepare the prescribed IV compound. Prerequisites: Introduction to Pharmacy and Pharmacy Math and Dosages (Lecture 100%)

PT135 Pharmacy Practicum - Outpatient/Retail – 90 Hours, 3 Credits

This course offers supervised practical experience in outpatient settings with a minimum of 90 hours of internship experience in the unit dose area of a pharmacy. The internship will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training. Prerequisites: Pharmacology and Pharmacy Software/Automation/Insurance Billing (Practicum 100%)

PT136 Pharmacy Practicum - Unit Dosage – 90 Hours, 3 Credits

These courses offer supervised practical experience in pharmacy settings with a minimum of 90 hours each of internship experience in the particular area of pharmacy designated by the practicum. The internships will be under the direction of practicing pharmacists and pharmacy technicians. These practicum courses allow the student to gain experience as a pharmacy technician in actual pharmacy settings and are essential to training. Prerequisites: Unit Dose/IV Lab (Practicum 100%)

PT137 Pharmacy Practicum - IV Compounding – 90 Hours, 3 Credits

These courses offer supervised practical experience in pharmacy settings with a minimum of 90 hours each of internship experience in the particular area of pharmacy designated by the practicum. The internships will be under the direction of practicing pharmacists and pharmacy technicians. These practicum courses allow the student to gain experience as a pharmacy technician in actual pharmacy settings and are essential to training. Prerequisites: Unit Dose/IV Lab (Practicum 100%)

R100 Principles of Retailing – 40 Hours, 4 Credits.

This course is an overview of retail management including organization, merchandising, retail sales, customer service, personnel management and operations. Prerequisite: None. (Lecture 100%)

R104 Entrepreneurship – 40 Hours, 4 Credits.

Using real-life applications and examples from successful business people, this class offers competency-based instruction to guide students through the steps of developing a business plan for a new small business. Prerequisite: Principles of Retailing. (Lecture 100%)

S101 Keyboarding – 20 Hours, 1 Credit

This course will introduce students to the keyboard in order to achieve a minimum of 25 words per minute on timed writings. Prerequisites: None (Lab 100%)

*This course is only offered online at the Eagan and Minnetonka campus.

S172 Legal Terminology – 40 Hours, 4 Credits.

A study of terms used in the legal profession, including instruction in civil and criminal law, the judicial system (discovery, trial, and appellate processes), hearings and arbitrations, and methods of researching citations. This course emphasizes spelling, pronunciation, definition, how to find and use legal and Latin terms. Prerequisite: None. (Lecture 100%)

*This course is only offered online at the Eagan and Minnetonka campus.

S178 Legal Machine Transcription – 40 Hours, 3 Credits.

Students will transcribe correspondence, legal papers, and court documents representative of those prepared in a law office. Prerequisite: Keyboarding. (Lecture 50%, Lab 50%)

S201 Office Procedures – 40 Hours, 4 Credits.

This course is designed to familiarize students with the following office skills: human relations and ethics, mailing procedures, forms and documents commonly used in offices, bookkeeping and financial records, office machines, filing skills, and records management. Students will learn in general how an office is managed, and will also focus on special office environments related to their program. Prerequisite: Business Document Processing II. (Lecture 100%)

**S204 Machine Transcription I – 40 Hours, 3 Credits.**

Students will transcribe material from cassettes. Emphasis is placed on quality, mailable copy together with speed and accuracy. Prerequisite: Business Document Processing I or equivalent. (Lecture 50%, Lab 50%)

S218 Legal Document Processing – 40 Hours, 3 Credits.

Intensive training in preparing court documents and legal papers. Work is related to litigation, family law, negligence, business organizations, wills and estates, real estate and bankruptcy. Course emphasizes speed, accuracy, proofreading, and the meaning and spelling of legal terms. Prerequisite: Keyboarding. (Lecture 50%, Lab 50%)

S220 Word for Windows – 40 Hours, 3 Credits.

This course provides tools to become proficient with a variety of word processing skills. Topics in this course include the creation of new documents, use of the task pane, changing font attributes, modifying sections of texts, utilizing help, checking spelling/grammar, sectioning of a document, creation/manipulation of tables, creation/manipulation of charts, using smart tabs, and saving documents as web pages. Other Word features such as mail merge, macros, graphics, styles, templates, and document collaboration will be covered. This course is designed to help prepare students for the MOS certification exam. Prerequisites: Microcomputers (Lecture 50%, Lab 50%)

S222 Business Document Processing I – 40 Hours, 3 Credits.

This course will consist of business document production with an emphasis on formatting rules. Documents included in this course are letters, memos, e-mails, and reports. Proofreading and use of grammar will also be emphasized. Prerequisites: Keyboarding or 25 words per minute (Lecture 50% Lab 50%)

*This course is only offered online at the Eagan and Minnetonka campus.

S223 Business Document Processing II – 40 Hours, 3 Credits.

This course is a production course with an emphasis on document composition. Students will build upon skills gained in Business Document Processing I and using higher order thinking skills. This course will require students use correct formatting in the creation of appropriate, ethical and legally correct documents. Prerequisites: Business Document Processing I (Lecture 50% Lab 50%)

*This course is only offered online at the Eagan and Minnetonka campus.

S224 Business Document Processing III – 40 Hours, 3 Credits.

This course is designed to challenge the student with a variety of integrated projects, assignments and discussions utilizing business documents. The student, under limited direction, will develop high-quality documents building upon formatting skills gained in Business Document Processing I and composing/communication skills gained in Business Document Processing II. Prerequisites: Business Document Processing II, and Microcomputers (Lecture 50% Lab 50%)

*This course is only offered online at the Eagan and Minnetonka campus.

S226 Speed Building I – 20 Hours, 1 Credit.

This course provides students with keyboarding experience in order to achieve a specific course speed. Students will successfully type 35 words a minute on three, "five-minute timings" with less than 5 five errors in order to pass the course. Prerequisite: Keyboarding (Lab 100%)

*This course is only offered online at the Eagan and Minnetonka campus.

S227 Speed Building II – 20 Hours, 1 Credit.

This course provides students with keyboarding experience in order to achieve a specific course speed of 45 words per minute. Students will successfully type 45 words a minute on three, "five-minute timings" with less than five errors in order to pass the course. Prerequisite: Speed Building I (Lab 100%)

*This course is only offered online at the Eagan and Minnetonka campus.