

Pg. 7 Catalog

**Rasmussen College Scholarship Fund**

Third paragraph should read:

The Rasmussen College Scholarship Fund is not available for Spring 2003. All applications must be submitted to the Scholarship Committee by the following due dates for future quarters: Summer 2003 by June 6, and Fall Quarter 2003 by September 5.

Pg 12 Catalog

**Accounting AAS**

Addition:

**Social Sciences**

G137 Introduction to Psychology

Pg 13 Student Handbook

Last sentence of the **Criminal Background Check** should read: Students enrolled in Health Information Technology and Criminal Justice should be particularly aware that background checks may be undertaken by prospective employers, the results of which may deter or preclude employment.

Pg 13 Catalog

**Accounting Diploma**

We are no longer accepting enrollments in the Accounting Diploma Program.

Pg 14 Catalog

**Business Management AAS**

Addition:

**Social Sciences**

G137 Introduction to Psychology

Pg 15 Catalog

**Sales and Marketing Emphasis**

Remove:

E139 Desktop Publishing 4 Credits

Addition:

E143 Desktop Publishing 3 Credits

**Business Administration Emphasis**

Remove:

E139 Desktop Publishing 4 Credits

Addition:

E143 Desktop Publishing 3 Credits

**Office Administration Emphasis**

Remove:

E139 Desktop Publishing 4 Credits

Addition:

E143 Desktop Publishing 3 Credits

**Legal Administrative Emphasis**

Should read: S178 Legal Machine Transcription

Remove:

E139 Desktop Publishing 4 Credits

Addition:

E143 Desktop Publishing 3 Credits

Pg 16 Catalog

**Medical Administrative Emphasis**

Should read: Medical Emphasis

**Sales and Business Administration Diploma**

Should read:

Gxxx Select one elective from G122, G123, G125, G126, G127, G135, G136, or G137

Sales and Business Administration Diploma Credits 81\*

Remove:

E139 Desktop Publishing 4 Credits

Addition:

E143 Desktop Publishing 3 Credits

Pg 16 Catalog

Addition:

**Human Resource Emphasis • AAS Degree**

*Select 30 credits in addition to all courses listed on page 14:*

<u>Number</u>	<u>Course</u>	<u>Credits</u>
A177	Payroll Accounting	4
B148	Human Resource Management	4
B149	Risk Management and Insurance	4
B150	Training and Development	4
B167	Employment Law	4
B168	Compensation and Benefits Management	4
B169	Occupational Safety, Health and Security	4
D183	Access	3
S220	Word for Windows	3

Pg 17 Catalog

**Administrative Specialist Diploma**

Should read:

Gxxx Select one elective from G122, G123, G125, G126, G127, G135, G136, or G137

Administrative Specialist Diploma Credits 77\*

Remove:

E139 Desktop Publishing 4 Credits

Addition:

E143 Desktop Publishing 3 Credits

Pg 18 Catalog

**Child Development AAS**

**Business Education Courses**

Remove:

B136 Introduction to Business 4 Credits

B138 Management and Supervision 4 Credits

B139 Marketing 4 Credits

B148 Human Resource Management 4 Credits

B219 Customer Service 4 Credits

Addition:

CC157 Communication Concepts in Child Care 4 Credits

CC158 Infant and Toddler Curriculum 4 Credits

CC159 Dynamics of the Family 4 Credits

CC160 Children with Special Needs 4 Credits

CC161 Appreciation of Children's Literature 4 Credits

**Social Sciences**

G137 Introduction to Psychology 4 Credits

Pg 20 Catalog

**Criminal Justice AAS**

Addition:

**Social Sciences**

G137 Introduction to Psychology

Pg 21 Catalog

**Legal Administrative Specialist Diploma**

Should read:

Gxxx Select one elective from G122, G123, G125, G126, G127, G135, G136, or G137

**Medical Coding Specialist Diploma**

Should read:

Gxxx Select one elective from G122, G123, G125, G126, G127, G135, G136, or G137

**Medical Administrative Specialist Diploma**

Should read:

Gxxx Select one elective from G122, G123, G125, G126, G127, G135, G136, or G137

**Medical Transcriptionist Diploma**

Should read:

Gxxx Select one elective from G122, G123, G125, G126, G127, G135, G136, or G137

Pg 22 Catalog

**Health Information Technician AAS**

Addition:

**Social Sciences**

G137 Introduction to Psychology

Pg 23 Catalog

**Medical Coding Specialist**

Should read: Medical Coding Specialist Diploma Credits 67\*

Pg 24 Catalog

**Medical Transcriptionist AAS**

Addition:

**Social Sciences**

G137 Introduction to Psychology

Pg 26 Catalog

**Information Systems Management AAS**

Addition:

**Social Sciences**

G137 Introduction to Psychology

Pg 27 Catalog

**Desktop Application Support Emphasis AAS Degree**

Should read:

Desktop Application Support Emphasis Credits

Desktop Application Support Emphasis AAS Degree Credits

Remove:

E139 Desktop Publishing 4

Addition:

E143 Desktop Publishing 3

Pg 30 Catalog and Pg 12 Student Handbook

Addition:

**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.

Pg 31 Catalog and Pg 43 Student Handbook

Addition:

**Transfer Credit Policy**

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.

Pg 31 Catalog and Pg 18 Student Handbook

Addition:

**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.

Pg. 36 Catalog

### **Accreditation, Licensing, and Approvals**

Should read:

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.

### **SYNOPSIS OF SUBJECTS**

Pg. 37 Catalog

Remove:

B166 Business Finance

Addition:

### **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%)

### **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 Safety, Health 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%)

Pg 38 Catalog

Addition:

### **CC157 Communication Concepts in Child Care**

-40 Hours, 4 Credits

This course explores communication concepts and challenges that are present in child care settings. Beginning with an awareness of personal communication style, students will expand their communication skills for use in situations ranging from teacher-child interactions to staff-parent communications. Through needs assessment, students will identify areas of strength and growth in developing personal communication plans unique to their child care settings. Students will apply interpersonal communication skills including staff communication and coaching opportunities. Prerequisites: None (Lecture 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%)

**Desktop Publishing**Remove:

E139 Desktop Publishing

Addition:

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%)

Pg 39 Catalog

**G127 Law and Society**

Should read:

-40 Hours. 4 Credits.

This course provides a cross-cultural introduction to major laws and legal traditions of the world. Students will study the historical underpinnings and origins of present-day legal theories and practices. In addition, students will be asked to explore the interdependence of various global legal traditions by focusing on their differences and similarities. Students will come to understand the broader contexts of how laws are generated and applied; in the process they will grasp the impact of law on cultural and social trends. Prerequisite: None (Lecture 100%)

Pg 39

Addition:**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%)

Pg. 40 Catalog

**M203 Medical Terminology I**

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

**M204 Medical Terminology II**

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

Pg. 42 Catalog

**S172 Legal Terminology**

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

**S204 Machine Transcription I**

Should read Prerequisites: Business Document Processing I or equivalent.

**S222 Business Document Processing I**

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

**S223 Business Document Processing II**

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

**S224 Business Document Processing III**

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

**S225 Speed Building**

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

**Pg. 43 System Office**Remove:

Eric J. Staupe

Addition:

Tawnie Cortez, Director of Student Services

*B.A. Montana State University*

Eileen (Abbi) Weber

*System Administrative Assistant*

Pg 49 and 96 Handbook

Should read:

November 11 Veteran’s Day No Classes in Session

Pg 49 and 101 Handbook

Should read:

November 28 Thanksgiving Holiday No Classes in Session

Pg 51 and 116 Handbook

Should read:

January 19 Martin Luther King Day Observed No Classes in Session

**RASMUSSEN COLLEGE**  
**2002-2003 STAFF AND FACULTY UPDATES**

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**Campus Administration**

Should Read:

<u>Name/Position Credentials</u>	<u>Campus</u>
Kao Odukale, Campus Director	Eagan

Remove:

<u>Name/Position Credentials</u>	<u>Campus</u>
Tawnie Cortez, Campus Director	Eagan
Tracey Reichert, Associate Campus Director	Minnetonka

Addition:

<u>Name/Position Credentials</u>	<u>Campus</u>
Kathy Howe, Associate Campus Director	Minnetonka
<i>M.A. College of St. Scholastica</i>	
<i>B.A. Augsburg College</i>	

**Academic Administration**

Remove:

<u>Name/Position Credentials</u>	<u>Campus</u>
Kevin Langton	Mankato

Addition:

<u>Name/Position Credentials</u>	<u>Campus</u>
Donna Wenkel	Mankato
<i>M.S. Minnesota State University - Mankato</i>	
<i>B.S. Mankato State University</i>	

**Associate in Applied Science Degree Programs**

Should read:

<u>Name/Position Credentials</u>	<u>Campus</u>
Heather Biedermann	Mankato

**Accounting & Business Administration Department**

Should read:

<u>Name/Position Credentials</u>	<u>Campus</u>
Maria Murad	Eagan
Jana Schrenkler,	Eagan

Business Programs Coordinator  
*M.A. College of St. Scholastica*  
*B.S. California State – Bakersfield*

Thomas Zachary	Minnetonka
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Accounting Program Coordinator  
*B.A. Augsburg College*

Charlotte Klesman	St. Cloud
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Margaret Stenzel	Mankato
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Remove:

<u>Name/Position Credentials</u>	<u>Campus</u>
Gene Mielke	Minnetonka
John Pupkes	Minnetonka
Char Rheume	Mankato
Josie Taguinod	St. Cloud

Addition:

<u>Name/Position Credentials</u>	<u>Campus</u>
James Fulton, CPA	Minnetonka
<i>M.B.A. University of Chicago</i>	
<i>B.S. Iowa State University</i>	

**Communications Department**

Addition:

<u>Name/Position Credentials</u>	<u>Campus</u>
Price Carmen	Eagan
<i>MBC St. Thomas University</i>	
<i>B.A. University of Minnesota</i>	

**Communications Department**

Addition:

<u>Name/Position Credentials</u>	<u>Campus</u>
Roseann Wolak	Minnetonka
<i>M.S. St. Cloud State University</i>	
<i>B.A. University of St. Thomas</i>	

**General Education Department**

Remove:

<u>Name/Position Credentials</u>	<u>Campus</u>
Becky Davis	Mankato
Vito Inoferio	Minnetonka
John Mowry	St. Cloud
Eric Sweet	Mankato

Addition:

<u>Name/Position Credentials</u>	<u>Campus</u>
Arlene Eliason	Eagan

*M.A. Minot State University*

*B.A. Concordia College*

Debra Bohlman	St. Cloud
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*M.A. St. Cloud State University*

*B.A. St. Cloud State University*

Simone Finneman, General Education Coordinator	St. Cloud
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*M.A. St. Cloud State University*

*B.A. St. Cloud State University*

Kevin Langton, General Education Coordinator	Mankato
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*M.F.A., B.A. Minnesota State University - Mankato*

**Information Systems Department**

Remove:

<u>Name/Position Credentials</u>	<u>Campus</u>
William Hire, MCP	Minnetonka
Tim Corbett	Mankato
Eric Staupé	Minnetonka
Steve Thoennes	Eagan

**Office Administration/Computer Applications**

Should read:

<u>Name/Position Credentials</u>	<u>Campus</u>
William Hire, MCP	Minnetonka

Office Administration Program Coordinator

*M.A. University of Akron*

*B.A. University of Findlay*

Remove:

<u>Name/Position Credentials</u>	<u>Campus</u>
Kari Hable	Minnetonka
Donna Wenkel	Mankato

**Academic Staff Department**

Should read:

<u>Name/Position Credentials</u>	<u>Campus</u>
Nicole Meierhofer, Retention Specialist <i>M.S., B.A., St. Cloud State University</i>	St. Cloud

Remove:

<u>Name/Position Credentials</u>	<u>Campus</u>
Kathy Howe, Retention Specialist	Minnetonka

Addition:

**Criminal Justice Department**

<u>Name/Position Credentials</u>	<u>Campus</u>
Elizabeth Hurley-Felling <i>M.A. St. Mary's University B.A. St. Thomas University A.A.S. El Central College</i>	Eagan
Carie Ann Potenza Criminal Justice Program Coordinator <i>M.A. Rutgers University B.A. University of Albany</i>	Minnetonka

**Administrative Support Department**

Should read:

<u>Name/Position Credentials</u>	<u>Campus</u>
Katie Ruis, Enrollment Services Specialist	St. Cloud

Addition:

<u>Name/Position Credentials</u>	<u>Campus</u>
Kari Hulett, Administrative Assistant	St. Cloud
Michelle Paulson, Career Services Assistant <i>A.A.S. Rasmussen College</i>	Mankato
Jill Strong, Administrative Assistant	St. Cloud

**Admissions Department**

Should read:

<u>Name/Position Credentials</u>	<u>Campus</u>
Ethan Campbell, Director of Admissions	Minnetonka

Remove:

<u>Name/Position Credentials</u>	<u>Campus</u>
Kelli Hollingsworth	Eagan
Phillip Kagol	Minnetonka
Jeff Striet	St. Cloud

Addition:

<u>Name/Position Credentials</u>	<u>Campus</u>
Josh Christman, Admission Representative <i>A.A.S. Rasmussen College</i>	St. Cloud
Tim Elliot, Director of Admissions <i>M.B.A. Capella University B.A. Augsburg College</i>	Eagan
John Engquist <i>B.A. Northwestern College</i>	Eagan
Jeanie Lindgren, Admission Representative <i>B.S. Minnesota State University - Mankato</i>	Eagan
Andrea Peters, Admission Representative <i>B.A. College of St. Benedicts</i>	St. Cloud
Travis Schnabel, Admission Representative <i>B.A. Augustana College</i>	Minnetonka
Britta Sundbert, Admission Representative <i>B.S. Montana State University</i>	Minnetonka

**Career Services Department**

Should read:

<u>Name/Position Credentials</u>	<u>Campus</u>
Sarah Jensen	Eagan

**Financial Aid Department**

Remove:

<u>Name/Position Credentials</u>	<u>Campus</u>
Christy Kiminnski	Eagan
Jessica Kranz	Mankato
Ken Lettenmaier	Eagan

Addition:

<u>Name/Position Credentials</u>	<u>Campus</u>
Brian Arndt, Financial Aid Assistant <i>A.A.S. Rasmussen College</i>	Eagan
Donna Hardy, Financial Aid Director <i>B.S. Northwestern College A.A.S. Hutchinson College</i>	Eagan

**Helpdesk Department**

Should read:

<u>Name/Position Credentials</u>	<u>Campus</u>
Steve Hagen, MCP	Minnetonka

**Student Accounts Department**

Addition:

<u>Name/Position Credentials</u>	<u>Campus</u>
Angie Horan	Minnetonka

Addition:

<u>Name/Position Credentials</u>	<u>Campus</u>
Steve Mitchell, Student Accounts Assistant <i>A.A.S. Rasmussen College</i>	Eagan

**Student Success Coordinator Department**

Addition:

<u>Name/Position Credentials</u>	<u>Campus</u>
Kelli Hollingsworth, Student Success Coordinator <i>B.A. Concordia University</i>	Eagan
Phillip Kagol, Student Success Coordinator <i>B.S. St. Cloud State University</i>	Minnetonka
Robin Robatcek, Student Success Coordinator <i>B.A. Concordia University</i>	St. Cloud